



## UNIVERSITI TEKNOLOGI MARA

### BEL452: EXECUTIVE SUMMARY WRITING

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| <b>Course Name (English)</b>  | EXECUTIVE SUMMARY WRITING <b>APPROVED</b>   |
| <b>Course Code</b>  | BEL452  |
| <b>MQF Credit</b>   | 2   |
| <b>Course Description</b>   | The course focuses on developing students' ability to write executive summaries. Students are taught to summarize key information using a variety of texts such as articles from the Internet or discipline-based reports.  |
| <b>Transferable Skills</b>  | 1.Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in a variety of contexts.<br>2.Demonstrate ability to manage personal performance to meet expectations and demonstrate drive, determination, and accountability.<br>3.Demonstrate ability to communicate clearly and confidently, and listen critically<br>4.Demonstrate ability to socialize with people from different walks of life.<br>5.Demonstrate enthusiasm, leadership and the ability to positively influence others.<br>6.Demonstrate maturity of thoughts when responding to multiple inputs and contexts |
| <b>Teaching Methodologies</b>   | Lectures, Presentation, Self-directed Learning  |
| <b>CLO</b>  | CLO1 identify key information in given texts and reports.<br>CLO2 organise and paraphrase key information<br>CLO3 write summaries based on a variety of texts.<br>CLO4 write executive summaries based on reports.<br>CLO5 present a written executive summary presentation   |
| <b>Pre-Requisite Courses</b>  | No course recommendations   |
| <b>Topics</b>   |   |
| <b>1. Employing the sub-skills required for summary writing</b><br>1.1) identifying main ideas and relevant supporting details<br>1.2) Organizing the main points of the text<br>1.3) Paraphrasing<br>1.4) Writing summaries based on a variety of texts  |   |
| <b>2. Employing the sub-skills required for executive summary writing</b><br>2.1) Defining the issue/ problem<br>2.2) Identifying the purpose<br>2.3) Stating significant considerations/limitations/scope<br>2.4) Stating major findings<br>2.5) Stating major conclusions<br>2.6) Stating recommendations/ decisions<br>2.7) Paraphrasing |   |

| Assessment Breakdown  |  | %       |
|-----------------------|--|---------|
| Continuous Assessment |  | 100.00% |

  

| Details of Continuous Assessment | Assessment Type | Assessment Description     | % of Total Mark | CLO                              |
|----------------------------------|-----------------|----------------------------|-----------------|----------------------------------|
|                                  | Assignment      | Attendance and Assignments | 10%             | CLO1 , CLO2 , CLO3 , CLO4 , CLO5 |
|                                  | Presentation    | Oral Report                | 20%             | CLO1 , CLO2 , CLO3 , CLO4 , CLO5 |
|                                  | Test            | Test 1                     | 30%             | CLO1 , CLO2 , CLO3               |
|                                  | Test            | Test 2                     | 40%             | CLO1 , CLO2 , CLO4               |

  

| Reading List | Recommended Text         | <ul style="list-style-type: none"> <li>2005, <i>Longman Dictionary of Contemporary English</i>, 4th Ed. Ed.</li> </ul>  |
|--------------|--------------------------|---|
|              | Reference Book Resources | <ul style="list-style-type: none"> <li>Meyers, Alan. 2005, <i>Gateways to Academic Writing: Effective Sentences, Paragraphs, and Essays.</i> : Pearson Education Inc., Pearson Education Inc. New York</li> <li>Mikulecky, Beatrice S. &amp; Jeffries, Linda. 1996, <i>More Reading Power</i>, Addison-Wesley Publishing Company, Inc. USA</li> </ul> |

  

| Article/Paper List | This Course does not have any article/paper resources  |
|--------------------|--|
| Other References   | <ul style="list-style-type: none"> <li>Website With Sanctions Lifted, Big Oil Lines Up to Do Business with Libya's Qaddafi , Sunday Business (United Kingdom), Jun 20, 2004 2004, <i>Executive Summary Survival Guide</i><br/><a href="http://beyonduetopia.net/writing-survival -guide/executive-summary/">http://beyonduetopia.net/writing-survival -guide/executive-summary/</a></li> <li>Website Miami University <i>Home Writing Initiative: Farmer School of Business</i> , Oxford, Ohio<br/><a href="http://www.sba.muohio.edu/hwi/teachingsu mmaries.htm">http://www.sba.muohio.edu/hwi/teachingsu mmaries.htm</a></li> <li>Website Berry, <i>How to Write an Executive Summary</i><br/><a href="http://articles.bplans.com/writing-an-ex ecutive-summary/">http://articles.bplans.com/writing-an-ex ecutive-summary/</a></li> </ul> |