

UNIVERSITI TEKNOLOGI MARA (UiTM)  
ACADEMY OF LANGUAGE STUDIES

COURSE OUTLINE

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PROGRAMME	DEGREE-LEVEL
COURSE	ENGLISH REPORT WRITING
CODE	BEL 420
CREDIT HOURS	2
CONTACT HOURS	2
PRE-REQUISITE	NA

**COURSE DESCRIPTION:**

The course focuses on the writing of various reports in the correct format, including a complete report of 1500-2000 words. The topic for the long report will be based on the requirements of the faculty. Students will be required to present the report orally. Students will be given guided exercises and independent writing tasks on the different parts of a report.

**OBJECTIVES:**

At the end of the course, students should be able to:

- write various parts of a formal report using language appropriate for report writing
- write a complete report in its correct format using language appropriate for report writing
- interpret data given in a visual form
- present data in a visual form
- deliver an effective oral presentation of the report

**CONTENT:**

1. Language used in report writing: terminology, reported speech, passive voice, noun clause
2. Qualities of a good report
3. Types of reports
4. Different parts of a report
5. Mechanics of report writing
6. Techniques and conventions of research
7. Analyzing/interpreting the data
8. Use of visual aids (to be included in the written report & oral presentation of the report)
9. Oral presentation of the report

**EVALUATION:**

Final Report (individual work/group)	40%
Oral presentation of the report	20%
Final Examination	40% (2 hours)
Pass Mark	50% (Grade C)