UNIVERSITI TEKNOLOGI MARA
MPC732: WRITING FOR PROFESSIONAL COMMUNICATION

Course Name (English)	WRITING FOR PROFESSIONAL COMMUNICATION `APPROVED`
Course Code	MPC732

MQF Credit	3

Course Description	In this course, students will apply the principles and techniques of technical and professional writing to the production of workplace documents. The focus of the course is on the rhetorical, linguistic and structural elements of technical and professional writing for different audiences and purposes. Students will apply skills of drafting and revising text to produce clear and accurate documents of specific workplace-related genres, for example annual reports, manuals, proposals and other company documents in print and digital formats

Transferable Skills	Recognise the importance of audience and purpose in different communication formats Apply critical thinking skills to the production of documents • Analyse, synthesise, collate and select information to produce technical /professional documents. • Use an appropriate style of language • Assess and adapt readability of technical and professional documents for different audiences and purposes

Teaching Methodologies	Lectures, Presentation, Collaborative Learning

CLO		
	CLO1	Write an analysis of rhetorical, linguistic and structural elements in workplace documents
	CLO2	Write a critique of article on issues in workplace documents
	CLO3	Retrieve and manage information to prepare a written workplace document
	CLO4	Communicate and articulate ideas effectively using appropriate language for oral presentation in a group

Pre-Requisite Courses	No course recommendations

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