



FAKULTI PENGURUSAN DAN INDUSTRI HALAL

PROGRAM	Diploma Pengurusan Muamalat
COURSE NAME	English for Academic Purposes 3
COURSE CODE	EAP 3222
CREDIT HOUR	2
SYNOPSIS	This course aims to raise the students' level of proficiency in the English language and to equip them with academic and critical thinking skills necessary to undertake tertiary studies. In addition, the course prepares students to meet the requirements of the Malaysian University English Test (MUET).
COURSE STRUCTURE	
CHAPTER	TOPICS
1	Use conditionals correctly
2	Identifying main ideas, topic sentences and supporting details 2.1 Distinguishing relevant ideas from irrelevant ideas
3	3.1 Listening for specific information, main ideas & supporting details 3.2 Listening to paraphrase and summaries 3.3 Listening to take notes
4	Asking for and giving information 4.1 Stating and justifying opinions 4.2 Expressing agreement and disagreement 4.3 Developing thesis statement, topic sentences and supporting details
5	Paraphrasing and summarizing 5.1 Listening to interpret information and make inferences 5.2 Planning, preparing and delivering individual presentation
6	Drawing conclusion from reading passage 6.1 Listening technique on how to predict outcomes 6.2 Implementing the techniques to initiate, maintain and close a group discussion 6.3 Organizing and presenting information in a chronological order
7	Transferring information from linear to non-linear text and vice versa 7.1 Listening to draw conclusions 7.2 Presenting factual information in a discussion 7.3 Organizing and presenting information using spatial order



8	Distinguishing facts from opinion 8.1 Listening to recognize the features of spoken language 8.2 Making suggestion and recommendation in a group discussion 8.3 Organizing and presenting information using comparison and contrast order
9	Explain and practice how to make suggestion and recommendation in a group discussion 9.1 Listening to evaluate and analyses information 9.2 Organizing and presenting information using cause and effect order
10	10.1 Predicting outcomes from reading passage 10.2 Listening to evaluate and analyses information 10.3 Providing rationale for action taken 10.4 Practice organizing and presenting information using cause and effect order
11	11.1 Analyzing and evaluating a text 11.2 Listening for specific information to complete tasks 11.3 Practice maintaining a group discussion by presenting alternatives, justifying choices and alternatives and accepting or rejecting ideas/proposals
12	12.1 Recognizing a writer's point of view and to detect bias in writing 12.2 Revise the listening techniques as per MUET format
13	13.1 Practice maintaining a group discussion by building strong persuasive arguments and asking for/giving clarification 13.2 Identify and overcome common errors in writing
14	Practice all the listening, speaking, writing and reading techniques as per MUET format
References:	1. Simpson, Ron. (2020). Teach Yourself English Grammar: A Complete Introduction (Teach Yourself) [Paperback]. Teach Yourself: US 2. Shafie, Latisha, Asmaak.et.al. (2019). English for Oral Presentations [Paperback]. Oxford University Press 3. Nalini, Naginder, Surina. et.al. (2020) Step Up Academic Writing Skills (2nd Edition). Penerbit UiTM 4. Kamisah, Puspallata, Nur Maizura. et.al. (2020) Quickstep to English Language Proficiency. Penerbit UiTM 5. Siri Pendidikan Guru (2019). SPG English for Effective Communication. Oxford Fajar.