UNIVERSITI TEKNOLOGI MARA

EWC771: REPORT WRITING

Course Name (English)	REPORT WRITING APPROVED
Course Code	EWC771

MQF Credit	3

Course Description	This course provides candidates with information on the development of a formal report. The course enables them to evaluate the content and context and accuracy of the language used in reports. At the end of the course, candidates are expected to consolidate information acquired to enable them to produce suitable reports, as well as present the report in a oral presentation.

Transferable Skills	Effective Communicator Ethically and Socially Sensitive Independent and Critical Thinkers Solution Provider Systematically Inquisitive

Teaching Methodologies	Lectures, Discussion, Presentation, Small Group Sessions

CLO	CLO1 evaluate a report for its appropriateness in terms of content and context. CLO2 analyze the accuracy of the language used in different parts of a report. CLO3 interpret data given in visual form using appropriate language in a report. CLO4 deliver an effective oral presentation of a report.

Pre-Requisite Courses	No course recommendations

Topics
1. Introduction to Report Writing 1.1) • Types of reports 1.2) • Qualities of a good report 1.3) • Components of a formal report (Preliminary section / Body of the report / Supplementary section)
2. Language used in reports 2.1) • Formal and informal language 2.2) • Active and passive construction 2.3) • Personal and impersonal language (Avoiding use of personal pronouns) 2.4) • Clear and concise verbs (Reducing use of phrasal verbs) 2.5) • Tenses
3. Evaluating a report 3.1) Purpose of report 3.2) Context of report 3.3) Content of a report
4. Oral Presentation 4.1) • Oral presentation techniques

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Presentation	n/a	50%	CLO4
	Written Report	n/a	50%	CLO1 , CLO2 , CLO3

Reading List	Reference Book Resources	• **Booth, W.C. & Colomb, G.C. 2008, *The Craft of Research.*, 3rd ed. Ed., The University of Chicago Press. USA** • **Bowden, J. 2011, *Writing a Report: How to Prepare, Write and Present Really Effective Reports.*, 9th ed Ed., How to Books UK** • **Forsyth, P. 2010, *How to Write Reports and Proposals. .*, 2nd ed. Ed., Kogan Page India** • **Fung, W.C. & Choy, T.O. 2006, *Easy Steps to Report Writing*, Marshall Cavendish Malaysia** • **Holden, G. 2011, *Business Reports for Busy People.*, Career Press USA** • **Kuiper, S 2009, *Contemporary Business Report.*, Cengage Learning Canada** • **Kupsh, J. & Rhodes, R. 2010, *Report Writing: A Survival Guide*, Xlibris. USA** • **Norazman A. M. et al. 2012, *Academic Report Writing: From Research to Presentation.*, 2nd ed Ed., Prentice Hall Malaysia** • **Rajeswary, A.S. et al. 2010, *Report Writing for Business and Professional Purposes: An Introduction.*, 2nd ed Ed., McGraw-Hill. Malaysia** • **Samsiah A. H. & Rosyati A. R., *Mastering English for Employment.*, Cengage Learning Asia Malaysia**
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	