

## **APPENDIX A**

### **SYLLABUS FOR ENGLISH FOR TECHNICAL PURPOSES**

#### ***SYLLABUS FOR***

#### ***ENGLISH FOR TECHNICAL PURPOSES 1 - A103***

##### ***TOPIC AREA 1 : STUDY SKILLS***

###### **A) Dictionary Skill**

###### **Performance Objective:**

To use the dictionary as a reference in order to ascertain or confirm a word's pronunciation, meaning, spelling and grammar effectively and independently.

###### **B) Note-taking and Note-making**

###### **Performance Objective:**

To take and/ or make accurate and relevant notes as and when required.

###### **C) Making Summaries**

###### **Performance Objective:**

To make a cohesive summary of text/ verbal input ranging in length from five to ten paragraphs in oral and written form.

###### **D) General Reading Skills**

###### **Performance Objective:**

To identify the essential message of a variety of texts on avrying subject matters, ranging from three to five paragraphs to develop reading skills, vocabulary and underlying linguistic competence.

##### ***TOPIC AREA 2 : SOCIAL ENGLISH***

###### **Performance Objectives:**

To introduce and greet in socially/culturally acceptable manner, both in formal and informal situations, in and outside the workplace.

To appropriately use common conversational strategies as and when required.

To orally extend, accept and / or decline invitations, using courteous language.

To encourage students to read a variety of materials of interest, and on topics of current relevance.

To understand and enjoy videos, songs and TV programmes without the help of subtitles.

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I

#### ***TOPIC AREA 4 : ORAL COMMUNICATION SKILLS AT THE WORKPLACE***

##### **A) Instructions**

###### **Performance Objective:**

To effectively initiate and or respond to oral exchanges of limited duration and to participate confidently and actively in oral exchanges for longer duration when receiving instructions.

##### **B) Telephone Skills**

###### **Performance Objective:**

To develop fluency and confidence in using the telephone.

To project a positive image of the organisation when using the telephone.

##### **C) Giving, Receiving and Relaying Messages**

###### **Performance Objective:**

To orally convey information to a small group of people confidently, intelligibly and clearly, and in an appropriate tone.

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#### ***SYLLABUS FOR ENGLISH FOR TECHNICAL PURPOSES 2 - A203***

##### ***TOPIC AREA 2 : SOCIAL ENGLISH***

###### **Performance Objectives:**

To introduce and greet in socially/culturally acceptable manner, both in formal and informal situations, in and outside the workplace.

To appropriately use common conversational strategies as and when required.

To orally extend, accept and / or decline invitations, using courteous language.

To encourage students to read a variety of materials of interest, and on topics of current relevance.

To understand and enjoy videos, songs and TV programmes without the help of subtitles.

##### ***TOPIC AREA 3 : TECHNICAL TERMINOLOGY***

###### **Performance Objective:**

To recognise, know and use terminology in English relating to students' specialised technical field.

##### ***TOPIC AREA 4 : ORAL COMMUNICATION SKILLS AT THE WORKPLACE***

###### **A) Interpreting (Bahasa Melayu ↔ English)**

###### **Performance Objective:**

To simultaneously interpret and accurately relay in other language information received in BM to English, of short duration (maximum three minutes) on technical subject matters.

###### **B) Describing What Something Is Made Of And How It Works**

###### **Performance Objective:**

To describe clearly and accurately what something is made of and how it works.

###### **C) Describing Process**

###### **Performance Objective:**

To describe clearly processes and procedures at the workplace.

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#### **B) Taking Notes at Meetings / Training Sessions**

##### **Performance Objective:**

To make accurate and complete notes from written and / oral sources, for subsequent use.

#### ***TOPIC AREA 7 : JOB HUNTING SKILLS***

##### **Job Interviews**

##### **Performance Objectives:**

To anticipate the interview questions and prepare appropriate responses.

To respond fluently, audibly and confidently to questions in a job interview, and to ask appropriate questions.

### ***SYLLABUS FOR***

### ***ENGLISH FOR TECHNICAL PURPOSES 3 - A401***

#### ***TOPIC AREA 4 : COMMUNICATION SKILLS AT THE WORKPLACE***

##### **A) Giving and Understanding Short Oral Reports / Oral Presentations.**

##### **Performance Objectives:**

To orally convey information in a short oral report and present to a small group of people confidently, intelligibly and clearly in an appropriate tone.

