**UNIVERSITI MALAYSIA PAHANG (UMP)**

**CENTRE FOR MODERN LANGUAGES & HUMAN SCIENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Course Code and Name** | UHL 2332 Academic Report Writing | |
| **2** | **Semester and Year Taught** | Semester 1 Year 2 | |
| **3** | **Program Level/Category** | Degree | |
| **4** | **Unit** | 2 Credits | |
| **5** | **Prerequisite** | UHL 2322 Technical Writing | |
| **6** | **Teaching Methods** | Lecture: 1 unit (1 hours X 14 weeks)  Tutorial: 3 unit (3 hours X 14 weeks)  Laboratory: 0 unit (0 hours X 14 weeks) | |
| **7** | **Course Synopsis** | The course aims to equip students with the skills they need for clear and effective writing and oral communication. It is designed to provide students with a step–by–step guide to mastering the skills of writing academic report in which emphases are placed on writing the purpose and objectives of the investigation, constructing thorough literature review, designing the data–collecting methods and instruments, identifying primary and secondary sources, presenting and analyzing the data collected, drawing sound conclusion, and providing practical recommendations. Students will also be exposed to practical aspects of oral presentation skills such as presenting a report. Self-access activities utilizing language software will also be an integral part of the course. | |
| **8** | **Course Objectives** | By the end of the course students will be able to:  CO1: Extract salient information from various resources  CO2: Analyze information to complete tasks  CO3: Produce effective documentations for academic report.  CO4: Use accurate and appropriate language to complete written tasks CO5: Write a academic report utilizing appropriate layout, features and language  CO6: Use accurate and appropriate language in delivering oral presentation | |
| **9** | Assessment Methods | Assessment 1: Proposal | 10% |
| Assessment 2: Writing Introduction, Literature Review & Methodology | 30% |
| Assessment 3: Group Interview | 10% |
| Assessment 4: Oral Presentation | 20% |
| Assessment 5: Final Report | 30% |
| Total | 100% |
| **10** | References | 1. Anna Fung Wai Choo, Choi Tuck Oon. (1998). ***Easy Steps To Report Writing***. Shah Alam: Federal Publications Sdn. Bhd. 2. Parr, A. L., (2000). Report Writing Essentials. California: Wadsworth Publishing 3. Prance, H. (2204). *Guide to Technical Report Writing.* Retrieved January 12, 2007 From [http://www.sussex.ac.uk/Units/engg/guides/techreport/ techreport.pdf](http://www.sussex.ac.uk/Units/engg/guides/techreport/%20techreport.pdf) 4. Ravichandran, Vengadasamy. (1999). ***English For Business Level II.*** Bangi: Pusat Pengajian Jarak Jauh, UKM. 5. Riordan, G. D., (2004), Technical Report Writing Today. Boston: Houghton Mifflin. 6. ***Scales And Indexes***. [Online Article]. Retrieved November 27, 2007, from <http://faculty.ncwc.edu/toconnor/308/308lect05.htm> 7. Waddington, H. ***Types of Survey Questions***. [Online Article]. Retrieved November 27, 2007, from <http://coe.sdsu.edu/eet/articles/surveyquest/index.htm> 8. ***Widgets Survey***. [Online Article]. Retrieved November 26,2007, from <http://www.custominsight.com/demo/form_widgets.rtf> | |

**UHL 2332: Academic Report Writing- Weekly Outline**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Week | 1st Meeting | 2nd Meeting |
| 1 | 6 – 10 July 09 | Introduction to the Course /Icebreaking | Identify functions and characteristics of a academic report/introduction to wikispaces |
| 2 | 13 – 17 July 09 | Describe process of proposal writing academic report writing | Writing a proposal |
| 3 | 20 – 24 July 09 | Assessment 1:  Submission of Proposal (10%)  Compose comprehensive introduction, problem statement. | Compose comprehensive objectives and research questions |
| 4 | 27 – 31 July 09 | Compose in depth review of literature for support of the study | Present synthesised information using accurate and appropriate language for an academic report  Apply APA style in referencing |
| 5 | 3 – 7 Aug 09 | Data collection methods  (add) | Data collection methods  (add) |
| 6 | 10 – 14 Aug 09 | Assessment 2:  Submission of Introduction, Literature Review and Methodology (30%)  Analyse data to be reported in findings | Analyse data to be reported in findings |
| 7 | 17 – 21 Aug 09 | Formulate results based on data analysis. | Formulate results based on data analysis. |
| 8 | 24 – 28 Aug 09 | Support results and findings with evidence from secondary sources. | Support results and findings with evidence from secondary sources. |
| 9 | 31 – 4 Sept 09 | Support results and findings with evidence from secondary sources | Conclude findings based on primary and secondary sources |
| 10 | 7 – 11 Sept 09 | Conclude findings based on primary and secondary sources | Assessment 3:  Group Interview (10%) |
|  | **12 –27 Sep 09** | **Hari Raya Holidays** | |
| 11 | 28 – 2 Oct 09 | Academic Carnival | |
| 12 | 5 – 9 Oct 09 | Writing final report | |
| 13 | 12 – 16 Oct 09 | Make suggestions for further improvement of the case studied. | Make suggestions for further improvement of the case studied. |
| 14 | 19 – 23 Oct 09 | Assessment 4:  Oral Presentation (20%) | Assessment 5:  Submission of Final Report (30%)  (cont.) Oral Presentation |
| 15 | 26 – 30 Oct 09 | STUDY WEEK | |

Engineering programs (PO) must demonstrate that their students attain:

