

COURSE OUTLINE

Department & Faculty: Language Academy	Page : 1 of 6
Course Code: ULAB2112 / UHB2422 (Advanced English for Academic Communication) Total Lecture Hours: 4 hours X 14 weeks (56 hours)	Semester: 2 Academic Session: 2013/ 2014

Lecturer : Teaching staff of Language Academy, UTM.
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Pre-requisite : **ULAB1112 / UHB1412 (English for Academic Communication)**

Synopsis : This subject prepares students for advanced academic communication in English with emphasis on both written and oral communication skills. Students will be assigned projects that require them to look for and extract relevant information from various sources. In the process of completing the projects assigned, students will put into practice various skills developed in the earlier subject as well as skills in collecting data through interviews and questionnaire survey, integrating and presenting information (in oral and written form), managing time and interacting in a group. By the end of this course, students will be able to apply the skills to perform various oral and written activities such as presenting a project proposal, giving a briefing on the progress of the report and completing a written report, i.e. skills that are much needed in their studies.

LEARNING OUTCOMES

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

No.	Course Learning Outcome	Programme Learning Outcome(s) Addressed	Taxonomies (C,P,A)	Assessment Methods
1.	analyse information from a variety of sources	CS1, CS6	C4	Drafts of Report Final Report
2.	construct appropriate questions for a questionnaire	CS1	P3, C5	Questionnaire
3.	present orally a research proposal using appropriate language	CS1, , CS3,	P3	Proposal Presentation

Prepared by: Course Coordinator
Name: Puan Mahani Stapa
Signature:

Date: January 2014

Certified by: Academic Manager
Name: Dr Tina Abdullah
Signature:

Date: January 2014

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4.	write a report based on the research conducted	CS1	P3	Drafts of Report Final Report, FE
5.	deliver an informative oral presentation of the research report using technology	CS3, CS4	P4	Oral Presentation
6.	use self-access learning materials for language development	CS1	A3	MyLinE

STUDENT LEARNING TIME

Teaching and Learning Activities	Student Learning Time (hours)
1. Face to Face Learning	
a. Lecturer-Centered Learning <ul style="list-style-type: none"> i. Lecture <ul style="list-style-type: none"> • Research proposal • Introduction of a report • Literature Review • Research Methodology • Findings and Discussion • Conclusion • Recommendations • Preliminary and supplementary sections 	12
b. Student-Centered Learning (SCL) <ul style="list-style-type: none"> i. Practical/Tutorial ii. Student-centered learning activities <ul style="list-style-type: none"> • Preparing research proposal • Writing & drafting the proposal • Designing research instrument/s Collecting data (distributing questionnaire, conducting interviews & observation) • Writing & drafting final report • In class writing • Group discussion 	35
2. Self-Directed Learning	9

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a. Non-face-to-face learning or student-centered learning (SCL) such as manual, assignment, module, e-Learning, MyLinE etc.	
b. Revision	
c. Assessment Preparations (3 hours X 2)	6
3. Formal Assessment	
a. Ongoing Assessment	
<ul style="list-style-type: none"> • Proposal presentation (20 min X 7 groups of 5) • Oral presentation (30 min X 8) 	3.0 4.0
b. Final Exam	2.5
Total (SLT)	80/40 = 2

TEACHING METHODOLOGY

This subject is taught through lectures, group discussions and project work. Lectures will be delivered using transparencies, Power Point, CALL and learning module.

WEEKLY SCHEDULE

Week 1	:	Introduction to the course Briefing on course content, mode of implementation and assessment Identifying Research Topic Narrowing down of topic
Week 2	:	Research Proposal Components of a proposal Outlining the proposal Project stage: Writing the Proposal
<i>MyLine</i>		Language Input: Subject-Verb Agreement and Future Tense
Week 3	:	Introduction Background Problem Statement Objectives/Research Questions Significance of Study Limitations Scope
<i>Proposal Presentation</i>		

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<i>MyLine</i>	Project Stage: Presenting the Proposal and Writing Introduction Language Input: Infinitive, Tenses, Question Formation, Subject-Verb Agreement
Week 4 : Literature Review	Identifying literature Reading & extracting Information Summarising Paraphrasing In-text citations Writing references Project stage: Writing Literature Review
<i>MyLine</i>	Language Input: Language of in-text citation and cross referencing
Week 5 : Research Methodology	Questionnaire Interview Observation Project Stage: Writing Research Methodology
<i>Draft 1 MyLine</i>	<i>Submission of Draft 1 (Introduction, Literature Review, Methodology)</i> Language Input: Questioning & Modal Verbs
Week 6 : Data Collection	Feedback on Draft 1 (Introduction, Literature Review, Methodology)
<i>Research Instrument</i>	
Week 7 – 10 : Findings & Discussion	Processing & analysing data Describing & interpreting data Project Stage: Writing Findings and Discussion
<i>MyLine</i>	Language Input: Language of Writing Analysis and Interpreting data
Week 9	SEMESTER BREAK (30 MARCH -4 APRIL)
Week 11 : Writing Conclusion and Recommendations	Language Input: Language of Writing Effective Conclusion and Recommendations
<i>MyLine</i>	
Week 12 : Input on Preliminary and Supplementary Sections of Report	Abstract, Acknowledgements, Table of Content, List of Figures/Tables, List of Abbreviations, References, Appendix
<i>Draft 2</i>	<i>Submission of Draft 2 (Findings and Discussion, Conclusion and Recommendations)</i>

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- Week 13-14** : **Input and Oral Presentation**
Language, Content & Delivery
Feedback on Draft 2 (Findings and Discussion, Conclusion and Recommendations)
- Week 15** : **Oral Presentation**
Oral Presentation
Submission of Final Report
Final Report
- Week 16-17** : **Revision Week and Final Exam**

REFERENCES :

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GRADING:

No.	Assessment	Number	% each	% total	Week
1.	Proposal Presentation (group)	1	5	5	3
2.	Research Instrument (group)	1	10	10	6
3.	Drafts of Report (group)	2	10	20	5, 11
4.	MyLinE Activities	1	5	5	4-14
5.	Final Report (group)	1	10	10	15
6.	Oral Presentation (individual)	1	10	10	15
7.	Final Exam	1	40	40	17
	Overall Total			100	