
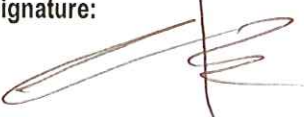


Course Outline

Department & Faculty: Language Academy	Page 1 of 4																				
Code and Subject Name: UVB 6023 Academic Communication for Postgraduates II	Semester: II Academic session: 2013/2014																				
Total lecture hours : 3 hours x 14 weeks = 42 hours																					
Lecturer: Graduate Faculty of Language Academy Coordinator: Dr. Azian Abd Aziz @ Ahmad Tel no: 07-5531810 Email: azian@utm.my Pre-requisite: UVB 6013 Academic Communication for Postgraduates I / IEC Intermediate English																					
SYNOPSIS: This course is designed to equip students with academic skills focusing on language use for postgraduate studies. It aims to train students to be critical of the literature in their field of study. Additionally, it intends to develop students' ability to write a focused and critical literature review. To achieve these objectives, the course starts with an overview of plagiarism, before focusing on the skills of citing sources of information using appropriate in-text citation mechanics, extracting information from various academic sources, writing cohesive paragraphs using evaluative academic language, and writing abstracts. By the end of the course students will be able to write literature reviews related to their own research interest, and write abstracts.																					
LEARNING OUTCOMES: By the end of the course, students should be able to:																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">No</th> <th style="width: 35%;">Course learning outcome</th> <th style="width: 15%;">Programme learning outcome(s) addressed</th> <th style="width: 15%;">Learning Taxonomy & KI Addressed</th> <th style="width: 30%;">Assessment methods</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>cite sources of information using appropriate in-text citation mechanics</td> <td>Knowledge</td> <td>C3, P4, A2</td> <td>Writing literature review</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>extract information from various academic sources to show research gap</td> <td>CS1</td> <td>C5, P4, A2</td> <td>Writing literature review Consultation</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>write cohesive paragraphs using evaluative academic language</td> <td>CS1</td> <td>C5, P4, A2</td> <td>Writing literature review Writing of abstract Consultation</td> </tr> </tbody> </table>		No	Course learning outcome	Programme learning outcome(s) addressed	Learning Taxonomy & KI Addressed	Assessment methods	1.	cite sources of information using appropriate in-text citation mechanics	Knowledge	C3, P4, A2	Writing literature review	2.	extract information from various academic sources to show research gap	CS1	C5, P4, A2	Writing literature review Consultation	3.	write cohesive paragraphs using evaluative academic language	CS1	C5, P4, A2	Writing literature review Writing of abstract Consultation
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Prepared by: Course Coordinator Name: Dr. Azian Abd Aziz @ Ahmad Signature:  Date: February 2013	Certified by: Academic Manager (Graduate Studies) Name: Dr. Azizah Rajab Signature:  Date: February 2013																				

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STUDENT LEARNING TIME	
Teaching and Learning Activities	Student Learning Time (hours)
1. Face-to-Face Learning	
a. Lecture-Centred Learning	40
i. Lecture	
b. Student-Centred Learning (SCL)	10
i. Laboratory/Tutorial	
ii. Student-centred learning activities –Active Learning, Project Based Learning	
2. Self-Directed Learning	
a. Non face-to-face learning or student-centred learning (SCL) such as manual, assignment, module, e-Learning, etc.	20
b. Revision	20
c. Assessment Preparations	24
3. Formal Assessment	
a. Continuous Assessment	6
Total (SLT)	120
Teaching Methodology	
Lecture, Discussion, Consultation, Independent Study.	

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WEEKLY SCHEDULE		
WEEK	TOPIC	
Week 1	:	Overview of the course, expectations and assessment – Research interest
Week 2	:	Plagiarism – In class exercises
Week 3 - 6	:	Literature Review – Phase I – Referencing – overview (Refer to UTM Thesis Manual) – Citation – Paraphrasing
	:	Literature Review – Phase II – Critical review – Summarising – Evaluating
Week 7	:	Consultation 1
Week 8	:	SEMESTER BREAK
Week 9 - 11	:	Literature Review – Phase II (Continued) – Critical review – Analysing – Identifying research gaps – Synthesising
Wk 12	:	Consultation 2
Week 13-15	:	Abstract writing – moves and language features of abstracts

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REFERENCES: <p>Hart, C. (1998). <i>Doing a Literature Review : Releasing the Social Science Research Imagination</i>. London: Sage Publications.</p> <p>Kor Liew Kee and Teoh Sian Hoon. (2009). <i>From Literature Review to Developing a Conceptual Framework and to Journal Writing</i>. Kuala Lumpur: McGraw-Hill (Malaysia) Sdn. Bhd.</p> <p>Swales, J.M. and Feak, C.B. (2004). <i>Academic Writing for Graduate Students: Essential Tasks and Skills</i>. Ann Arbor, Michigan: University of Michigan Press.</p> <p>Wallace, M. and Wray A (2006). <i>Critical Reading and Writing for Postgraduates</i>. Thousand Oaks: SAGE Publications Ltd.</p>					
ATTENDANCE: Students should adhere to the rules of attendance as stated in the University Academic Regulations:- <ul style="list-style-type: none"> • Students must attend not less than 80% of lecture hours. • Students who do not meet the above requirement will not be allowed to attend any lecture and assessment activities and subsequently be awarded a zero (0) mark. • Students will be awarded a Pass or HL if they pass with a total of 60 marks (B-) and above. 					
GRADING: Course Work – 100%					
No.	Assessment	Number	% each	% total	Week
1.	LITERATURE REVIEW - Language Skills: 20% - Citation Skills: 30% - Referencing Skills: 10%	1	60	60	Week 14
2.	Abstract writing	1	20	20	Week 15
3.	Consultation	2	10	20	Week 7 and 12
Overall Total				100	