

1.	Course Title	Communication for the Workplace			اسم المادة
2.	Course Code	LENG1033			رمز المادة
3.	Status	Faculty			متطلب الكلية
4.	Credit Hour	3 (1+2) 1 lecture (1 hour lecture x 14 weeks) 1 tutorial (2 hours tutorials x 14 weeks)			عدد الساعات المعتمدة
5.	Semester/Year	1/1			الفصل الدراسي
6.	Prerequisites	Nil			المتطلب السابق إن وجد
7.	Teaching method:	Distance Learning (Electronic)			طريقة التدريس
8.	Evaluation	Assessment and Marking Percentage: Quizzes الامتحانات القصيرة 10 % Assignments الواجبات 10 % Interactions through discussion board المنتديات 10 % Mid-Semester Exam الامتحان النصفى 20 % Final Examination الامتحان النهائى 50 %			
9.	Lecturer				
10.	Objective of the Subject	The objectives of LENG 1033 are to ; - Familiarize students with various forms of business communication in the workplace - Increase students' English proficiency by providing ample real –life examples in the workplace. - Respond with some confidence on various issues in the workplace			
11.	Learning Outcomes	Upon completion of this course, students should be able to: - Demonstrate the ability to write business documents memos, business letters, cover letters and resumes. - Read and understand business material in and for the workplace - Demonstrate the ability to present and communicate effectively in public and during meetings.			
12.	Synopsis	LENG 1033 is the third level English course designed for beginning and intermediate learners. This course focuses on the workplace as part of the students' English language requirements. Topics have been carefully selected from events, themes and activities that are common in the workplace. Hence, It is designed to acquaint students with the common types of English communication in the workplace. Since it is also an English language course, the curriculum takes advantage of this by arranging the syllabus into three major language components. The first part focuses more on the communication that takes place in various work environments. In the second part, students will learn the techniques of writing memorandums and letters. The third part provides practice for the students in the component of oral presentation.			
13.	Topics	Details	Lecture (Hrs)	Tutorial (Hrs)	
		General Communication			
	Topic 1	- General Communication for The Workplace - Completing an application	1	4	

		• Rules at work • Your medical history • The company chart • The company annual event • Online Forum		
	Topic 2	• Salary and Expenses • Your Payslip • Your Household budget • Buying and Bargaining • Looking for a place to live • Language for the customers • Online Forum	1	4
	Topic 3	• Calendar and Events • Calendar of Events • The Monthly Reports • Personal Weekly Appointment • Daily Events • Can I Take a Message? • Online Forum	1	4
		Formal documents		
	Topic 4	• Tables • Charts • Diagrams • Graphs • Online Forum	1	4
	Topic 5	• Memos • Purpose for memos • What does a memo look like/ • Language of a memo • Online Forum	1	4
	Topic 6	• Business letters • Types of letters • Good news versus Bad news letters • Online Forum	1	4
	Topic 7	• Cover Letters and Resumes • Format of a cover letter • Reply to a cover letter • Body of a cover letter • Online Forum	2	4
		Oral Communication		
	Topic 8	• Advertisements and Interviews • Advertisements • Job advertisements • The interview • Online Forum	2	4
	Topic 9	• Meetings and Discussions • Language of the agenda • Language at meetings • Language expressions • Online forum	2	4
	Topic 10	• Business Presentations • Planning a presentation • Analyzing the audience • Identifying the intent • Making your message memorable	2	6

		• Designing visual aids • Redefining the non-verbal skills • Online Forum		
		Total contact hours	14	42
		Equivalent lecture hours	14	28
		Total lecture hours	42	
		Credit hours	3	
14.	Main reference:	Textbook Mohd Sallehhudin Abd Aziz & Normala Othman(2008) Communication in the Workplace Al Madinah International University (Malaysia)		
15	Additional References:	1. Billet, C.D. 2000. Now presenting! Presenting Skills in English for All Needs. Cannes; Media Training Corporation. 2. Calabrese, M.E 2000. Writing in the workplace Ohio; South-western Educational publishing 3. Johnson, H 2000 Reading in the workplace. Ohio: South-Western Educational Publishing.		
	Other Materials:	All other materials will be available to students online.		