UNIVERSITI TEKNOLOGI MARA
BEL600: POST-GRADUATE WRITING AND PRESENTATION SKILLS

Course Name (English)	POST-GRADUATE WRITING AND PRESENTATION SKILLS `APPROVED`
Course Code	BEL600

MQF Credit	3

Course Description	The purpose of this course is to expose students to the typical forms of academic papers and give them practice in the linguistic skills and rhetorical strategies needed to write them. The main objective is to train students to become autonomous learners and eventually develop as well as enhance their skills in writing academic discourse (research proposals, dissertations or theses) and presenting their proposals. It also exposes them to the highly conventionalized format of most academic discourse. The workshop-styled classes provide students the platform to utilize critical reading skills, academic writing skills, and formal presentation skills which they can apply to their own focused research areas. Students' performance will be evaluated based on formative assessments that include writing tests as well as writing and presenting a research proposal.

Transferable Skills	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.

Teaching Methodologies	Lectures, Web Based Learning, Reading Into Writing Task, Reading Activity, Discussion, Presentation, Workshop

CLO	CLO1 Synthesize information from multiple sources CLO2 Create a research proposal. CLO3 Present a research proposal using both verbal and non-verbal communication.

Pre-Requisite Courses	No course recommendations

Topics
1. Understanding the nature of Academic Writing 1.1) Building blocks: from casual to formal, from rambling to focus, from chaos to cohesive, from inorganized to structured. 1.2) Absence of acknowledgement to inclusion of in-text citation. 1.3) Framework.
2. Applying the skills in Academic Writing 2.1) Paraphrasing, summarizing and quoting. 2.2) Documenting different types of courses. 2.3) In-text citing. 2.4) Referencing.
3. Writing the academic proposal 3.1) Annotated bibliography. 3.2) Library research. 3.3) Academic proposal.
4. Presenting the Academic Proposal 4.1) Effective presentation slides. 4.2) Verbal and non-verbal skills.

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Presentation	It focuses on utilizing verbal and non verbal skills when presenting an academic proposal.	40%	CLO3
	Test	Test 1 focuses on construction of sentences using 1) formal language and 2) correct paragraph organization.	10%	CLO1
	Test	Test 2 focuses on the application of the following skills: 1) paraphrasing, 2) summarizing skills.	10%	CLO1
	Written Report	This task involves creating an academic proposal.	40%	CLO2

Reading List	Recommended Text	Krishnakumari Karuthan,Nor Azni Abdullah,Ahmad Mazli Muhammad 2010, *Writing with Sources*, First Ed., 1 - 8, McGraw Hill Kuala Lumpur [ISBN: 9789675771118]
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	