



UNIVERSITI TEKNOLOGI MARA
AKADEMI PENGAJIAN BAHASA
BEL482 – BUSINESS AND PROFESSIONAL COMMUNICATION

- DISCUSSION I** - **PRESENTING IDEAS** (20%)
- DISCUSSION II** - **PROBLEM SOLVING** (20%)
- MEETING** - **CASE STUDY** (20%)
- **MINUTES** (10%)

NO.	NAME	CONTENT 6	LANGUAGE 6	DELIVERY 4	PARTICIPATION 4	TOTAL (20%)
1.						
2.						
3.						
4.						
5.						
6.						

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EVALUATION GUIDELINES

ASSESSMENT	CRITERIA	MARKS	TOTAL (%)
DISCUSSION 1	CONTENT	6	20%
PRESENTING IDEAS	LANGUAGE - grammatically accurate - appropriate sentence structure and vocabulary. - Clear expression.	6	
	DELIVERY - Vocal volume/speed/pronunciation - Non-vocal Eye contact/facial expression	4	
	PARTICIPATION	4	
DISCUSSION 2	CONTENT	6	20%
PROBLEM SOLVING	LANGUAGE - grammatically accurate - appropriate sentence structure and vocabulary. - Clear expression.	6	
	DELIVERY - Vocal volume/speed/pronunciation - Non-vocal Eye contact/facial expression	4	
	PARTICIPATION	4	

MEETING	CONTENT	6	30%
	LANGUAGE	6	
	<ul style="list-style-type: none"> - grammatically accurate - appropriate sentence structure and vocabulary - appropriate language functions used in meeting 		
	DELIVERY	4	
	<ul style="list-style-type: none"> - Vocal volume/speed/pronunciation - Non-vocal Eye contact/facial expression 		
	PARTICIPATION	4	
	CONTENT	4	
MINUTES	<ul style="list-style-type: none"> - summary of main points and decisions made during the Mock meeting 		
	LANGUAGE	4	
	FORMAT/LAYOUT	2	
	<ul style="list-style-type: none"> - systematic presentation of items - appropriate headings 		