

ATURCARA

KURSUS WRITING SKILL FOR ADMINISTRATION PURPOSE

25-27 APRIL 2010

BILIK BENGKEL A, PUSAT KONVENSYEN, uum

HARI PERTAMA (25 APRIL 2010) - AHAD

8.00 pg	8.15 pg	Pendaftaran / Sarapan
8.15 pg	8.30 pg	Taklimat Kursus
8.30 pg	9.30 pg	SESI 1 : Diagnostic Test on Writing
9.30 pg	10.30 pg	SESI 2 : Development
10.30 pg	11.00 pg	Minum Pagi
11.00 pg	12.00 tgh	SESI 3 : Unity and Types of Essay
12.00 tgh	1.00 ptg	SESI 4 : Vocabulary Building
1.00 ptg	2.30 ptg	Makan Tengahari / Rehat / Solat Zohor
2.30 ptg	4.30 ptg	SESI 5 : Coherence and General writing skills
4.30 ptg		Minum Petang / Bersurai

HARI KEDUA (26 APRIL 2010) - ISNIN

8.00 pg	8.30 pg	Sarapan
8.30 pg	9.30 pg	SESI 6 : Error Identifications-Common Errors
9.30 pg	10.30 pg	SESI 7 : Developing Thesis and Essay
10.30 pg	11.00 pg	Minum Pagi
11.00 pg	12.00 tgh	SESI 8 : Dictation Exercises
12.00 tgh	1.00 ptg	SESI 9 : Narrative
1.00 ptg	2.30 ptg	Makan Tengahari / Rehat / Solat Zohor
2.30 ptg	4.30 ptg	SESI 10 : Effectiveness- Tone, Style, Diction
4.30 ptg		Minum Petang / Bersurai

HARI KETIGA (27 APRIL 2010) - SELASA

8.00 pg	8.30 pg	Sarapan
8.30 pg	9.30 pg	SESI 11 : Writing messages
9.30 pg	10.30 pg	SESI 12 : Tips of Effective writing
10.30 pg	11.00 pg	Minum Pagi
11.00 pg	12.00 tgh	SESI 13 : Paragraph Development
12.00 tgh	1.00 ptg	SESI 14 : Speech Outline Preparation
1.00 ptg	2.30 ptg	Makan Tengahari / Rehat / Solat Zohor
2.30 ptg	4.30 ptg	SESI 15 : Group presentation
4.30 ptg		Minum Petang / Bersurai