



UNIVERSITI TEKNOLOGI MARA

EWC663: ENGLISH FOR MEETINGS AND DISCUSSIONS

Course Name (English)	ENGLISH FOR MEETINGS AND DISCUSSIONS APPROVED				
Course Code	EWC663				
MQF Credit	2				
Course Description	This course is designed to provide students with the language skills needed in meetings and discussions. The communicative aspects of conducting meetings and discussions will be emphasized, especially presenting, justifying ideas, persuading and negotiating. It will also equip students with appropriate strategies and language to write effective meeting-related documents (notices, agenda and minutes).				
Transferable Skills	Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in a variety of contexts. Demonstrate ability to manage personal performance to meet expectations and demonstrate drive, determination, and accountability. Demonstrate ability to communicate clearly and confidently, and listen critically. Demonstrate ability to socialize with people from different walks of life. Demonstrate enthusiasm, leadership and the ability to positively influence others. Demonstrate maturity of thoughts when responding to multiple inputs and contexts. Demonstrate ability to apply creative, imaginative and innovative thinking and ideas to problem solving. Demonstrate ability to apply creative, imaginative and innovative thinking and ideas to problem solving. Demonstrate ability to work professionally and contribute positively in a team.				
Teaching Methodologies	Lectures, Language Enrichment Activities, Simulation Activity, Discussion, Presentation, Small Group Sessions , Self-directed Learning				
CLO	CLO1 Demonstrate self-confidence and social skills in taking alternate roles in informal meetings and discussions. CLO2 Exhibit the ability to apply the principles and skills to conduct and participate in formal meetings using appropriate language. CLO3 Display appropriate written communication skills in writing minutes of meetings.				
Pre-Requisite Courses	No course recommendations				
Reading List	<table border="1"> <tr> <td>Recommended Text</td> <td> <ul style="list-style-type: none"> • Mackey, Daphne. 2004, <i>Send Me a Message</i>, McGraw-Hill. New York • Smith, T.E. 2001, <i>Meeting Management</i>, Prentice Hall. Upper Saddle River, NJ • Parkinson, Dilys. 2005, <i>Oxford Business English Dictionary for Learners of English</i>, Oxford University Press. Oxford </td> </tr> <tr> <td>Reference Book Resources</td> <td> <ul style="list-style-type: none"> • Ponniah, K. et. al. 2009, <i>A Practical Guide to Meetings and Discussions</i>, Second Edition Ed., McGraw-Hill Kuala Lumpur </td> </tr> </table>	Recommended Text	<ul style="list-style-type: none"> • Mackey, Daphne. 2004, <i>Send Me a Message</i>, McGraw-Hill. New York • Smith, T.E. 2001, <i>Meeting Management</i>, Prentice Hall. Upper Saddle River, NJ • Parkinson, Dilys. 2005, <i>Oxford Business English Dictionary for Learners of English</i>, Oxford University Press. Oxford 	Reference Book Resources	<ul style="list-style-type: none"> • Ponniah, K. et. al. 2009, <i>A Practical Guide to Meetings and Discussions</i>, Second Edition Ed., McGraw-Hill Kuala Lumpur
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Article/Paper List	This Course does not have any article/paper resources				
Other References	<ul style="list-style-type: none"> • http://esl.about.com/od/businessspeaking/a/b_Business_Speaking_Skills • http://esl.about.com/cs/onthejobenglish/a/a_runmee_On_the_Job_English • http://esl.about.com/cs/onthejobenglish/a/a_meetex_On_the_Job_English • http://esl.about.com/cs/onthejobenglish/a/a_meetph_On_the_Job_English • http://esl.about.com/cs/englishworkplace/a/be_appr_Workplace_English 				