To listen and understand short oral reports and presentations.

##### **B) Participation in Meetings and Discussions**

##### **Performance Objective:**

To make effective and helpful contributions to a meeting as and when required in an appropriate manner.



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#### **C) Understanding Lectures/ Talks/ Training Sessions**

##### **Performance Objectives:**

To listen to and understand the main content of lectures and talks at seminars/ training programmes.

To frame questions to elicit a desired response as and when required.

#### **TOPIC AREA 5 : UNDERSTANDING TECHNICAL DOCUMENTS**

##### **A) Reading Product Specifications**

##### **Performance Objective:**

To quickly and accurately understand the content of product specifications used in the workplace.

##### **B) Reading Graphs and Charts**

##### **Performance Objective:**

To interpret graphs and charts used in the workplace.

### **SYLLABUS FOR**

### **ENGLISH FOR TECHNICAL PURPOSES 4 - A501**

#### **TOPIC AREA 4 : COMMUNICATION SKILLS AT THE WORKPLACE**

##### **A) Making and Handling Complaints**

##### **Performance Objectives:**

To effectively initiate and / or respond to complaints of limited duration.

To participate confidently in oral exchanges when making and responding to complaints.

#### **TOPIC AREA 5 : UNDERSTANDING TECHNICAL DOCUMENTS**

##### **A) Reading Technical Manuals**

##### **Performance Objective:**

To become familiar with and understand various manuals (safety, operating, maintenance, servicing, repair) that are used in the workplace so that the students are able to handle the machine properly and efficiently.

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#### **B) Reading Memos**

##### **Performance Objective:**

To understand the content of memos.

#### **TOPIC AREA 6 : WRITING AT WORK**

##### **A) Reports**

##### **Performance Objective:**

To write factual reports in simple, reader-friendly English, of no more than (approx.) 300 words related to a technical field of specialization.

- Daily/Weekly/ Progress Reports
- Service Reports
- Repair Reports
- Accident Reports
- Laboratory/Workshop Reports

#### **TOPIC AREA 7 : JOB HUNTING SKILLS**

##### **A) Understanding Job Advertisements**

##### **Performance Objectives:**

To identify relevant job advertisements

To fully and accurately understand the language and specific requirements of relevant job advertisements.

##### **B) Writing Cover Letter and Curriculum Vitae / Resumes**

##### **Performance Objectives:**

To write an appropriate cover letter (to accompany a CV) using correct format and effectively supporting the CV by drawing attention to salient points in it.

To summarise personal particulars, qualifications and experience on a logically sequenced format in note form (CV) for a job application purposes.

##### **C) Filling In A Job Application Form**

##### **Performance Objective:**

To complete a job application form accurately and legibly using one's personal particulars.

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#### **D) Making Enquiries By Telephone About Job Vacancies And Arranging For Appointments**

##### **Performance Objectives:**

To use appropriate questions in a courteous and comprehensible manner, so as to elicit desired information about a job vacancy.

To arrange for an appointment for an interview, in a courteous and comprehensible manner.

#### **E) Preparing For And Handling A Job Interview**

##### **Performance Objectives:**

To anticipate the interview questions and prepare appropriate responses.

To respond fluently and confidently to questions in a job interview and to ask appropriate questions.

## APPENDIX B

### COMPANIES IN KINTA VALLEY THAT ACCEPTS UOP STUDENTS FOR INDUSTRIAL TRAINING

FIRMA : HOBBY COMP SUPPLIES  
ALAMAT : NO. 95 JALAN C.M YUSSUF  
30250 IPOH

KOD FIRMA : HCS

FIRMA : IMPRESSIVE ACHIEVER SDN BHD  
ALAMAT : LOT 30858, NO. 1 LEBUH RAYA  
OFF 2 1/2 MILE, KUALA KANGSAR ROAD  
30010 IPOH  
KOD FIRMA : IAS

