



UNIVERSITI TEKNOLOGI MARA

BEL422: REPORT WRITING

Course Name (English)	REPORT WRITING APPROVED
Course Code	BEL422
MQF Credit	2
Course Description	This course introduces students to the practical aspects of preparing and presenting reports both orally and in written form. Students are taught to employ the language skills and strategies necessary to write a report based on a combination of primary and secondary research. Students will also be taught the skills of adapting the written report for oral presentation.
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 practical and contemporary knowledge of relevant professional, ethical and legal frameworks. Demonstrate ability to analyse issues/problems from multiple angles and make suggestions. Demonstrate ability to work professionally and contribute positively in a team.
Teaching Methodologies	Lectures, Problem Based Learning (PBL), Discussion, Presentation, Small Group Sessions , Self-directed Learning
CLO	CLO1 write various parts of a formal report using language appropriate for report writing CLO2 write and edit a complete report in its correct format using language appropriate for report writing CLO3 collect relevant data from primary and secondary sources CLO4 interpret and present data given in visual form CLO5 deliver an effective oral presentation of report
Pre-Requisite Courses	No course recommendations
Topics	
1. Language used in report writing: 1.1) terminology, reported speech, passive	
2. Qualities of a good report 2.1) Types of reports 2.2) Qualities of good and weak reports	
3. Parts of a report 3.1) Preliminary materials 3.2) Body of a report 3.3) References 3.4) Appendices	
4. Mechanics of report writing 4.1) Terminology 4.2) Numbering system 4.3) pagination	

5. Data collection techniques

- 5.1) Collecting data from various sources
- 5.2) Selecting relevant information
- 5.3) Classifying and assessing information

6. Analysing and interpreting data

- 6.1) Analyzing, collating and finalizing selection of information
- 6.2) Organizing and classifying data
- 6.3) Writing of data

7. Use of visual aids to be included in the written report & presentation

- 7.1) Types of visuals used in reports

8. Oral presentation

- 8.1) Presentation of written report

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Attendance	Student's attendance and assignment	10%	CLO1 , CLO2 , CLO3 , CLO4 , CLO5
	Presentation	Presentation of final report	20%	CLO5
	Test	Application of research skills	30%	CLO2 , CLO4
	Written Report	Application of report writing skills	40%	CLO1 , CLO2 , CLO3 , CLO4

Reading List	Reference Book Resources
	<ul style="list-style-type: none"> • Comfort, J., Revell, R. and Stott, 2006, <i>Business Reports in English.</i>, Ed., , Cambridge University Press [ISBN:] • Norazman, A.M. et al. 2008, <i>Academic Report Writing: From Research to Pre</i>, Ed., , Petaling Jaya: Pearson Prentice Hall [ISBN:] • Nor Azni, A., Noorzan, M.N., The, C.S., and F 2008, <i>Communication Skills for the Workplace</i>, Ed., , Petaling Jaya: August Publishing Sdn. Bhd [ISBN:] • Freitag-Lawrence, A. 2003, <i>English for Work: Business Presentations</i>, Ed., , Essex: Pearson Education Ltd [ISBN:] • Ponniah, K. & Richards, C. 1996, <i>English for Business Communication</i>, Ed., , Federal Publications Sdn. Bhd [ISBN:] • Reep, D.C. 1997, <i>Technical Writing: Principles, Strategies, an</i>, 3 Ed., , Boston: Allyn & Bacon [ISBN:] • Fung, A. W.C. & Choy, T.O. 2003, <i>Easy Steps to Report Writing</i>, Ed., , Federal Publications Sdn. Bhd

Article/Paper List	This Course does not have any article/paper resources
Other References	This Course does not have any other resources