

# FACULTY OF LANGUAGES & LINGUISTICS

## List of Courses Offered Student Exchange Programme (UMSEP) for the 2012/2013 Academic Session

No	Code & Title (No. of credits)	Synopsis	Level of Required Proficiency
1.	GTEE1103	This course introduces the basic principles of professional writing in English. Students are exposed to various format, processes and text models that exemplify professional writing, such as memos, emails, letters, reports and minutes	Intermediate Proficiency
	Professional Writing in English		• MUET BAND 3
	(3 credits)		IELTS BAND 4
			TOEIC 405
			• TOEFL 440
2.	GTEE 1104	This course will help students to develop presentation skills that are required in their study. The course takes the students systematically through the important stages of presentations from planning to handling questions. Students will also be exposed to appropriate language required for effective presentations. Students will practice the skills learnt at the different stages via short presentations in class	Intermediate Proficiency
	Effective Presentation		MUET BAND 3
	Skills		IELTS BAND 4
	(3 credits)		TOEIC 405
			TOEFL 440
3.	GTEE1105	This course is designed for students with a low proficiency in English. It aims to provide basic communication skills to students, with an emphasis on vocabulary building and accuracy in grammar at the pre-elementary level	Low proficiency
	Communication in English I		• MUET BAND 1
	(3 credits)		• IELTS BAND 1
	(Offered only in SEM I)		• TOEFL 0-343
4.	GTEE1205	This course is designed for students with pre- elementary proficiency in English. It aims to provide basic communication skills to students, with an emphasis on vocabulary building and accuracy in grammar as well as producing correct sentences at the elementary level.	Pre elementary
	Communication in English II		• Passed GTEE1105
	(3 credits)		• IELTS Band 2
	(Offered only in SEM II)		• TOEFL 0-343

5.	GTEE1107	This course is designed for students with an elementary proficiency in English. It provides basic communication skills to students with an emphasis on vocabulary building and accuracy in grammar at the post-elementary level. The course enables students to speak and write moderately well	Elementary
	Communication in English III		
	(3 credits)		
	(Offered only in SEM I)		
6.	GTEE1207	This course is designed for students with a post- elementary proficiency in English. It provides basic communication skills to students with an emphasis on vocabulary building and accuracy in grammar at the pre- intermediate level. The course enables students to speak and to write different types of paragraphs fairly well	Post elementary
	Communication in English IV		
	(3 credits)		
	(Offered only in SEM II)		
7.	GTEE1109	This course focuses on various speaking skills in English. It develops students' communication skills and strategies that enable them to interact appropriately on topics of current interest. Students will learn to speak fluently in a variety of informal situations.	Intermediate
	Speaking Skills in English		
	(3 credits)		
8.	GTEE1110	This course introduces the process of paragraph development and the generation of ideas in order to write within a variety of rhetorical patterns. It does this by focusing on the elements of good sentences within the context of a paragraph, the active use of a wide range of vocabulary as well as the elements of good paragraph. The course helps students to understand the relationship between paragraph in an essay, to edit their work and to produce different types of essays.	Intermediate
	Writing Skills in English		
	(3 credits)		
9.	GTEE1111	The course encompasses different aspects of communication used in delivering effective impromptu speeches, oral presentations and conducting interviews for presentations. Appropriate examples from a variety of situations are used as practice materials for students to analyse, discuss and apply the communication strategies taught.	High Intermediate (minimum entry requirement)
	Presentation Skills at the Work Place		
	(3 credits)		

- MUET BAND 2
- IELTS BAND 3
- TOEFL 347- 433

- Passed GTEE1107
- IELTS BAND 3.5
- TOEFL 347- 433

- MUET BAND 3
- IELTS BAND 4
- TOEFL 437 -510
- TOEIC 405 -600

- MUET BAND 3
- IELTS BAND 4
- TOEFL 437-510
- TOEIC 405-600

- IELTS (BAND 6)
- TOEFL (550- PBT/ 213- CPT/ 80-IBT)
- A' LEVEL (UNIVERSITY OF CAMBRIDGE, LONDON)
- MUET BAND 4

10.	GTEE1112	This course aims at developing the critical reading fluency of students towards meeting their academic needs. Students will engage with reading selections which are complemented with exercises and activities. Some of the skills at hat will be taught include interrogating texts to understand the stance of the author, the relationship between ideas in the texts, and the supporting evidence.	High Intermediate (minimum entry requirement)
	Introduction to Critical Reading in English		<ul style="list-style-type: none"> <li>• IELTS (BAND 6)</li> <li>• TOEFL (550- PBT/ 213- CPT/ 80-IBT)</li> </ul>
			<ul style="list-style-type: none"> <li>• A' LEVEL (UNIVERSITY OF CAMBRIDGE, LONDON)</li> </ul>
			<ul style="list-style-type: none"> <li>• MUET BAND 4</li> </ul>
11.	GTEE1113	This course will introduce students to the importance of good technical writing skills. Using materials related to their field, students will be taught in stages to write a variety of technical documents. Technical writing mechanism will also be taught.	High Intermediate (minimum entry requirement)
	Technical Writing		<ul style="list-style-type: none"> <li>• IELTS (BAND 6)</li> <li>• TOEFL (550- PBT/ 213- CPT/ 80-IBT)</li> </ul>
			<ul style="list-style-type: none"> <li>• A' LEVEL (UNIVERSITY OF CAMBRIDGE, LONDON)</li> </ul>
			<ul style="list-style-type: none"> <li>• MUET BAND 4</li> </ul>

**Elective Luar Fakulti**

1.	TCEE1320	This course is a practical introduction to researching the job market, the preparation of resumes and job application letter. Students will be exposed to various elements involved in the job research process such as writing effective application letters and specific types of resumes, as well as the strategies required for successful job interviews. Students will also have the opportunity to obtain real- world information regarding employment communication	High Proficiency <ul style="list-style-type: none"><li>• IELTS (BANDS 6-8)</li><li>• TOEFL (550-PBT/213-CPT/80-IBT)</li><li>• A' LEVEL (UNIVERSITY OF CAMBRIDGE, LONDON) Minimum 6</li><li>• O' LEVEL ((UNIVERSITY OF CAMBRIDGE, LONDON) Minimum 5</li><li>• MUET BANDS 4-6</li></ul>
	Communication for Employment		
	(3 credits)		

**NOTE:** Exchange students may choose the courses they are interested in. However, exchange students who do not have any of the above requirements will be required to sit for a “placement test” prior to their registration for any of the courses that they have chosen.