

1.	Name of Course					English for Technical Communication					
2.	Course Code					LENG1024					
	LENG= the first alphabet identify the faculty within which the subject is offered., LENG= the remaining three alphabet identify the course that offers the subject, 1024= the first digit identify level of study; in this case undergraduate level, 1024= the second and third digits identify subject identity and 1024= the fourth digit identify credit value or credit hours										
3.	Name(s) of academic staff					To be Assigned					
4.	Rationale for the inclusion of the course/module in the programme					University requirement					
5.	Semester and Year offered					1/1					
6.	Total Student Learning Time (SLT)			Face to Face			Total Guided and Independent Learning				
	L = Lecture T = Tutorial P = Practical S=Studio Works O= Others			L	T	P/S	O	Independent Study(IS)= 84			
				42	-	-	-	Total=126			
7.	Credit Value					3.0					
	Lecture (3 hours per week x 14 weeks)										
8.	Prerequisite (if any)					None					
9.	Course Objectives 1. To develop and enhance effectiveness in written and oral communication for academic and career purposes Course Learning Outcomes (CLO) At the end of the semester students should be able to: CLO1: Explain the concepts of effective communication CLO2: Apply effective communication skills in verbal & nonverbal communication CLO3: Describe the concepts of information elements in structuring writing of a report or other communication documents in English. CLO4: Write and evaluate an efficient technical report and other communication documents. CLO5: Conduct effective oral presentations in English CLO6: Articulate and put across their ideas spontaneously at a meeting or assembly of people in English.										
10.	Transferable Skills: This course is expected the development of the following transferable skills: a) Self-management – an ability to manage time and task b) Learning skills - An ability to learn both independently and co—operatively; - An ability to use library skills, to find and organize information ; - An ability to use a wide range of academic skills (research, analysis, synthesis etc.); - An ability to identify and evaluate personal learning strategies. c) Teamwork - An ability to take responsibility and carry out agreed task; - An ability to take initiative and lead other; - An ability to identify and evaluate personal learning strategy. d) Problem solving - An ability to analyse; - An ability to think laterally about a problem; - An ability to identify strategy options; - An ability to solve the problems e) Information technologies										

	▪ An ability to use specialist software where relevant to the discipline.												
11.	Teaching-learning and assessment strategy A variety of teaching strategies are used throughout the course, including the following: • Classroom Lessons; Lecturer and power point presentations • Tutorial Session; • Student-Lecturer Discussion • Collaborative and Co-operative learn; • Independent study. Assessment: <table><tr><td>Coursework</td><td>40%</td></tr><tr><td>Assignment</td><td>10%</td></tr><tr><td>Quizzes</td><td>10%</td></tr><tr><td>Test</td><td>20%</td></tr><tr><td>Examination</td><td>60%</td></tr><tr><td><u>Total</u></td><td><u>100%</u></td></tr></table>	Coursework	40%	Assignment	10%	Quizzes	10%	Test	20%	Examination	60%	<u>Total</u>	<u>100%</u>
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Test	20%												
Examination	60%												
<u>Total</u>	<u>100%</u>												
12.	Synopsis: These courses provide the students with the knowledge of Principles of effective communication.												
13.	Mode of Delivery: Lectures												

14.	Performance Criteria :						
	CLO-PLO	Assessment Tool	1	2	3	4	5
	Marks		0-39	40-49	50-59	60-74	75-100
	Grade		(F)	(D,D+)	(C-,C,C+)	(B-,B,B+)	(A-,A,A+)
	CLO1: Explain the concepts of effective communication	Assignment Quizzes Test Examination	Fail to: - Learn both independent and cooperatively - Use library skills, to find and organize information - Manage time and task	Poor to: - Learn both independent and cooperatively - Use library skills, to find and organize information - Manage time and task	Satisfactory to: - Learn both independent and cooperatively - Use library skills, to find and organize information - Manage time and task	Good to: - Learn both independent and cooperatively - Use library skills, to find and organize information - Manage time and task	Excellent to: - To: Learn both independent and cooperatively - Use library skills, to find and organize information - Manage time and task
	CLO2: Apply effective communication skills in verbal & nonverbal communication	Assignment Quizzes Test Examination	Fail to: - Learn both independent and cooperatively - Use library skills, to find and organize	Poor to: - Learn both independent and cooperatively - Use library skills, to find and organize	Satisfactory to: - Learn both independent and cooperatively - Use library skills, to find and organize	Good to: - Learn both independent and cooperatively - Use library skills, to find and organize	Excellent to: - Learn both independent and cooperatively - Use library skills, to find and organize

			information • Manage time and task	information • Manage time and task	information • Manage time and task	information • Manage time and task	information • Manage time and task
	CLO3: Describe the concepts of information elements in structuring writing of a report or other communication documents in English.	Assignment Quizzes Test Examination	Fail to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Poor to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Satisfactory to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Good to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Excellent to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task
	CLO4: Write and evaluate an efficient technical report and other communication documents.	Assignment Quizzes Test Examination	Fail to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Poor to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Satisfactory to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Good to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Excellent to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task

	CLO5: Conduct effective oral presentations in English	Assignment Quizzes Test Examination	Fail to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Poor to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Satisfactory to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Good to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Excellent to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task
	CLO6: Articulate and put across their ideas spontaneously at a meeting or assembly of people in English	Assignment Quizzes Test Examination	Fail to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Poor to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Satisfactory to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Good to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task	Excellent to: • Learn both independent and cooperatively • Use library skills, to find and organize information • Manage time and task

