Module Specification

Academic English and Effective Communication

Version: 2022-23, v1.0, 21 Mar 2022

Contents

Part 1: Information

Module title: Academic English and Effective Communication

Module code: UMCDV3-30-0

Level: Level 3

For implementation from: 2022-23

UWE credit rating: 30

ECTS credit rating: 15

Faculty: Faculty of Business & Law

Department: FBL Dept of Business & Management

Partner institutions: The British College Nepal

Delivery locations: The British College Nepal

Field: Business and Management Cross-Disciplinary

Module type: Standard

Pre-requisites: None

Excluded combinations: None

Co-requisites: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: This module covers the basics of Academic English and Effective Communication for its use within an academic setting and equips the students with academic writing, communication, critical thinking, and study skills necessary in the undergraduate programmes.

Features: Not applicable

Educational aims: This module aims to develop the reading, writing, listening and speaking skills of students via necessary tools and practices. It also helps them to recognize different learning styles and develop strategies for academic writing as well as effective communication skills. The pedagogic approach is designed to foster and encourage peer learning and reviewing.

Outline syllabus: The syllabus covers:

Semester I:

Writing Skills (General guidance of academic writing, referencing sources, reviewing literature, planning, reflective writing, argumentative vs. descriptive writing, research and writing, critical thinking and writing)

Citing and References (Principles and citing and referencing, referencing styles, how to cite the sources, differentiating citations from original words, creating a reference list, referencing tables and figures)

Academic Integrity (Introduction of academic honesty in academic setting, avoiding plagiarism and assessment irregularities)

Speaking Skills (pronunciation, tone, articulation, presentation/public speaking)

Reading (reading and comprehension skills, reading critically)

Listening (vocabulary, conversation skills, comprehension)

Semester II:

Fundamentals of communication, non-verbal communication, professional presentations, professional writing, group communication, communication with technology, communication strategy.

Part 3: Teaching and learning methods

Teaching and learning methods: This module will use a blend of teaching and learning techniques to help students achieve the module aims. This will include case studies, lectures, and practical applied activities.

Lectures: The module will be taught through synchronous/ F2F lectures or asynchronous (online) or hybrid lectures. F2F lectures will be delivered in the physical premises of the college but in the case of online class, lectures will be delivered via Google Meet Or MS Teams and will be recorded. All lectures will be supplemented by a series of activities, seminars, guest lectures, workshops, presentations.

Teaching Materials: All teaching materials including the module specification, course handbook, module schedule will be posted on the TBC Virtual Learning Platform - Orbund system. Students are expected to do self-directed study through the live lectures and materials that are provided.

Module Learning outcomes: On successful completion of this module students will achieve the following learning outcomes.

MO1 To write clearly both in an academic and technical style .

MO2 To demonstrate the understanding of expression

MO3 To develop and understand the critical reading and listening .

MO4 To develop academic language and formatting for academic, research, and reflective writing .

MO5 Improve speaking fluency through class conversation and presentations, and will be able to lead and contribute to group discussions.

MO6 Understand and apply basic principles of critical thinking, problem solving, and the need for technical proficiency in the development of exposition and argument.

MO7 Develop the ability to research and write an academic paper and to give an oral presentation.

MO8 To confidently present ideas and research content/findings successfully in written form.

Hours to be allocated: 300

Contact hours:

Face-to-face learning = 72 hours

Total = 72

Reading list: The reading list for this module can be accessed at readinglists.uwe.ac.uk via the following link https://rl.talis.com/3/uwe/lists/F1F63166-3EFD-D4CC-F5DE-799353ACA067.html?lang=en-GB&login=1

Part 4: Assessment

Assessment strategy: In order to fulfil the programme learning outcomes L01, L03, L05 following assessments have been designed:

 Semester I

Component A - Portfolio (60%)

Task #1 (15%): Reading Comprehension written assignment (500 words)

Task #2 (15%): Writing: Paragraph Structure (written assignment) - 250-350 words

Task #3 (15%): Writing: Visual Data Analysis (written assignment) - 250-350 words - 300 words

Task #4 (15%): Listening: Listening Test (controlled condition listening test) - 20 minutes

Component B - 40% - Essay (1500 words)

Learning outcomes tested: LO A, LO B, LO C and LO D

Semester II

Component A

Group presentation 40%- 20 minutes

Component B

Report Writing 60% - 2000 words

Learning outcomes tested: LO E, LO F, LO G and LO H

 All written submissions via TBC VLE (Turnitin or Equivalent)

Assessment components:

Portfolio - Component A (First Sit)
Description: Portfolio. The portfolio will comprise:
Task #1 (15%): Reading Comprehension written assignment (500 words)

Task #2 (15%): Writing: Paragraph Structure (written assignment) - 250-350 words

Task #3 (15%): Writing: Visual Data Analysis (written assignment) - 250-350 words - 300 words

Task #4 (15%): Listening: Listening Test (controlled condition listening test) - 20 minutes
Weighting: 30 %
Final assessment: No
Group work: No
Learning outcomes tested: MO1, MO2, MO3, MO4

Written Assignment - Component A (First Sit)

Description: Essay of 1500 words measuring LOs 1 2 3 4- Week 5

Semester 1

Weighting: 20 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

Presentation - Component B (First Sit)

Description: Semester 2

Group Presentation 20 minutes

Weighting: 20 %

Final assessment: No

Group work: Yes

Learning outcomes tested: MO5, MO6, MO7, MO8

Report - Component B (First Sit)

Description: Report writing - 1500 words

Administered in Week 11 Semester 2

Weighting: 30 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO5, MO6, MO7, MO8

Portfolio - Component A (Resit)

Description: Portfolio. Administered in Semester 1

Task #1 (15%): Reading Comprehension written assignment (500 words)

Task #2 (15%): Writing: Paragraph Structure (written assignment) - 250-350 words

Task #3 (15%): Writing: Visual Data Analysis (written assignment) - 250-350 words - 300 words

Task #4 (15%): Listening: Listening Test (controlled condition listening test) - 20 minutes

Weighting: 30 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

Written Assignment - Component A (Resit)

Description: Essay of 1500 words measuring LOs 1 2 3 4

Administered in Semester 1

Weighting: 20 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

Presentation - Component B (Resit)

Description: Group Presentation - 20 minutes

Administered in Semester 2

Weighting: 20 %

Final assessment: No

Group work: Yes

Learning outcomes tested: MO5, MO6, MO7, MO8

Report - Component B (Resit)

Description: Report - 1500 words

Semester 2 - end of term assessment (This is the resit of First Sit Week 11)

Weighting: 30 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO5, MO6, MO7, MO8

Part 5: Contributes towards

This module contributes towards the following programmes of study:

International Foundation (Business) [NepalBrit] FdCert 2022-23

International Foundation (Computing) [NepalBrit] FdCert 2022-23