

**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-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.

Oracle Fusion Middleware Forms Services - WebUtil - Mozilla Firefox

https://student.ump.edu.my/forms/fmservlet?config=academic&form=IMS\_ACADSYS\_LOGON&otherparams=cms\_username=MARZIAH+cms\_sessid=1708160323-12654

IMS Teaching Plan Student Timetable Student Evaluation Academic Advisor Exam Schedule Graduation Open Registration EPT Marks Entry Softskill Industrial Training Window

MARZIAH - PIF003 - Teaching Plan

**Parameters**

Prog Category: IJAZAH SARJANA MUDA  
 Semester: 17181IJA-SEMESTER 1 SESSION 2017/2018  
 Course: UHL2432-ENGLISH FOR PROFESSIONAL COMMUNICATION

Setup Guide

**Basic info** CO & Other Desc COPO Mapping Assessment Plan Assessment/PO References Course Details and SLT Log of Changes Report in PDF for TP for a course

**Course**

Course Code: UHL2432 Version: 2015-1  
 Course Desc: ENGLISH FOR PROFESSIONAL COMMUNICATION  
 Credit Hours: 2  
 Faculty: PUSAT BAHASA MODEN & SAINS KEMANUSIAAN  
 Type: SERVICE  
 Program Level: 01 IJAZAH SARJANA MUDA

Contact Hour  
 Lecture: 2  
 Tutorial: 0  
 Lab: 2

Passing Mark: 40 Default passing mark of 40 is used, if no passing mark is specified for the subject  
 Skill Based Subj:   
 Pass/Fail Subj:

Copy from Subject:  Copy Copy from Prev Sem ... View ( PDF )

**Name of Coordinator (Past 3 Semester)**

Semester Code	Lecturer
16172IJA	0028 AINI BINTI AHMAD
16172IJA	0156 NOOR RAHA BINTI MOHD RADZUAN

Record: 1/1

Oracle Fusion Middleware Forms Services - WebUtil - Mozilla Firefox

https://student.ump.edu.my/forms/fmservlet?config=academic&form=IMS\_ACADSYS\_LOGON&otherparams=cms\_username=MARZIAH+cms\_sessid=1708160323-12654

IMS Teaching Plan Student Timetable Student Evaluation Academic Advisor Exam Schedule Graduation Open Registration EPT Marks Entry Softskill Industrial Training Window

MARZIAH - PIF003 - Teaching Plan

Faculty: PUSAT BAHASA MODEN & SAINS KEMANUSIAAN  
 Type: SERVICE  
 Program Level: 01 IJAZAH SARJANA MUDA

Passing Mark: 40 Default passing mark of 40 is used, if no passing mark is specified for the subject  
 Skill Based Subj:   
 Pass/Fail Subj:

Copy from Subject:  Copy Copy from Prev Sem ... View ( PDF )

**Name of Coordinator (Past 3 Semester)**

Semester Code	Lecturer
16172IJA	0028 AINI BINTI AHMAD
16172IJA	0156 NOOR RAHA BINTI MOHD RADZUAN
16172IJA	0690 MARZIAH BINTI RAMLI
16171IJA	0028 AINI BINTI AHMAD
16171IJA	0156 NOOR RAHA BINTI MOHD RADZUAN
16171IJA	0690 MARZIAH BINTI RAMLI

**Prerequisites**

Prereq 1	Result	Prereq 2	Result	Prereq 3	Result	Active ?
UHL2322 TECHNICAL WRITING	PASS		PASS		PASS	YES
UHL2422 ENGLISH FOR TECHNICAL COM	PASS		PASS		PASS	YES

Record: 1/1

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

Communication Skills

University Core Course

