

## COURSE OUTLINE

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| <b>Department &amp; Faculty:</b> Language Academy<br>Universiti Teknologi Malaysia   | Page : 1 of 5  |
| <b>Course Code:</b> Writing for Specific Purposes<br>UHB3042 / ULAB3142<br><b>Total Lecture Hours:</b> 2 hours x 14 weeks (28 hours) | <b>Semester:</b> 2<br><b>Academic Session:</b> 2015/2016 |

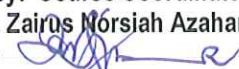
**Lecturer** : Teaching Staff of the Language Academy  
**Coordinator** : Dr. Zairus Norsiah Azahar  
**Room No.** : D06 - 325  
**Telephone No.** : 07-5531890  
**E-mail** : zairus@utm.my  
**Pre-requisite** : UHB1412 (English for Academic Communication)  
 UHB2422 (Advanced English for Academic Communication)

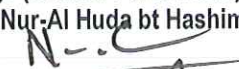
**Synopsis** : The course focuses on writing for specific purposes, in particular technical writing that students are expected to produce. Students will be given practice in the techniques of gathering technical information and critical writing. In addition students will be and techniques of gathering technical information. In addition, students will be exposed to proper language usage and acceptable writing standards.

### LEARNING OUTCOMES

By the end of the course, students should be able to use appropriate language and format to:

| No. | Course Learning Outcome  | Programme Learning Outcome(s) Addressed | Taxonomies (C,P,A) | Assessment Methods          |
|-----|--|---|--------------------|-----------------------------|
| 1.  | use appropriate language and format for various types of written communication | CS1                                     | C3                 | Assignment & Final Exam     |
| 2.  | write a transmittal letter for projects  | CS1                                     | P3                 | Assignment                  |
| 3.  | write emails to outside organizations  | CS1                                     | P3, C4             | Assignment                  |
| 4.  | write an executive summary based on selected article                           | CS1                                     | P3                 | Assignment                  |
| 5.  | write a group report based on analysis and evaluation of gathered information  | CS1                                     | P3<br>C6           | Project Report & Final Exam |
| 6.  | MyLine Activities  | CS1                                     | C6                 | Assignments                 |

**Prepared by:** Course Coordinator  
**Name:** Dr. Zairus Norsiah Azahar  
**Signature:**   
**Date:** 14 February 2016

**Certified by:** (Course Panel Head)  
**Name:** Pn Nur-Al Huda bt Hashim  
**Signature:**   
**Date:** 14 February 2016

**Nur-Al Huda binti Hashim**  
 Pengurus Akademik (Pra Siswazah)  
 Akademi Bahasa  
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### STUDENT LEARNING TIME (SLT)

| Teaching and Learning Activities   | Student Learning Time (hours) |
|--|-------------------------------|
| 1. Face to Face Learning   |                               |
| a. Lecturer <ul style="list-style-type: none"> <li>• Synthesis writing (review paper)</li> <li>• Data commentaries (Linear &amp; Non-linear writing)</li> <li>• Reports</li> </ul>   | 12                            |
| b. Student-Centered Learning (SCL) <ul style="list-style-type: none"> <li>i. Practical/Tutorial</li> <li>ii. Student-centered learning activities               <ul style="list-style-type: none"> <li>• Discussion on the forms and functions of                   <ul style="list-style-type: none"> <li>- synthesis writing</li> <li>- data commentaries</li> <li>- long &amp; short reports</li> </ul> </li> </ul> </li> </ul> | 13                            |
| 2. Self-Directed Learning  |                               |
| a. Non-face-to-face learning or student-centered learning (SCL) such as manual, assignment, module, e-Learning, etc. <ul style="list-style-type: none"> <li>• Review writing assignment</li> <li>• Data interpretation assignment</li> <li>• Short report assignment</li> <li>• Long report</li> </ul>   | 3<br>3<br>2<br>12             |
| b. Revision  | 24                            |
| c. Assessment Preparations (3 hours X 2)   | 6                             |
| 3. Formal Assessment   |                               |
| a. Ongoing Assessment <ul style="list-style-type: none"> <li>• Doing remedial assignments via MyLinE</li> <li>• Parts of a long report</li> </ul>  | 1<br>1<br>1                   |
| b. Final Exam  | 2                             |
| <b>Total (SLT)</b>   | <b>80/40= 2</b>               |

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### TEACHING METHODOLOGY

Lectures, Practice Exercises, Group Discussions, Independent Study & Consultations.

