

ITEM	DETAILS	
1. Title of Subject	English for Academic Purposes	
2. Subject code	ENG	
3. Status of subject	Core	
4. Stage	Diploma	
5. Credit Hours	Two (2) [2 hours per week x 14 weeks]	
6. Pre-Requisite	Nil	
7. Assessment	No Assessment	
8. Semester	Semester 1	
9. Objective of subject	<ul style="list-style-type: none"> Expose students to different aspects of the English language and focus on reading, writing and speaking skills. Prepare students for the workplace in relation to the preparation of curriculum vitae and interview and business writing. 	
10. Synopsis of subject	This unit is designed for students in Hotel Management for the enhancement of English Language Proficiency. It also enables students to develop reading and writing skills, and to improve on business communications.	
11. Details of subject	Contents	Hours
Week 1	Topic: Language Awareness <ul style="list-style-type: none"> Tenses Subject-verb agreement Prepositions Conjunctions and connectors 	2
	Learning Outcomes: After completing this unit, the students will be able to: <ul style="list-style-type: none"> Be familiar with the grammatical form. Expose to different aspects of English language and grammar. Use time expressions. 	

	<p>Activity:</p> <ul style="list-style-type: none"> • Lecture • Reading • Discussion • Listening and speaking 	
	<p>Further reading for this lesson:</p> <ol style="list-style-type: none"> 1. Murphy, R. (1996). <i>Essential Grammar in Use</i> (2nd ed.). Cambridge University Press. 2. Taylor, S. (2005). <i>Communication for Business</i> (4th ed.). Pearson Education. 3. Jones, L., & Richard, A. (2003). <i>New International Business English</i> (3rd ed.). Cambridge University Press. 	
<p>Week 2</p>	<p>Topic: Adjectives and Adverbs</p> <ul style="list-style-type: none"> • Sentence structure • Development of paragraphs • Parallelism • Shifts <p>Learning Outcomes:</p> <p>After completing this unit, the students will be able to:</p> <ul style="list-style-type: none"> • Put together thoughts, ideas, memories, incidents and experiences in a complete, well written piece of writing. • Write clearly, logically and precisely. • Develop accuracy in punctuation, spelling and grammar. <p>Activity:</p> <ul style="list-style-type: none"> • Lecture • Listening • Discussion • Spelling • Reading <p>Further reading for this lesson:</p> <ol style="list-style-type: none"> 1. Murphy, R. (1996). <i>Essential Grammar in Use</i> (2nd ed.). Cambridge University Press. 2. Taylor, S. (2005). <i>Communication for Business</i> (4th ed.). Pearson Education. 3. Jones, L., & Richard, A. (2003). <i>New International Business English</i> (3rd ed.). Cambridge University Press. 	<p>2</p>

<p>Week 3</p>	<p>Topic: Listening and Speaking</p> <ul style="list-style-type: none"> • Group discussion and exchange of ideas (agreement and disagreement) • Exchange of ideas, persuasion and negotiation • Introduction to public speaking <hr/> <p>Learning Outcomes:</p> <p>After completing this unit, the students will be able to:</p> <ul style="list-style-type: none"> • Understand the importance of consistent presentation. • Identify oneself in the arena of business world. • Discuss various types of oral communication in the workplace. • State some ways in which non-verbal communication can be improved. • Describe the steps involved in making a presentation. <hr/> <p>Activity:</p> <ul style="list-style-type: none"> • Lecture • Writing • Discussion • Role play <hr/> <p>Further reading for this lesson:</p> <ol style="list-style-type: none"> 1. Murphy, R. (1996). <i>Essential Grammar in Use</i> (2nd ed.). Cambridge University Press. 2. Taylor, S. (2005). <i>Communication for Business</i> (4th ed.). Pearson Education. 3. Jones, L., & Richard, A. (2003). <i>New International Business English</i> (3rd ed.). Cambridge University Press. 	<p>2</p>
<p>Week 4</p>	<p>Topic: Reading and Writing</p> <ul style="list-style-type: none"> • Reading with understanding and correct pronunciation and intonation • Dictionaries and their usage • Building up of vocabulary in business studies and marketing <hr/> <p>Learning Outcomes:</p> <p>After completing this unit, the students will be able to:</p> <ul style="list-style-type: none"> • Identify oneself in the arena of business world. • Grasp relevant information that has been provided. • Provide the meaning of words used in the original passage. 	<p>2</p>

	<p>Activity:</p> <ul style="list-style-type: none"> • Lecture • Role play • Presentation • Discussion <p>Further reading for this lesson:</p> <ol style="list-style-type: none"> 1. Murphy, R. (1996). <i>Essential Grammar in Use</i> (2nd ed.). Cambridge University Press. 2. Taylor, S. (2005). <i>Communication for Business</i> (4th ed.). Pearson Education. 3. Jones, L., & Richard, A. (2003). <i>New International Business English</i> (3rd ed.). Cambridge University Press. 	
<p>Weeks 5 & 6</p>	<p>Topic: Study Skill</p> <ul style="list-style-type: none"> • Note-taking • Synthesized reading • Questions and answers • Critical thinking • Writing of essays and assignments <p>Learning Outcomes:</p> <p>After completing this unit, the students will be able to:</p> <ul style="list-style-type: none"> • Have something definite to say. • Uses correct English. • Arrange the material in sequence and logical order to answer the questions. • Observe sequence and proportion. <p>Activity:</p> <ul style="list-style-type: none"> • Lecture • Role Play • Discussion • Writing <p>Further reading for this lesson:</p> <ol style="list-style-type: none"> 1. Murphy, R. (1996). <i>Essential Grammar in Use</i> (2nd ed.). Cambridge University Press. 2. Taylor, S. (2005). <i>Communication for Business</i> (4th ed.). Pearson Education. 3. Jones, L., & Richard, A. (2003). <i>New International Business English</i> (3rd ed.). Cambridge University Press. 	<p>4</p>

