



**FAKULTI PENGURUSAN & INDUSTRI HALAL (FPIH)**

<b>PROGRAM</b>	<b>Diploma Perakaunan (DPA)</b>
<b>COURSE NAME</b>	<b>English for Academic Purposes 3</b>
<b>COURSE CODE</b>	<b>EAP 3222</b>
<b>CREDIT HOUR</b>	<b>2</b>
<b>SYNOPSIS</b>	Students will be able to understand the basic components of English and apply them for academic and business purposes.
<b>COURSE STRUCTURE</b>	
<b>CHAPTER</b>	<b>TOPICS</b>
<b>1</b>	<b>GRAMMAR</b> 1.1 Use conditional correctly
<b>2</b>	<b>READING</b> 2.1 Identifying topic sentences, main ideas and supporting details 2.2 Distinguishing relevant ideas from irrelevant ones 2.3 Paraphrasing 2.4 Drawing Conclusions 2.5 Transferring Information from Linear to Non-Linear texts and vice versa 2.6 Differentiating between Facts and Opinions 2.7 Making Inferences 2.8 Making Predictions 2.9 Analysing and Evaluating Texts 2.10 Interpreting Writer's Point of View
<b>3</b>	<b>WRITING</b> 3.1 Discourse Markers in Writing 3.2 Writing Thesis Statement and Topic Sentences 3.3 Writing Effective Introduction, Developmental Paragraphs and Conclusions 3.4 Defining Concepts, Explaining Ideas, and Describing States and Processes 3.5 Summarising 3.6 Organising and Presenting Information in Logical Order 3.7 Comparing and Contrasting ideas, Classifying Information and Establish Cause 3.8 Drafting, Editing, Revising and rewriting to create the Final Draft 3.9 Responding Critically and Appropriately to Information contained in Linear



	and Non-Linear texts 3.10 Identifying and Overcoming Common Errors in Writing
<b>4</b>	<b>LISTENING</b> 4.1 Listening for Specific Information 4.2 Listening for Main Ideas and Supporting Details 4.3 Listening to Paraphrase and Summarise 4.4 Listening to Take Notes 4.5 Listening to Interpret Information and Making Inferences
<b>5</b>	<b>SPEAKING</b> 5.1 Using Appropriate Social Conventions When Communicating in Different Situations 5.2 Asking and Giving Information 5.3 Asking for and Giving Opinions 5.4 Listening to Take Notes 5.5 Listening to Interpret Information and Making Inferences
<b>REFERENCES</b>	<ol style="list-style-type: none"><li>1. Abraham Sung. 2014. <i>330 English Essays</i>. Minerva Publication.</li><li>2. Choo Wan Yat, Yeoh Wei Tzee, Stanley Nyanaprakasan, Yee Sook Fen. 2015. <i>Ace Ahead MUET</i>. Oxford Fajar Sdn Bhd.</li><li>3. James Schofield. 2014. <i>Presentation Skills in 7 Simple Steps</i>. Harper Collins Publisher.</li><li>4. Rob Yeung. 2014. <i>Answering Tough Interview Questions for Dummies</i>. John Wiley &amp; Sons, Ltd.</li></ol>