**Table 3: Summary of information on each course**

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| 1. | Name of Course: | | **ENGLISH FOR COMMUNICATION** | |
| 2. | Course Code: | | WEC8013 | |
| 3. | Names of academic staff: | | Jabatan Pendidikan Umum | |
| 4. | Rationale for the inclusion of the course in the programme:  This course is principally based on communication and the development of speaking skill enabling the learner to use the language in various contexts and for various objectives. Cultural and intercultural aspects as well as the ability to learn independently are all integral parts of this course. This course is also to acquaint the student with elements of decision making and problem solving methods and techniques. Topics will include identifying and solving problem and methods to generate solutions. | | | |
| 5. | Semester and Year offered: | | | Year 2 Semester 4 |
| 6. | Total Student Learning Time (SLT):   |  |  |  | | --- | --- | --- | | Category of Activities | Learning Activity | Total Hours/ Semester | | Guided learning | Lecture | 36 | | Tutorial/Practical | 0 | | Student centered learning activities | 6 | | Self learning | Preparation for assignments/projects | 33 | | Independent study/revision | 36 | | Preparation for assessment | 4.5 | | Formal assessments | Continuous assessments | 2.5 | | Final examination sitting | 2 | | Total SLT | | **120** | | | | |
| 7. | Credit Value: | | 3 credits | |
| 8. | Prerequisite (if any): | | None | |
| 9. | Course Learning Outcomes (CLO): | | | |
|  | CLO1 | Use by recalling the listening strategies in situated work communication ( C1,PLO1 ) | | |
|  | CLO2 | Express orally information and ideas effectively in situated work communication ( P3,PLO4 ) | | |
|  | CLO3 | Adopt oral communication skills in managing and solving work related problems. ( A3,PLO7 ) | | |
| 10. | Transferable Skills (Skills and how they are developed and assessed, project and practical experience and internship): | | | |
|  | PLO4  PLO7 | Communication skills are enhanced and assessed through guided group project  Life-long learning and information management skills are enhanced and assessed through | | |
| 11. | Teaching-learning and assessment strategies:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | CLO | | Method of delivery | Method of assessment | KPI | | CLO1 | Use by recalling the listening strategies in situated work communication  ( C1,PLO1 ) | Lectures & Student Centered Learning Activities | Quizzes, Assignments, Tests, Project and Final Examination | 50% marks and above | | CLO2 | Express orally information and ideas effectively in situated work communication  ( P3,PLO4 ) | Lectures & Practical Presentation Mock Interview | Project & Practical Examination Oral test | 50% marks and above | | CLO3 | Adopt oral communication skills in managing and solving work related problems.  ( A3,PLO7 ) | Peer Evaluation Interpret non-linear texts |  | 50% marks and above | | | | |
| 12. | Course Synopsis:  This course is principally based on communication and the development of speaking skill enabling the learner to use the language in various contexts and for various objectives. Cultural and intercultural aspects as well as the ability to learn independently are all integral parts of this course. This course is also to acquaint the student with elements of decision making and problem solving methods and techniques. Topics will include identifying and solving problem and methods to generate solutions. | | | |
| 13. | Mode of Delivery (e.g. Lecture, Tutorial, Workshop, Seminar etc):  Lecture, Practical, Student Centred Learning, and Guided Project | | | |
| 14. | Assessment Methods and Types:  Quizzes, Assignments, Tests, Project and Final Examination & Oral Examination   |  |  |  | | --- | --- | --- | | No. | Method of Assessment | Marks | | 1. | Continuous Evaluation | 60% | |  | Quiz (5%) |  | |  | Folio (55%) |  | |  |  |  | | 2. | Final Examination | 30% | | 3. | Oral Examination | 10% | |  | Total | 100% | | | | |
| 15. | Mapping of the course to the Programme Educational Objectives (PEO):   |  |  |  |  | | --- | --- | --- | --- | | PEO1 | PEO2 | PEO3 | PEO4 | | X | X |  | X | | | | |
| 16. | Mapping of the course to the Programme Learning Outcomes (PLO):   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | PLO1 | PLO2 | PLO3 | PLO4 | PLO5 | PLO6 | PLO7 | PLO8 | PLO9 | | X |  |  | X |  |  | X |  |  | | | | |
| 17. | Content outline of the course and the SLT (lecture hours) per topic:   |  |  |  | | --- | --- | --- | | **Week** | **Topic** | **SLT** | | 1 - 4 | 1.1 Oral Communication Skills in the workplace | 14 | | 2.1 Provide information and express ideas orally | | 3.1 Demonstrate by using role-play to give better understanding | | 5 – 9 | 4.1 Oral Presentation Skills | 14 | | 5.1 Develop skills in preparing and delivering formal oral presentations | | 6.1 Identify purpose, research topics and develop content | | 10 - 14 | 7.1 Problem Solving and Decision Making skills | 14 | | 8.1 Manage and handle problems | | 9.1 Integrated Skills | | | | |
| 18. | Main and additional references supporting the course:   1. English Made Easy 2. Communication English 3. English for Communication website | | | |
| 19. | Other additional information: - | | | |