



**UNIVERSITI TEKNOLOGI MARA
AKADEMI PENGAJIAN BAHASA**

**TEST SPECIFICATIONS
FOR ON-GOING ASSESSMENTS AND FINAL EXAMINATION**

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

CONDITIONS	ON-GOING ASSESSMENTS (70%)	FINAL EXAMINATION (30%)
TEST OBJECTIVES	<ul style="list-style-type: none">a. to conduct Discussion I – Presenting ideas.b. to conduct Discussion II – Problem-solving.c. to conduct an impromptu mock meeting – special business given on day of assessment – ½ hour given for preparation.	<ul style="list-style-type: none">a. To write appropriate language structures and expressions necessary for effective notice, agenda and minutes.b. To write the minutes of a meeting.

ITEMS (number/extent/level/length)		<p>a. 1 question on writing the notice of a meeting.</p> <p>b. 1 question on writing the agenda.</p> <p>c. 1 question on minutes.</p>
PROPOSITIONAL FEATURES	Logical, challenging and thought- provoking.	Logical, challenging and thought-provoking.
ORGANISATIONAL FEATURES OF TEST	<p>Assessments are to be conducted in groups.</p> <p>a. Conduct Discussion I – Presenting ideas based on given issues/situations.</p> <p>b. Conduct Discussion II – Problem-solving. Presenting ideas and resolving problems based on given issues/situations.</p> <p>c. Conduct an impromptu mock meeting and submit minutes of the meeting. Each group to submit one set only.</p>	<p>a. write appropriate language expressions of notice, agenda and minutes.</p> <p>b. write minutes of a meeting.</p>
LANGUAGE LEVEL	Formal	Formal
WEIGHTAGE	<p>Discussion I - 20%</p> <p>Discussion II - 20%</p> <p>Meeting - 30%</p> <p>Total : 70%</p>	<p>Notice - 5%</p> <p>Agenda - 5%</p> <p>Minutes - 20%</p> <p>Total : 30%</p>
DURATION		2 hours

MARKING GUIDELINES	Rating scale for Discussion I, II and Meeting:	Notice and Agenda
	Participation - 4 Delivery - 4 Content - 6 Language - 6	Format/layout - 2 Content - 4 Language - 4 Total - 10 (convert to 5%)
	Answer scheme for minutes:	Minutes:
	Format/layout - 2 Content - 4 Language - 4	Format/layout - 2 Content - 10 Language - 8 Total - 20 (convert to 20%)