



UNIVERSITI TEKNOLOGI MARA

EWC661: ENGLISH FOR REPORT WRITING

Course Name (English)	ENGLISH FOR REPORT WRITING APPROVED	
Course Code	EWC661	
MQF Credit	2	
Course Description	This course teaches students how to develop a range of essential written communication skills using common report writing conventions to produce an effective investigative report. In doing so, it also enables students to further improve their skills in retrieving and eliciting information related to the issue at hand. Besides that, it provides a platform for students to inform and persuade when presenting a proposal. In tandem, it reinforces teamwork skills through establishing good rapport among the team members throughout the report preparation. At the end of the course, students will collaboratively produce the report which has great quality, clarity and impact.	
Transferable Skills	<p>Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in a variety of contexts.</p> <p>Demonstrate ability to manage personal performance to meet expectations and demonstrate drive, determination, and accountability.</p> <p>Demonstrate ability to communicate clearly and confidently, and listen critically.</p> <p>Demonstrate enthusiasm, leadership and the ability to positively influence others.</p> <p>Demonstrate maturity of thoughts when responding to multiple inputs and contexts.</p> <p>Demonstrate ability to apply creative, imaginative and innovative thinking and ideas to problem solving.</p> <p>Demonstrate ability to investigate problems and provide effective solutions.</p> <p>Demonstrate ability to analyse issues/problems from multiple angles and make suggestions.</p> <p>Demonstrate ability to work professionally and contribute positively in a team.</p>	
Teaching Methodologies	Lectures, Blended Learning, Inquiry-based Learning, Reading Into Writing Task, Discussion, Presentation, Small Group Sessions , Self-directed Learning	
CLO	<p>CLO1 Demonstrate the ability to retrieve and manage information when preparing a well-structured report.</p> <p>CLO2 Present a proposal and write a well-structured report.</p> <p>CLO3 Display teamwork skills through cooperation with others, respect and accept of others' opinions in preparing the report.</p>	
Pre-Requisite Courses	No course recommendations	
Reading List	Reference Book Resources	<ul style="list-style-type: none"> • Booth, W.C. & Colomb, G.C. 2008, <i>The craft of research.</i>, 3rd ed. Ed., USA: The University of Chicago Press. • Bowden, J. 2011, <i>Writing a report: How to prepare, write and present really effective reports</i>, 9th ed. Ed., UK: How To Books • Norazman Abdul Majid et. al. 2012, <i>Academic report writing: From research to presentation</i>, 2nd ed. Ed., Malaysia: Prentice Hall
Article/Paper List	Reference Article/Paper Resources	<ul style="list-style-type: none"> • National University of Singapore 2012, REPORT WRITING: DRAFTING, <i>Centre for English Language Communication</i>, Jan 2012, 21 http://007_RW_Drafting_ES2002_Jan2012

Other References

- Website *Long Report: Conclusion*
[http://www.docstoc.com/docs/25809861/SAM-PLE-FORMAL-REPORT;http://www.scribd.com/doc/2907772/The-Complete-Report-Writing](http://www.docstoc.com/docs/25809861/SAM-<u>PLE-FORMAL-REPORT</u>;http://www.scribd.com/doc/2907772/The-Complete-Report-Writing) ;
<http://www.monash.edu.au/lls/llonline/writing/general/report/1.xml>;
frank.mtsu.edu/~mbalacha/longreport.htm
- Website *Long Report*
http://www2.elc.polyu.edu.hk/CILL/eiw/report_conclusion.htm;
<http://frank.mtsu.edu/~mbalacha/longreport.htm>