FIRMA : INTEGRAT COMPUTER SYSTEM (M) S.BHD  
ALAMAT : 143A, JALAN DATO OHN JAAFAR  
30300 IPOH

KOD FIRMA : IGC

FIRMA : ITC COMPUTER CENTRE  
ALAMAT : 12A, LORONG TAMAN IPOH SATU  
IPOH GARDEN SOUTH  
31400 IPOH  
KOD FIRMA : ITCC

FIRMA : JEAN (M) SDN BHD  
ALAMAT : LOT 181723, KAW. PERIND TAMAN  
BANDAR BARU, 31900 KAMPAR

KOD FIRMA : JEAN

FIRMA : JIA YUAN MACHINERY SDN BHD  
ALAMAT : 177 JALAN LAHAT  
30200 IPOH

KOD FIRMA : JY

FIRMA : KEDAI TELEKOM  
ALAMAT : LOT 179/180  
TAMAN SITIawan MAJU  
32000 SITIawan  
KOD FIRMA : KTS

FIRMA : COMPTRY SDN BHD  
ALAMAT : 402, JALAN PASIR PUTEH  
31650 IPOH

KOD FIRMA : COMP

FIRMA : DATATREND COMPUTER SDN BHD  
ALAMAT : 55 (GROUND FLOOR) JLN SEENIVASAGAM  
30450 IPOH

KOD FIRMA : DCS

FIRMA : DIS-TEK IPOH SDN BHD  
ALAMAT : 110, JALAN RAJA IKRAM  
30450 IPOH

KOD FIRMA : DTEK

FIRMA : E.S.S ENGINEERING SDN BHD  
ALAMAT : NO. 469 JALAN JELAPANG  
TAMAN SILIBIN  
30100 IPOH  
KOD FIRMA : ESS

FIRMA : ELECOND ENVIRONMENTAL ENGINEERING  
ALAMAT : 82, JALAN RAJA MUSA MAHADI  
HILLVIEW ESTATE  
31350 IPOH  
KOD FIRMA : EEE

FIRMA : FASTEC COMPUTER SERVICES  
ALAMAT : 10 TAMAN TOK PERDANA  
32000 SITIawan

KOD FIRMA : FCS

FIRMA : GERAK MINDA ENTERPRISE  
ALAMAT : NO. 41-A, JALAN MAHARAJA 1  
PUSAT BANDAR  
34200 PARIT BUNTAR  
KOD FIRMA : GME

