Course Code	: UHL2432
Course Name	: English for Professional Communication
Pre-requisite Course	: UHL2422
Version	: Semester I 2017/2018

Student Learning Time (SLT):

Face-to-Face		Non Face	e-to-Face	Formal Assessment	Total SLT
	Guided	Non-Guided	Assessment Preparation		
56	1	7	9	7	80

Course Synopsis:

The course is designed to develop students' spoken and written communication skills effectively. This is vital in helping them to enter the job market and preparing them for workplace. Students will enhance their language skills via learning activities that incorporate communication strategies, interactions and feedback. The learning activities include, but not limited to, carrying out presentations, attending mock-job interviews and conducting meetings.

Course Outcomes:

CO1: Apply appropriate and accurate language in written and / or spoken communication.

- CO2: Deliver relevant information in written and / or spoken communication.
- CO3: Demonstrate effective delivery skills in presenting information.

Learning References:

- 1. Barnard, R., & Meehan, A. (2005). Communicating in Business English. New York: Oxford University Press.
- 2. Bovee, C., & Thill, J. (2010). Business Communication Essentials (4thed.) NJ: Pearson Education.
- 3. Corfield, R. (2009). Preparing the Perfect Job Application: Application Forms and Letters Made Easy (5th ed.). London: Kogan Page.
- 4. Dignen, B. (2003). Communicating in Business English. New York: Compass Publishing Inc.
- 5. Kalpana, S., Noreha, T., Bhajan Kaur, S.S., & Rajendra, S. (2006). A practical Guide to Business Meetings. Shah Alam: Mc Graw Hill.
- 6. Kolin, P. C. (2012). Successful Writing at Work (10th ed.). Boston: Cengage Learning.
- 7. Renganathan, S., Abu Bakar, Z. et.al. (2011). Introducing Professional Communication Skills for Undergraduates. Shah Alam: Oxford Fajar Sdn Bhd.
- 8. Taylor, S. (2012). Model business letters, emails and other business documents (7th ed.). UK: Pearson Education Ltd.

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Collaborative, Online, Active/Engaged, Project Based Learning & Written, Oral,

Communication Skills

University Core Course