



**FAKULTI PENGURUSAN DAN INDUSTRI HALAL**

<b>PROGRAM</b>	<b>DIPLOMA PENGAJIAN ISLAM</b>
<b>NAMA KURSUS</b>	<b>ENGLISH FOR ACADEMIC PURPOSES 3</b>
<b>KOD KURSUS</b>	<b>EAP 4212</b>
<b>JAM KREDIT</b>	<b>2</b>
<b>SINOPSIS</b>	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, EAP 3 prepares students to meet the requirements of the Malaysian University English Test (MUET).
<b>STRUKTUR KURSUS</b>	
<b>BAB</b>	<b>TAJUK</b>
<b>1</b>	Introduction 1.1 Introduction to the course 1.2 The significance of the course 1.3 Activity: Ice-Breaking
<b>2</b>	Chapter 1 2.1 Revision of Grammar (Parts of Speech & Tenses) 2.2 Scanning & skimming 2.3 General listening strategies 2.4 Using social convention in Greetings and Leave Taking 2.5 Activity: Role play - Social convention 2.6 Revision of Mechanics of Writing
<b>3</b>	Chapter 1 (continuation) 3.1 Identifying main ideas, topic sentences & supporting details 3.2 Distinguishing relevant ideas from irrelevant ones 3.3 Technique of listening for specific information, listening for main ideas and supporting details, listening to paraphrase and summarise and listening to take notes 3.4 Asking for and giving information and opinions, stating and justifying opinions and expressing agreement and disagreement 3.5 Group discussion 3.6 Review of developing thesis statements and writing topic sentences and supporting details
<b>4</b>	Chapter 2 4.1 Paraphrasing in reading 4.2 Listening technique to interpret information and make inferences



	<p>4.3 Techniques of planning, preparing and delivering individual presentation</p> <p>4.4 Summarising a text</p>
<b>5</b>	<p>Chapter 3</p> <p>5.1 Drawing conclusion from reading passage</p> <p>5.2 Listening technique on how to predict outcomes</p> <p>5.3 Initiating, maintaining and closing a group discussion</p> <p>5.4 Group discussion</p> <p>5.5 Organising and presenting information in chronological order (essay writing)</p>
<b>6</b>	<p>Chapter 4</p> <p>6.1 Transferring information from linear to non-linear text and non-linear to linear texts</p> <p>6.2 Listening technique on how to draw conclusions</p> <p>6.3 Presenting factual information</p> <p>6.4 Organising and presenting information using spatial order (essay writing)</p>
<b>7</b>	<p>Chapter 5</p> <p>7.1 Distinguishing facts from opinion</p> <p>7.2 Listening technique on how to recognise the features of spoken language</p> <p>7.3 Making suggestion and recommendation</p> <p>7.4 Group discussion</p> <p>7.5 Organising and presenting information using compare and contrast order (essay writing)</p>
<b>8</b>	<p>Revision</p> <p>8.1 Review of Grammar (Parts of Speech &amp; Tenses)</p> <p>8.2 Practising the reading techniques</p> <p>8.3 Practising the listening skill technique</p> <p>8.4 Practising the speaking skill technique</p> <p>8.5 Individual presentation</p> <p>8.6 Enhancing the writing skills by providing the students more exercises</p>
<b>9</b>	<p>Chapter 6</p> <p>9.1 Predicting outcomes from reading passage</p> <p>9.2 Listening technique in order to evaluate and analyse information</p> <p>9.3 Providing rationale for action taken</p> <p>9.4 Organising and presenting information using cause and effect order (essay writing)</p>
<b>10</b>	<p>Chapter 7</p> <p>10.1 Analysing and evaluating a text</p> <p>10.2 Listening technique on how to listen for specific information to complete tasks</p> <p>10.3 Maintaining a group discussion by: presenting alternatives, justifying choices and alternatives, and accepting or rejecting ideas / proposal</p>



	<p>10.4 Group discussion</p> <p>10.5 Revising and practising writing guided essays</p>
<b>11</b>	<p>Chapter 8</p> <p>11.1 Recognising a writer's point of view and to detect bias in writing</p> <p>11.2 Revising all the listening techniques and practising (Model Test of MUET)</p> <p>11.3 Maintaining group discussion by building strong persuasive arguments and asking for and giving clarification</p> <p>11.4 Revising and practising how to identify and overcome common errors in writing</p>
<b>12</b>	<p>Chapter 8 (continuation)</p> <p>12.1 Recognising a writer's point of view and detecting bias in writing</p> <p>12.2 Revising all the listening techniques and practising (Model Test of MUET)</p> <p>12.3 Maintaining group discussion by building strong persuasive arguments and asking for and giving clarification</p> <p>12.4 Group discussion</p> <p>12.5 Revising and practising how to identify and overcome common errors in writing</p>
<b>13</b>	<p>Chapter 8 (continuation)</p> <p>13.1 Recognising a writer's point of view and detecting bias in writing</p> <p>13.2 Revising all the listening techniques and practising (Model Test of MUET)</p> <p>13.3 Maintaining group discussion by building strong persuasive arguments and asking for and giving clarification</p> <p>13.4 Group discussion</p> <p>13.5 Revising and practising how to identify and overcome common errors in writing</p>
<b>14</b>	<p>REVISION</p> <p>14.1 Review of Grammar (Parts of Speech &amp; Tenses)</p> <p>14.2 Practising the reading techniques</p> <p>14.3 Practising the listening technique</p> <p>14.4 Practising the speaking techniques</p> <p>14.5 Enhancing the writing skills by providing the students more exercises</p>
<b>Rujukan</b>	<p>1. Choo Wan Yat, Yeoh Wei Tzee, Stanley Nyanaprakasan, Yee Sook Fen. 2015. Ace Ahead MUET. Oxford Fajar Sdn. Bhd.</p> <p>2. Abraham Sung. 2014. 330 English Essays. Minerva Publication.</p> <p>3. James Schofield. 2014. Presentation Skills in 7 Simple Steps. HarperCollins Publisher.</p>