### WEEKLY SCHEDULE

|                     |   |
|---------------------|---|
| <b>Week 1 - 2</b>   | <p><b>Introduction to the course</b><br/>           Briefing on course content, mode of implementation and assessment<br/>           Introduction to Elements of Effective Writing.<br/>           – Awareness of Purpose, Target Audience, Tone &amp; Style<br/> <b>Language input – 5Cs – clear, concise, coherent, correct, cohesive</b></p>   |
| <b>Week 3</b>       | <p><b>Informational Reports</b><br/>           Introduction to informational report writing<br/>           Transferring information from non-linear to linear texts<br/>           Describing and commenting on data<br/>           Language Expressions Used in informational report writing</p>   |
| <b>Week 4</b>       | <p><b>Analytical Writing</b><br/>           Introduction to analytical writing<br/>           Transferring information from non-linear to linear texts<br/>           Describing and commenting on data<br/>           Language Expressions Used in analytical writing<br/>           Language Input<br/>               Summary<br/>               Paraphrasing<br/>               Review<br/>           Editing &amp; Revising</p> |
| <b>Week 5</b>       | <p><b>Types of report</b><br/>           Introduction to Reports:<br/> <b>Feasibility, Progress, Proposal, Recommendation, Field Trip</b><br/> <b>Contents of report</b><br/> <b>Selection of Projects (Feasibility, Proposal or Recommendation Reports)</b></p>  |
| <b>Assignment 1</b> | <p><b>E-mail writing to outside organizations (10%)</b></p>   |
| <b>Week 6</b>       | <p><b>Technical Writing ( samples of report)</b><br/>           Abstracts/executive summary<br/>           Cover /transmittal letter<br/>           Language Input<br/>               Phrases / Phrasal / Sentences<br/>               Parallel Structures/Language Input</p>   |

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| <b>Week 7</b>   | <b>Project Discussion</b><br>Work Plan<br>Methods of Seeking Information  |
| <b>Week 8</b>   | <b>MID – SEMESTER BREAK</b>   |
| <b>Week 9</b>   | <b>Project work – consultation</b>  |
| <b>Week 10</b>  | <b>Project work – consultation</b><br>Talks by invited speakers/Visits to selected organizations/visits to faculty    |
| <b>Weeks 11</b>   | <b>Writing project report</b><br><b>Executive Summary/cover letter/</b><br><b>Introduction</b><br><b>Consultation</b> |
| <b>Weeks 12-13</b>  | Writing project report : <b>Group Work</b><br>Drafting, Proofreading, Editing & Revising                              |
| <b>Assignment 2</b>   | <b>Cover letter (10%)</b>   |
| <b>Weeks 14</b>   | <b>Writing Project Report –</b><br><b>Final Write-Up</b>  |
| <b>Assignment 3</b>   | <b>Executive summary (10%)</b>  |
| <b>Week 15</b>  | <b>E- presentation of report (10%)</b>  |

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### GRADING

| No. | Assessment                      | Number | % each | % Total | Week     |
|-----|---------------------------------|--------|--------|---------|----------|
| 1   | Assignment 1: E-mail            | 1      | 10     | 10      | 5 - 6    |
| 2   | Assignment 2 : Cover letter     | 1      | 10     | 10      | 12       |
| 3   | Assignment 3: Executive summary | 1      | 10     | 10      | 14       |
| 4   | Consultation (Group)            | 1      | 10     | 10      | 10 - 12  |
| 5   | Project Report                  | 1      | 10     | 25      | 13 - 14  |
|     | E-presentation                  | 1      | 15     |         |          |
|     | Final Report                    |        |        |         |          |
|     | MyLinE                          | 1      | 5      | 5       | Semester |
| 6   | Final Exam                      |        | 30     | 30      | 17       |
|     | Overall Total                   |        |        | 100     |          |
|     |                                 |        |        |         |          |

### REFERENCES

- Masdinah Alauyah M.Y., Masputeriah H., Norzarina S., Mahani S. & Rohayah K. (2008). Writing for Specific Purposes. Teaching Module.
- Ashley, A. (2003). Oxford Handbook of Commercial Correspondence. Oxford: Oxford University Press.
- Bovéé, C.L., Thill, J.V. and Shatzman, B.E. (2003). Business Communication Today. USA: Prentice Hall International.
- Sharma, R. C. (2002). Business Correspondence and Report Writing: A Practical Approach To Business and Technical Communication. New Delhi: Tata McGraw-Hill.
- Sorenson, R., Kennedy, G. and Ramirez, I. (1997). Business and Management Communication. A Guide Book. (3<sup>rd</sup>. Edition). NJ: Prentice Hall.
- Taylor, S. (2005). Communication for Business. (4<sup>th</sup>. Edition). Essex: Pearson Education Limited.