

EFFECTIVE COMMUNICATION SKILLS 2

INTERMEDIATE (MODULE)

Minah Harun
Sharifah Zurina Syed Kamarulzaman
Salmi Hussain
Michi Farida Abdul Halim



Department of Higher Education
Ministry of Higher Education, Malaysia
Level 4, No. 2, Tower 2, Jalan P5/6,
Presint 5, 62200 PUTRAJAYA
MALAYSIA



Department of Higher Education
Ministry of Higher Education, Malaysia



EFFECTIVE
COMMUNICATION SKILLS 2

INTERMEDIATE _____
(MODULE)

EFFECTIVE COMMUNICATION SKILLS 2

INTERMEDIATE
(MODULE)

Minah Harun
Sharifah Zurina Syed Kamarulzaman
Salmi Hussain
Michi Farida Abdul Halim



Department of Higher Education
Ministry of Higher Education, Malaysia



CONTENTS

Preface

About the Book

Unit 1 MAKING CONTACT

Unit 2 KNOW YOUR CAMPUS

Unit 3 MAKING SMALL TALK

Unit 4 LET' S GET FIT

Unit 5 TUNE IN

Unit 6 GO GREEN

Unit 7 LET' S TALK!

PREFACE

This course book is a result of joint-effort by a group of highly committed resource persons from several institutions of higher learning who met on many occasions to brainstorm and eventually produced this guide.

It is designed to be both user-friendly and self-explanatory for teachers of English proficiency at the tertiary level.

The project was conceived as a top-down initiative led by our senior colleague from UiTM, Prof. DatinDr.Hajibah Osman. The original idea was to produce a manual for University instructors to use to improve students' English proficiency as a compliment to the existing English Language Enhancement Programme at all public institutions of higher learning.

It was such a pleasure to work in a democratic atmosphere which allowed everyone to draw upon their strengths and individual experiences in the teaching of English to undergraduates. Individually, each member is not only an experience teacher but we also act in different administrative capacities in our respective universities. We are happy to be able to complete the project as originally intended; that is, to come up with a pragmatic approach for both teachers and learners.

The outcome is in the form of a set of teaching and learning materials; A course book which is accompanied by the course syllabus booklet.

We had hoped that the way forward in this mission is not only to produce this set of material. Rather, the aim is also to continue to work together to ensure such a collaborative venture can be sustained in the future. This will be done with the continuous support of dedicated leaders in the Higher Education Division of the Ministry.

This project would not have been possible without the assistance of many people including University administrators, colleagues, the head of the graphic unit, production unit and staff members at UUM PRESS and research assistants. Thank you to everyone who has contributed in your own unique ways.

DatinDr.MinahHarun (UUM)

SharifahZurina Syed Kamarulzaman (UKM)

SalmiHussain (UUM)

Michi Farida Abdul Halim (UKM)

Disember 2012

ABOUT THE BOOK

This book is intended to guide those who want to improve their English communication skills. They might have the foundation in English and know basic grammar. Yet, they still need the enhancement course to improve their English proficiency skills, in particular, oral skills. The book consists of seven units with each unit emphasises the different themes for the sakes of making the learning and teaching of English more enlightening and fun for the learners than the usual classroom lessons.