



SCHOOL OF LANGUAGES, LITERACIES AND TRANSLATION

LEM 200

INDUSTRIAL TRAINING ORIENTATION PROGRAMME

1. COURSE OUTCOMES AND METHODS OF ASSESSMENTS
2. LEM 200 REPORT WRITING GUIDE

1. COURSE OUTCOMES AND METHODS OF ASSESSMENTS

BIL.	HASIL PEMBELAJARAN KURSUS	PO	LT	SS	KAEDAH PENILAIAN
CO1	Bertanya soalan-soalan yang relevan dengan industri pekerjaan semasa sesi temubual dengan individu atau organisasi. <i>Ask relevant questions to work industry during interview sessions with individuals or organisations.</i>	PO5	A1	TS2	KK – (03) Tugas (Assignment) (37) Laporan (Report)
CO2	Mengamalkan sikap beretika, bermoral dan profesional dalam menjalankan temubual, pemerhatian dan menulis laporan tentang individu atau organisasi. <i>Practice good ethics and moral values, as well as professionalism when conducting interviews, observations and writing reports about individuals and organisations.</i>	PO6	A2	EM3	KK – (03) Tugas (Assignment) (30) Penulisan (Writing)
CO3	Mengenalpasti maklumat yang relevan dengan kerjaya dari pelbagai sumber. <i>Identify information relevant to career opportunities from many sources.</i>	PO7	A1	LL1	KK – (37) Laporan (Report)
CO4	Menghubungkait bidang kerjaya yang dipilih dengan peluang perniagaan. <i>Relate selected career to business opportunities.</i>	PO8	A4	ES1	KK – (37) Laporan (Report)
CO5	Menunjukkan kepimpinan untuk menjalankan temubual dan pemerhatian dengan berkesan. <i>Demonstrate leadership qualities when conducting interviews and observation effectively.</i>	PO9	A1	LS2	KK – (03) Tugas (Assignment)

2. LEM 200 REPORT WRITING GUIDE

	WHAT TO INCLUDE	MAX PAGE NO.	MARKS	NOTES
1.	Introduction <ul style="list-style-type: none"> Name of company/organisation How do you select the company/organisation? Observation period/date 	0.5	5%	
2.	Body <ul style="list-style-type: none"> Company's details, aims, nature of business. Company's hierarchy/ departments/ organisation charts. 	1	5%	
3.	<ul style="list-style-type: none"> Company's day-to-day activities/ business. (If the description is too lengthy, you may group them together, e.g. for two weeks, there were four meetings conducted – 2 to discuss purchases, 1 to introduce a new product, and 1 for employees' performance. 	2	10%	
4.	Language Usage <ul style="list-style-type: none"> What is the main language used for communication and interaction purposes? The medium of language usage – spoken, written, email, letters, etc. How important is English language? The degree of formality/informality when English is used. Etc. that is language-related. 	2	10%	
5.	Business Opportunities <ul style="list-style-type: none"> Any business opportunities that you could see from your observation of the company? (E.g. the organisation that you observe is a primary school. The business opportunity that you see is a tuition centre focusing on English language). Describe your future business plan, by focusing on your aim, target 	2	10%	

	market/audience, location, platforms, the first step to achieve this, etc.			
6.	<p>Relation to your study</p> <ul style="list-style-type: none"> Relate your observation and interview to one topic/skill that you have learned from your core papers. (E.g. You learn to write formal letters in LET 107. Formal letters are used a lot for communication purposes at the organisation). 	1	10%	
7.	<p>Self-reflection</p> <ul style="list-style-type: none"> What have you learned from the experience or the organisation? What must you further learn to get good jobs in the future? (from your observation and interview, write about the important skills needed by the company). How do you think your fluency of English language and the courses you take at university will help you at the workplace? Is starting a business something you would consider in the future? 	2	10%	
8.	<p>Appendices</p> <ul style="list-style-type: none"> Formal letter/email to apply to be attached to the company. Pictures of the organisation, of the interview session, etc. Interview questions. Related references (company's website, etc.) Interviewee's details (name, position, workplace). Sealed assessment questionnaire that has been completed by the interviewee. Interviewee's consent form to be interviewed. 	4	10%	Must include the cover letter you write to the company.
			30%	