



UNIVERSITI TEKNOLOGI MARA

EWC660: ENGLISH FOR PROPOSAL WRITING

Course Name (English)	ENGLISH FOR PROPOSAL WRITING APPROVED		
Course Code	EWC660		
MQF Credit	2		
Course Description	This course is designed to develop students' ability to write proposals. It focuses on exposing students to the basic parts of a proposal and developing their ability to use appropriate format and language for a proposal.		
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 investigate problems and provide effective solutions. Demonstrate ability to work professionally and contribute positively in a team.		
Teaching Methodologies	Lectures, Blended Learning, Presentation, Small Group Sessions		
CLO	CLO1 identify the types of proposals and characteristics of a good proposal; CLO2 analyse the language and format of a proposal; CLO3 prepare a proposal outline using appropriate language; CLO4 write a proposal using appropriate language; and CLO5 present a proposal orally.		
Pre-Requisite Courses	No course recommendations		
Reading List	<table border="1"><tr><td>Recommended Text</td><td><ul style="list-style-type: none">• Hamper, R., & Baugh, L 2011, <i>Handbook for writing proposals</i>, McGraw Hill London• Miner J.T., & Miner L.E. 2008, <i>Proposal planning & writing</i>, Greenwood Wesport (CT)• Oruc, Y. A. 2012, <i>Handbook of scientific proposal writing</i>, CRC Press Boca Raton (FL)</td></tr></table>	Recommended Text	<ul style="list-style-type: none">• Hamper, R., & Baugh, L 2011, <i>Handbook for writing proposals</i>, McGraw Hill London• Miner J.T., & Miner L.E. 2008, <i>Proposal planning & writing</i>, Greenwood Wesport (CT)• Oruc, Y. A. 2012, <i>Handbook of scientific proposal writing</i>, CRC Press Boca Raton (FL)
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Article/Paper List	This Course does not have any article/paper resources		
Other References	<ul style="list-style-type: none">• Website <i>Better Writing Skills</i> http://www.betterwritingskills.com/missi ng.html		