## APPENDIX B

### COMPANIES IN KINTA VALLEY THAT ACCEPTS UOP STUDENTS FOR INDUSTRIAL TRAINING

FIRMA : BANWA COMPUTER SYSTEM  
ALAMAT : 158 JALAN PASIR PUTIH  
31650 IPOH

KOD FIRMA : BC

FIRMA : BOHANZA VENTURE HOLDINGS SDN BHD  
ALAMAT : 41, JALAN SULTAN AZLAN SHAH UTARA  
31400 IPOH

KOD FIRMA : BVH

FIRMA : BUMIKAWAN ELECTRICAL SDN BHD  
ALAMAT : 1ST FLOOR, 232 JLN CHUNG THYE PIN  
P.O. BOX 143  
34008 TAIPING

KOD FIRMA : BESD

FIRMA : C & W ENGINEERING SDN BHD  
ALAMAT : 17, PERSIARAN INDAH ROKAM EMPAT  
OFF JALAN GOPENG  
30250 IPOH

KOD FIRMA : CWE

FIRMA : CAN DEVELOPMENT PERAK  
ALAMAT : TELEKOM MALAYSIA BERHAD  
BANG. IBUSAMAT TELEKOM PASIR PUTEH  
30672 IPOH

KOD FIRMA : CAN

FIRMA : CARSEM (M) SDN BHD  
ALAMAT : JALAN LAPANGAN TERBANG  
P.O. BOX 204  
30720 IPOH

KOD FIRMA : CMSB

FIRMA : CARSEM SEMICONDUCTOR SDN BHD  
ALAMAT : LOT 52986, TAMAN MERU INDUST. EST.  
JELAPANG, P.O. BOX 380  
30750 IPOH

KOD FIRMA : CSIP

FIRMA : TZR TECHNOLOGY SDN BHD  
ALAMAT : A25 LORONG IM 2/15  
INDERA MAHKOTA 2  
25200 KUANTAN

KOD FIRMA : TZR

FIRMA : ACER SALES AND SERVICES SDN BHD  
ALAMAT : 55, JALAN SULTAN ISKANDAR SHAH  
30000 IPOH

KOD FIRMA : ASIP

FIRMA : ACER SALES AND SERVICES SDN BHD  
ALAMAT : NO. 55 JALAN SULTAN ISKANDAR SHAH  
30000 IPOH

KOD FIRMA : ACIP

FIRMA : ACME FERRITE (M) SDN BHD  
ALAMAT : PLOT 15, JALAN INDUSTRI 6  
KAWASAN PERINDUSTRIAN JELAPANG II  
(ZPB) 30020 IPOH

KOD FIRMA : AFM

FIRMA : ALPHA-DATA COMPUTER CENTRE  
ALAMAT : NO. 18, GND FLOOR, MCIS BUILDING  
KOMPLEKS KOTA MULIA  
34000 TAIPING

KOD FIRMA : AD

FIRMA : AMALGAMATED PARTS MANUFACTURERS S.B  
ALAMAT : LOT 2684-2686, JALAN TINGKAT KILANG  
JELAPANG INDUSTRIAL ESTATE  
30100 IPOH

