

UNIVERSITI MALAYSIA PAHANG
CENTRE FOR MODERN LANGUAGES AND HUMAN SCIENCES
UHL1432 ENGLISH FOR OCCUPATIONAL COMMUNICATION

SYNOPSIS

This course primarily aims to equip students with the basic principles of communication in job application process. Students will be exposed to the principles of writing and reading pre-formatted job application documents. Review on practical aspects of oral presentation skills will also be conducted. Students will experience job application process by writing cover letter, resume, recording video resume and attending mock job interview. In addition, students will work on a group project.

COURSE OBJECTIVES

- CO1 Apply appropriate and accurate language in written and/or spoken communication.
- CO2 Use appropriate and accurate content in written and/or spoken communication.
- CO3 Demonstrate effective delivery strategies in spoken communication.

REFERENCES:

1. Dwyer, J. (2015). *The Business Communication Handbook*. Cengage Learning Australia.
2. George, J. S. (2006). *Workplace Communications: The Basics*. Pearson Education Inc.
3. Guffey, M. E. & Seefer, C. M. (2007). *Business English*. Thomson South-Western.
4. Sharma, R. C. & Mohan, K. (2010). *Business Correspondence and Report Writing*. McGraw Hill Education Pvt. Ltd.
5. Gerson, S. J. & Gerson, S. M. (2006). *Workplace communication process and product*. Pearson Prentice Hall.
6. Smith-Worthington, S. & Jefferson, S. (2010). *Technical Writing for Success* South-Western Education.