



**UNIVERSITI TEKNOLOGI MARA
AKADEMI PENGAJIAN BAHASA**

SCHEME OF WORK

Code	:	BEL 482
Course	:	BUSINESS AND PROFESSIONAL COMMUNICATION
Level	:	DEGREE
Credit Unit	:	2
Contact Hours	:	2
Prerequisite	:	None

WEEK	CONTENT
1	Introduction to course and teach students to write an appropriate notice of a meeting/discussion.
2	To teach students to write agenda of a meeting/discussion.
3 + 4	To familiarize students with the language used to : a. Start and control a meeting/discussion b. Make suggestions/motions and amendments c. Present opinions and ideas d. Give instructions e. Agree and disagree f. Negotiate g. Seek clarification h. Justify i. Interrupt j. Persuade k. Summarize l. Evaluate m. End a meeting/discussion

5	ON-GOING ASSESSMENT - Discussion I – Presenting ideas
6 + 7	To introduce students to the basic procedure of discussion at meetings: <ul style="list-style-type: none"> a. Role of chairman b. Role of secretary c. Role of committee member d. Note-taking at meetings
8	Etiquette for meetings and discussions Group dynamics
9	ON-GOING ASSESSMENT - Discussion II – Problem-solving
10+11	To teach students to write the minutes of a meeting (a summary of the main points and decisions made), and the language used in minutes (reported speech).
12	ON-GOING ASSESSMENT – Meeting (Case Study)
13	Review of problems/mistakes in conducting the meeting
14	REVISION