<p>Weeks 7 & 8</p>	<p>Topic: Job Skills</p> <ul style="list-style-type: none"> • Introduction to business correspondence, emails, faxes and memos • Simple presentations <hr/> <p>Learning Outcomes:</p> <p>After completing this unit, the students will be able to:</p> <ul style="list-style-type: none"> • Explain the purpose of memos. • Compose memos from given instructions. • Describe the various parts of emails. • Understand the importance of consistent presentation. • Compose a variety of simple business fax. <hr/> <p>Activity:</p> <ul style="list-style-type: none"> • Lecture • Role play <hr/> <p>Further reading for this lesson:</p> <ol style="list-style-type: none"> 1. Murphy, R. (1996). <i>Essential Grammar in Use</i> (2nd ed.). Cambridge University Press. 2. Taylor, S. (2005). <i>Communication for Business</i> (4th ed.). Pearson Education. 3. Jones, L., & Richard, A. (2003). <i>New International Business English</i> (3rd ed.). Cambridge University Press. 	<p>4</p>
<p>Weeks 9 & 10</p>	<p>Topic: Language Awareness</p> <ul style="list-style-type: none"> • Coordination and subordination • Gerunds and infinitives • Clauses and phrases • Pronouns • Sentence fragments misplaced modifiers • Dangling modifiers • Effective word choice <hr/> <p>Learning Outcomes:</p> <p>After completing this unit, the students will be able to:</p> <ul style="list-style-type: none"> • Understand why it is important to ensure the accuracy of language. • Identify different parts of speech. • Explain the composition of a grammatically correct sentence. • State the purpose of various punctuation mark. • Use appropriate words for the situation they face. 	<p>4</p>

	<p>Activity:</p> <ul style="list-style-type: none"> • Lecture • Grammar Exercises • Discussion <p>Further reading for this lesson:</p> <ol style="list-style-type: none"> 1. Murphy, R. (1996). <i>Essential Grammar in Use</i> (2nd ed.). Cambridge University Press. 2. Taylor, S. (2005). <i>Communication for Business</i> (4th ed.). Pearson Education. 3. Jones, L., & Richard, A. (2003). <i>New International Business English</i> (3rd ed.). Cambridge University Press. 	
<p>Weeks 11 & 12</p>	<p>Topic: Study Skills</p> <ul style="list-style-type: none"> • Synthesized reading • Critical thinking and analysis • Answer of questions such as multiple choices and responses • Essay <p>Learning Outcomes:</p> <p>After completing this unit, the students will be able to:</p> <ul style="list-style-type: none"> • Identify the appropriate points. • Explain fully but briefly in own words. • Express views and ideas or intentions clearly in different forms of essays. <p>Activity:</p> <ul style="list-style-type: none"> • Lecture • Grammar Exercises • Discussion <p>Further reading for this lesson:</p> <ol style="list-style-type: none"> 1. Murphy, R. (1996). <i>Essential Grammar in Use</i> (2nd ed.). Cambridge University Press. 2. Taylor, S. (2005). <i>Communication for Business</i> (4th ed.). Pearson Education. 3. Jones, L., & Richard, A. (2003). <i>New International Business English</i> (3rd ed.). Cambridge University Press. 	<p>4</p>

Weeks 13 & 14	<p>Topic: Job Skills</p> <ul style="list-style-type: none"> • Preparation of business letter writing • Writing of minutes of meeting • Press releases • Presentations • Curriculum vitae, interviews <hr/> <p>Learning Outcomes:</p> <p>After completing this unit, the students will be able to:</p> <ul style="list-style-type: none"> • Explain the purpose of meeting. • Describe the different types of meetings that take place in business. • State the documents that are used in the meeting process. • Discuss the basic presentation requirements of each document. • Compose agenda, chairman’s agenda and minutes. • Take notes during the discussion session. <hr/> <p>Further reading for this lesson:</p> <ol style="list-style-type: none"> 1. Murphy, R. (1996). <i>Essential Grammar in Use</i> (2nd ed.). Cambridge University Press. 2. Taylor, S. (2005). <i>Communication for Business</i> (4th ed.). Pearson Education. 3. Jones, L., & Richard, A. (2003). <i>New International Business English</i> (3rd ed.). Cambridge University Press. 		4
	<p>Total</p>		28
13. Text	Main Reference	<ol style="list-style-type: none"> 1. Murphy, R. (1996). <i>Essential Grammar in Use</i> (2nd ed.). Cambridge University Press. 2. Taylor, S. (2005). <i>Communication for Business</i> (4th ed.). Pearson Education. 	
	Extra Reference	<ol style="list-style-type: none"> 1. Jones, L., & Richard, A. (2003). <i>New International Business English</i> (3rd ed.). Cambridge University Press. 	