1. an ability to apply knowledge of mathematics, science, and engineering
2. an ability to design and conduct experiments, as well as to analyze and interpret data
3. an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
4. an ability to function on multi-disciplinary teams
5. an ability to identify, formulate, and solve engineering problems
6. an understanding of professional and ethical responsibility
7. an ability to communicate effectively
8. the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
9. a recognition of the need for, and an ability to engage in life-long learning
10. a knowledge of contemporary issues
11. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice

|  | **Course Objectives** | a | b | c | d | e | f | g | h | i | j | k |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CO1** | Extract salient information from various resources |  |  |  |  |  |  | 3 | 2 | 3 | 3 |  |
| **CO2** | Analyze information to complete tasks |  |  |  |  |  |  | 3 | 2 | 3 | 3 |  |
| **CO3** | Produce effective documentations for academic report. |  |  |  |  |  |  | 3 | 2 | 3 | 3 |  |
| **CO4** | Use accurate and appropriate language to complete written tasks |  |  |  |  |  |  | 3 | 2 | 3 | 3 |  |
| **CO5** | write an analytical report utilizing appropriate layout, features and language |  |  |  |  |  |  | 3 | 2 | 3 | 3 |  |
| **CO6** | Use accurate and appropriate language in delivering oral presentation |  |  |  |  |  |  | 3 | 1 | 3 | 3 |  |
| **CO7** | Utilize Language software for self-access study |  |  |  |  |  |  | 3 | 1 | 3 | 2 |  |

**Course Objectives Analysis**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Outcome Indicators** | **Program Outcomes** | | | | | | | | | | |
| **3a** | **3b** | **3c** | **3d** | **3e** | **3f** | **3g** | **3h** | **3i** | **3j** | **3k** |
| UHL 2332 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 2 | 3 | 3 | 0 |

| **Week** | **Lesson Objectives** | **CO1** | **CO2** | **CO3** | **CO4** | **CO5** | **CO6** | **CO7** | **Bloom**  **Taxonomy** | **Delivery** | **Assessment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1 - 2** | **1.0 Introduction to Academic Report Writing** |  |  |  |  |  |  |  |  |  |  |
|  | * Identify functions and characteristics of a academic report | 3 | 2 | 2 | 2 | 2 | 2 | 3 | Knowledge | Lecture/  tutorial | Assignment |
|  | * Describe process of academic report writing | 3 | 2 | 2 | 2 | 2 | 2 | 3 | Understanding | Lecture/  tutorial | Assignment |
|  | * Classify sections of a report | 3 | 2 | 2 | 2 | 2 | 2 | 3 | Application | Lecture/  tutorial | Assignment |
|  | * Produce a template for a report using appropriate format. numbering system | 3 | 3 | 3 | 3 | 3 | 1 |  | Application | Lecture/  tutorial | Assignment |
|  | * Apply APA style citations in referencing | 3 | 3 | 3 | 3 | 3 |  |  | Application | Lecture/ tutorial | Assignment |
|  | * Use language software to aid practice listening, speaking and grammar. | 2 | 2 | 2 | 2 | 2 | 2 | 3 | Application | Tutorial | Assignment |
| **3 - 5** | **2.0 Writing Introduction, Literature Review and Methodology** |  |  |  |  |  |  |  |  |  |  |
|  | * Compose comprehensive introduction, problem statement, objectives and research questions. | 3 | 3 | 3 | 3 | 3 | 2 | 2 | Synthesis | Lecture/  tutorial | Assignment |
|  | * Review secondary sources. | 3 | 3 | 3 | 3 | 3 | 2 | 2 | Synthesis | Lecture/  tutorial | Assignment |
|  | * Compose in depth review of literature for support of the study. | 3 | 3 | 3 | 3 | 3 |  | 1 | Synthesis | Lecture/  tutorial | Assignment |
|  | * Design effective research methodology which includes data collection and interpretation. | 3 | 3 | 3 | 3 | 3 |  |  | Synthesis | Lecture/  tutorial | Assignment |
|  | * Select appropriate primary sources |  |  |  |  |  |  |  | Analysis | Lecture/  tutorial | Assignment |
|  | * Present synthesised information using accurate and appropriate language for an academic report | 3 | 3 | 3 | 3 | 3 | 3 |  | Synthesis | Lecture/  tutorial | Assignment,  Presentation |
|  | * Use language software to aid practice listening, speaking, writing and grammar | 1 | 1 |  | 1 | 1 |  | 3 | Application | Tutorial | Assignment |
| **6 -10** | **3.0 Writing Findings & Discussion** |  | | | | | | |  |  |  |
|  | * Analyse data to be reported in findings. | 3 | 3 | 3 | 3 | 3 | 3 | 1 | Analysis | Lecture/  tutorial | Assignment,  Presentation |
|  | * Formulate results based on data analysis. | 3 | 3 | 3 | 3 | 3 | 3 | 1 | Synthesis | Lecture/  tutorial | Assignment,  Presentation |
|  | * Support results and findings with evidence from secondary sources. | 3 | 3 | 3 | 3 | 3 | 3 | 1 | Synthesis | Lecture/  tutorial | Assignment,  Presentation |
| **11-14** | 4**.0 Writing Conclusion and Recommendation** |  |  |  |  |  |  |  |  |  |  |
|  | * Conclude findings based on primary and secondary sources. | 3 | 3 | 3 | 3 | 3 | 3 | 1 | Evaluation | Lecture/  tutorial | Assignment,  Presentation |
|  | * Make suggestions for further improvement of the case studied. | 3 | 3 | 3 | 3 | 3 | 3 | 1 | Evaluation | Lecture/  tutorial | Assignment,  Presentation |

|  |  |  |
| --- | --- | --- |
| Prepared by: | Checked by: | Approved by: |
| Name: Suriya Kumar Position: Lecturer  Date: 16 June 2009 | Name: Wan Jumani bt Fauzi Position: Head of program  Date: | Name: Nor Ashikin Abdul Aziz Position: Director Date: |