KOD FIRMA : APM

FIRMA : ASSOCIATED PAN MALAYSIAN CEMENT S.B  
ALAMAT : KANTHAN WORKS  
13 1/2 MILES, JALAN KUALA KANGSAR  
31200 CHEMOR

KOD FIRMA : APMC

## APPENDIX B

### COMPANIES IN KINTA VALLEY THAT ACCEPTS UOP STUDENTS FOR INDUSTRIAL TRAINING

FIRMA : PUSAT TEKNOLOGI MAKLUMAT PERAK

ALAMAT : 15 & 15A, MEDAN ISTANA 6  
BANDAR IPOH RAYA  
30000 IPOH

KOD FIRMA : PITC

FIRMA : LYSAGHT GALVANIZED STEEL BERHAD

ALAMAT : TASEK INDUSTRIAL ESTATE  
31400 IPOH

KOD FIRMA : LGS

FIRMA : RIVER ELECTRONICS (IPOH) SDN BHD

ALAMAT : PLOT 46, MEDAN TASEK  
KAWASAN PERINDUSTRIAN TASEK  
P.O.BOX 37, 31407 IPOH

KOD FIRMA : REI

FIRMA : MABUCHI MOTOR (MALAYSIA) SDN BHD

ALAMAT : PLOT 15, KANTHAN INDUSTRIAL ESTATE  
31200 CHEMOR  
PERAK

KOD FIRMA : MMM

FIRMA : RIVER ELECTRONICS(IPOH) SDN BHD

ALAMAT : PLOT 46, MEDAN TASEK  
TASEK INDUSTRIAL ESTATE  
P.O BOX 37, 31407 IPOH

KOD FIRMA : RE

FIRMA : MARKAS STAF STESEN IPOH

ALAMAT : JALAN HOSPITAL  
30450 IPOH

KOD FIRMA : AFFAT

FIRMA : RUBBEREX (H) SDN BHD

ALAMAT : LOT 21251, OFF 3/4 MILE  
JALAN BERCHAM, KAW. PERIND BERCHAM  
31400 IPOH

KOD FIRMA : RMSIP

FIRMA : MEGAFIRST COMPUTER CENTRE

ALAMAT : 48, JALAN NG MENG HUP  
FIRST GARDEN  
30100 IPOH

KOD FIRMA : MCC

FIRMA : SAFIRE PHARMACEUTICALS (M) SDN BHD

ALAMAT : LOT 120, SERI ISKANDAR  
PHARMACEUTICAL PARK, BANDAR BAFU  
SERI ISKANDAR, 32600 PERAK

KOD FIRMA : SPMS

FIRMA : MEGAMATE COMPUTER TRADING

ALAMAT : NO. 119 JALAN PENGKALAN BARAT  
TAMAN SHATIN BARU  
31650 IPOH

KOD FIRMA : MGT

FIRMA : SEGI OBJEKTIF (M) SDN BHD

ALAMAT : BUKIT MERAH LAKE TOWN  
JALAN BUKIT MERAH  
34400 SEMANGGOL

KOD FIRMA : SO

FIRMA : MEGAMATE COMPUTER TRADING

ALAMAT : NO. 119 JALAN PENGKALAN BARAT  
TAMAN SHATIN BARU  
31650 IPOH

KOD FIRMA : MCT

FIRMA : SEMBONY ITC SDN BHD

ALAMAT : 26A, JALAN MEDAN IPOH 6  
BANDAR BARU MEDAN  
31400 IPOH

KOD FIRMA : SITC

FIRMA : MEGASOFT COMPUTER SERVICES

ALAMAT : 61 LORONG TAMAN IPOH SATU  
IPOH GARDEN SOUTH  
31400 IPOH

KOD FIRMA : MEG

## APPENDIX B

### COMPANIES IN KINTA VALLEY THAT ACCEPTS UOP STUDENTS FOR

#### INDUSTRIAL TRAINING

FIRMA : TELEKOM MALAYSIA MALAYSIA BERHAD  
 ALAMAT : CAWANGAN PARIT BUNTAR  
 36 PERSIARAN PERMIRA  
 PUSAT BANDAR, 34200 PARIT BUNTAR  
 KOD FIRMA : STMPB

FIRMA : TENAGA NASIONAL BERHAD  
 ALAMAT : PEMBANG. TEKNIKAL (TELEKOMUNIKASI)  
 SENGKARAAN PENGHANTARAN  
 JALAN LAMAT, 32000 IPOH  
 KOD FIRMA : INBIP

FIRMA : TFP PRECISION INDUSTRIES SDN BHD  
 ALAMAT : 22-32 PERSIARAN RISHAN 9  
 SILIBIH INDUSTRIAL ESTATE  
 KAWASAN MIEL, 30100 IPOH  
 KOD FIRMA : TP

FIRMA : TOMA PERAK  
 ALAMAT : TELEKOM MALAYSIA BERHAD  
 ARAS 1 BANG. TELEKOM, JALAN SULTAN  
 AZLAN SHAH (U), 31400 IPOH  
 KOD FIRMA : TOMA

FIRMA : TRANSMAXON (M) SDN BHD  
 ALAMAT : H6, FASA 1C1 SRI MANJUNG  
 32040 SITIAWAN  
 PERAK  
 KOD FIRMA : TMPK

FIRMA : TSH-SMALLHOLDERS SDN BHD  
 ALAMAT : LOT 1-12, KAW. PERINDUSTRIAN GOPENG  
 KM 15, JALAN GOPENG, MUKIM SG. RATA  
 31600 GOPENG  
 KOD FIRMA : TSH

FIRMA : UAC BERHAD  
 ALAMAT : 36, JALAN PORTLAND  
 TASEK INDUSTRIAL ESTATE  
 31400 IPOH  
 KOD FIRMA : UAC

FIRMA : UNISEM (M) SDN BHD  
 ALAMAT : 1, PERSIARAN PULAI JAYA 9  
 KAWASAN PERINDUSTRIAN PULAI JAYA  
 31300 IPOH  
 KOD FIRMA : UMS

FIRMA : VALUE CHAIN SDN BHD  
 ALAMAT : 37 & 37B, JALAN BENDAHARA  
 31650 IPOH  
 KOD FIRMA : VCS

FIRMA : YAMAHA ELECTRONIC MFG (M) SDN BHD  
 ALAMAT : PLOT 7, KINTA FTZ  
 JALAN KUALA KANGSAR  
 31200 CHEMOR  
 KOD FIRMA : YEM

FIRMA : YEO HIAP SENG TRADING SDN BHD  
 ALAMAT : BATU 3, JALAN JELAPANG  
 P.O.BOX 168  
 30720 IPOH  
 KOD FIRMA : YHS

FIRMA : ACER TECHNOLOGIES SDN BHD  
 ALAMAT : 2686, JALAN TODAK  
 SEBERANG JAYA  
 13700 PRAI  
 KOD FIRMA : ATS

FIRMA : ADITECHNIAGA (M) SDN BHD  
 ALAMAT : NO 4797 1ST FLOOR SIRAM ROAD  
 12100 BUTTERNORTH  
 KOD FIRMA : ADI

FIRMA : ADVANCED MICRO DEVICES EXPORT S.BHD  
 ALAMAT : BAYAN LEPAS FREE TRADE ZONE  
 PHASE II, 11900 BAYAN LEPAS  
 PULAU PINANG  
 KOD FIRMA : AMD

