

## COURSE OUTLINE

<b>Department &amp; Faculty: Language Academy</b>	<b>Page : 1 of 4</b>
<b>Course Code: ULAB 3162</b> <b>(English for Professional Purposes)</b> <b>Total Contact Hours: 3 hours X 14 weeks (42 hours)</b>	<b>Semester: II</b> <b>Academic Session: 2016/2017</b>

<b>Lecturer</b>	: Teaching staff of Language Academy, UTM
<b>Coordinator</b>	: Wan Zarina Wan Zakaria
<b>Room No.</b>	: D05 426
<b>Telephone No.</b>	: 5531814
<b>Email</b>	: m-wanzar@utm.my
<b>Pre-requisites</b>	: <b>ULAB 1122 and ULAB 2122</b>
<b>Synopsis</b>	: This course prepares students with the skills of effective communication that are necessary in order for them to be able to function effectively in workplace situations. At the beginning of the course, students are required to do enculturation tasks in order to discover their potential and possible expectations of the prospective workplace environment. Through active learning, it emphasises oral and written communication skills that are practiced in workplace situation. Using authentic workplace scenarios, students will be given opportunities to negotiate and present information through group discussions and presentations. By the end of the course, students should be able to function as individuals and team members using appropriate communication skills at the workplace.

### LEARNING OUTCOMES

By the end of the course, students should be able to:

No.	Course Learning Outcomes	Course Learning Outcome(s) Addressed	Taxonomies (C,P,A)	Assessment Methods
1.	engage interactively in group discussions.	CS5	C6, A2	Group Discussion, Negotiation
2.	write responses using appropriate language effectively.	CS1	C3	Response Paper, Personal Write-up
3.	deliver effective oral presentation and present points of view effectively.	CS3	C6	Oral Presentation, Balloon Debate
4.	use self-access learning materials for language development	CS2	C6	MyLinE

<b>Prepared by: Course Coordinator</b> <b>Name: Pn Wan Zarina Wan Zakaria</b> <b>Signature: <i>wan zarina</i></b>  <b>Date: February 2017</b>	<b>Certified by: Academic Manager</b> <b>Name: Pn Nur Al Huda bt Hashim</b> <b>Signature: <i>Nur Al Huda</i></b>  <b>Date: February 2017</b> <div style="text-align: right; color: blue; font-weight: bold;"> <b>Nur-Al Huda binti Hashim</b>  <b>Academic Manager (Undergraduate)</b>  <b>Language Academy</b>  <b>UTM Johor Bahru</b> </div>
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### STUDENT LEARNING TIME (SLT)

Teaching and Learning Activities	Student Learning Time (hours)
1. Face to Face Learning	42
a. Lecture-Centered Learning	14
i. Lecture	
b. Student-Centered Learning (SCL)	28
<ul style="list-style-type: none"> <li>• Reading for information</li> <li>• Choosing appropriate information</li> <li>• Discussion</li> <li>• Negotiation</li> </ul>	
2. Self-Directed Learning	28
a. Non-face-to-face learning such as through module, and e-learning	
<ul style="list-style-type: none"> <li>• My-LinE activity</li> </ul>	2
b. Assessment Preparation	26
<ul style="list-style-type: none"> <li>• Searching for information</li> <li>• Organize information</li> <li>• Drafting, writing and editing of response papers</li> <li>• Discussion</li> </ul>	
3. Assessment	10
a. On-going assessment	
<ul style="list-style-type: none"> <li>• Oral Presentation</li> <li>• Group Discussion</li> <li>• Response Paper</li> <li>• Balloon Debate</li> <li>• Negotiation</li> <li>• Personal Write-up</li> </ul>	
<b>Total (SLT)</b>	<b>80</b>

### TEACHING METHODOLOGY

Lectures and Discussions, Oral and Written Assignments, MyLinE resources

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### WEEKLY SCHEDULE

<b>Weeks</b> 1-2	Introduction to the Course Presenting Self in a Professional Setting Input on Oral Presentation and Personal Write-up Language Input: Expressions for formal presentation, describing self, responding to difficult questions. Writing concisely and effectively. MyLinE Activity begins 10%
3-4	Input on Pronunciation English sound patterns  Oral Presentation: 15% Personal Write-up: 10%
<b>Weeks</b> 5-6	Discussing Issues Related to Employment Input on Group Discussion Language input: handling discussion, giving and responding to opinion, agreeing, disagreeing, reaching a decision, making suggestions and recommendation  Input on Response Paper Language input: expressing ideas clearly in written form
<b>Week 7</b>	Group Discussion: 15% Response Paper: 15%
<b>Week 8</b>	Semester Break
<b>Weeks</b> 9-10	Asserting Yourself Confidently Input on Persuasive Skill  Language input : language expressions used to present argument, agreeing/disagreeing with other people's opinions and supporting arguments by giving facts and evidence
<b>Weeks</b> 11-12	Balloon Debate: 20% Giving facts and evidence, refuting and rebutting  Language Input: language expressions used to giving facts and evidence, refuting and rebutting
<b>Weeks</b> 13-14	Resolving issues and Reaching an Agreement Input on Negotiation: approaches to negotiation, negotiation process, language forms and functions and pragmatics

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Language Input: language expressions for negotiating and reaching agreement

**Week 15**

Negotiation: 15%

### REFERENCES :

Hancock, M. (2006). *English Pronunciation in Use*. Cambridge: Cambridge University Press.

Henrick, J.A. (2011). *Argumentation: Understanding and Shaping Arguments*. State College, PA:Strata Publishing.

Sahirah Marzuki et.al. (2007). *Towards Effective Oral Communication*. Second Edition. Pearson Malaysia Sdn Bhd.

\_\_\_\_\_ (2015). *ULAB 3162 English for Professional Purposes Teaching Module (Internal Circulation Only)*. Language Academy, Universiti Teknologi Malaysia. Johor Bahru.

### GRADING:

No.	Assessment	Number	% each	% total	Weeks
1	Oral Presentation	1	15	15	3 - 4
2	Personal Write-up	1	10	10	3-4
3	Group Discussion	1	15	15	6-7
4	Response Paper (Individual)	1	15	15	6-7
5	Balloon Debate	1	20	20	11-12
6	Negotiation	1	15	15	14-15
7	MyLinE	1	10	10	1-15
	Overall Total			100	