15.	Mapping of the Programme Objectives to the Programme Learning Outcomes										
Programme Learning Outcomes (PLO) Programme Objectives (PO)	PLO1: Ability to acquire and apply knowledge of science and engineering fundamentals;	PLO2: Acquired in-depth technical competence in civil engineering discipline;	PLO3: Ability to undertake problem identification, formulation and solution;	PLO4: Ability to utilize systems approach to design and evaluate operational performance;	PLO5: Understanding of the principles of design for sustainable development;	PLO6: Understanding of professional ethics, Islamic values, social, cultural, global and environmental responsibilities of a professional engineer and commitment to them;	PLO7: Ability to communicate effectively, not only with engineers but also with the community at large;	PLO8: ability to function effectively as an individual;	PLO9: Ability to function effectively in group with the capacity to be a leader or manager;	PLO10: Recognizing the need to undertake lifelong learning, and possessing /acquiring the capacity to do so;	PLO11: ability to become Entrepreneur;
	PEO1: To produce graduates with proficient knowledge and competency in various areas in Civil/ Electrical/ Mechanical Engineering	✓	✓	✓							
	PEO2: To produce graduates with professional, generic attributes to meet the present and future global demands.				✓	✓	✓		✓	✓	
	PEO3: To produce graduates with Islamic humanistic values and reinvention skills to meet the requirement of a dynamic environment. These skills include Civil Intelligence, Moral Intelligence, Self-Reliance and Communication Skills						✓	✓	✓		✓

16.	Mapping of the course Learning Outcome to the Programme Outcome										
Programme Learning Outcomes (PLO) Course Learning Outcome (CLO)	PLO1: Ability to acquire and apply knowledge of science and engineering fundamentals;	PLO2: Acquired in-depth technical competence in civil engineering discipline;	PLO3: Ability to undertake problem identification, formulation and solution;	PLO4: Ability to utilise systems approach to design and evaluate operational performance;	PLO5: Understanding of the principles of design for sustainable development;	PLO6: Understanding of professional ethics, Islamic values, social, cultural, global and environmental responsibilities of a professional engineer and commitment to them;	PLO7: Ability to communicate effectively, not only with engineers but also with the community at large;	PLO8: ability to function effectively as an individual;	PLO9: Ability to function effectively in group with the capacity to be a leader or manager;	PLO10: Recognising the need to undertake lifelong learning, and possessing /acquiring the capacity to do so;	PLO11: ability to become Entrepreneur;
	CLO1: Explain the concepts of effective communication						✓		✓		
	CLO2: Apply effective communication skills in verbal & nonverbal communication						✓		✓		
	CLO3: Describe the concepts of information elements in structuring writing of a report or other communication documents in English.						✓		✓		
	CLO4: Write and evaluate an efficient technical report and other communication documents.						✓		✓		
	CLO5: Conduct effective oral presentations in English						✓		✓		
	CLO6: Articulate and put						✓		✓		

[illegible]

17.	Content outline of the course/module and the SLT per topic						
		Details	SLT (Hour)				
			L	T	P	IS	Total
	Topic 1	Introduction to Communications : Principles of effective communication in interpersonal and mass communication process. Verbal and non-verbals (proximics, kinesics, paralanguage including graphical and numerical communication)	6	-	-	12	18
	Topic 2	Written Communication : - Principles of technical writing /to write a technical report - appropriate genre, conventions (information elements), styles and reader accessibility. Macro - level : - through different stages/parts of writing the report ;focus on information elements: - Analyses audience/readers, analyses purpose and writing situation, gathers/selects information (content schemata) and arranges/organises information in appropriate (chronological, spatial, time or process) sequence. Micro-level: - paragraph development using rhetorical functions like classification, definition, deductive and inductive arguments with grammatical appropriateness e.g. Transitional and cohesive devices.	18	-	-	36	54
	Topic 3	Oral Communication : Public speaking skills, multi-media presentation skills with effective use of visual aids and statistical/technical information; to field questions in Q&A. Facilitator and participant skills in meetings. Negotiating skills of clarifying, amplifying and substantiating in interviews. Idea-generating skills in group collaborations. Awareness of other speaking situations : manuscript speaking and at meetings using spontaneous responses and articulation of thought	12	-	-	24	36
	Topic 4	Reading skills : Effective reading skills - extracting main ideas and reading for specific information through speed-reading, chunk/cluster -reading and word-attack techniques of technical reading materials specific to their field (eg Professional journals) To discuss or write the ideas extracted.	6	-	-	12	18
Total (Hour)		42	-	-	84	126	
18.	Main references supporting the course - Herta A. Murphy et al, (1997) Effective Business Communication (7th Ed.), McGraw Hill. - BadenEunson (1994) Writing and Presenting Reports, USA, John Wiley & Sons. - Stephen E. Lucas (1995) The Art of Public Speaking (5th Ed.), USA, McGraw-Hill - Brian Howe (1992) Visitron - The Language of Meetings and Negotiations (6th Ed), Longman Group UK Ltd. - P.O'Connor, A. Dilbeam and F-Scott-Barrett (1992) Negotiating, UK, Longmans. - Milan D. Meeske (1998) Copyrighting for the Electronics Media (3rd Edition), USA, ITP - Ron Ludlow and Fergus Panton (1992) the Essence of Effective Communication, UK, Prentice Hall. - A.D. Phillips & P.E. Sotiriou, (1996) Steps To Reading proficiency, Hienle&Hienle						

	9. David Beer and David McMurray (1997), A Guide to Writing as an Engineer, Wiley & Sons 10. Weissberg, R. & Buker, S (1990) Writing Up Research, Prentice Hall, USA 11. NanyangTech.Univ. (1997) Technical Report Writing, Prentice Hall
	Additional references supporting the course 1. Judith Dwyer (1997) the Business Communication Handbook (4 th ed.), Australia, Prentice Hall.
19.	Other additional information All materials will be available to the students in the library.