## APPENDIX B

### COMPANIES IN KINTA VALLEY THAT ACCEPTS UOP STUDENTS FOR INDUSTRIAL TRAINING

FIRMA : SYARIKAT KEJURUTERAAN UNI UTARA  
ALAMAT : NO. 36, PERSIARAN DATOH  
OFF JALAN LAHAT  
30200 IPOH

KOD FIRMA : KUU

FIRMA : METRO TRADING & ENGINEERING  
ALAMAT : 27, LORONG SILIBIN  
TAMAN GRAND SILIBIN  
30100 IPOH

KOD FIRMA : MTE

FIRMA : SYARIKAT LETRIK JAMALUDDIN  
ALAMAT : NO. 20 JALAN DATO MAHMUD  
31650 IPOH

KOD FIRMA : LJ

FIRMA : MICROCENTRIC COMPUTERS  
ALAMAT : BLOCK A3, FASA 1C-3  
32040 SRI MANJUNG  
PERAK

KOD FIRMA : MC

FIRMA : SYARIKAT UJIJAYA  
ALAMAT : 9A-11A, JALAN CHUNG THYE PHIH  
30250 IPOH

KOD FIRMA : SUJ

FIRMA : MTU SERVICES (MALAYSIA) SDN BHD  
ALAMAT : LOT 3708, KAW. PERIND SRI MANJUNG  
32040 SRI MANJUNG

KOD FIRMA : MTU

FIRMA : SYUEN CONSTRUCTION SDN BHD  
ALAMAT : 168 JALAN KAMPAR  
32050 IPOH

KOD FIRMA : SC

FIRMA : MULTI-TRONIC SDN BHD  
ALAMAT : 133, JALAN SULTAN IDRIS SHAH  
30000 IPOH

KOD FIRMA : MULTI

FIRMA : TEKNIK JANAKUASA SDN BHD  
ALAMAT : LUMUT POWER PLANT, PERSIARAN SEGARI  
PETI SURAT 12  
34900 PANTAI REMIS

KOD FIRMA : TJS

FIRMA : MYSYS COMPUTER CENTRE  
ALAMAT : 311 JALAN GUNUNG RAPAT  
TAMAN IPOH JAYA  
IPOH

KOD FIRMA : MCCI

FIRMA : TEKUN PERUNDING SDN BHD  
ALAMAT : 20A, (FIRST FLOOR)  
JALAN MARKET  
30000 IPOH

KOD FIRMA : TPSB

FIRMA : NETTECH COMPUTER SERVICES  
ALAMAT : 29-1, JALAN SULTAN AZLAN SHAH UTARA  
TAMAN IPOH SELATAN  
31400 IPOH

KOD FIRMA : NCS

FIRMA : TELEKOM MALAYSIA BERHAD  
ALAMAT : JALAN RAJA CHULAN  
33000 KUALA KANGSAR

KOD FIRMA : STMKK

FIRMA : NEM ABACUS COMPUTER SYSTEM SDN BHD  
ALAMAT : 13, TINGKAT 1  
JALAN MAHKOTA, WISMA ONG BOON HOCK  
36000 TELUK INTAN

KOD FIRMA : ACS



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### COMPANIES IN KINTA VALLEY THAT ACCEPTS UOP STUDENTS FOR INDUSTRIAL TRAINING

FIRMA : KEDAI TELEKOM MALAYSIA  
ALAMAT : OBM TAIPING  
JALAN BEREK  
34000 TAIPING

KOD FIRMA : KTXT

FIRMA : KEE HING ELECTRIC SDN. BHD  
ALAMAT : NO. 8-10, JALAN TOKONG  
31650 IPOH

KOD FIRMA : KHE

FIRMA : KEJURUTERAAN ELEKTRIK SIN CHEW  
ALAMAT : NO. 8 JALAN PEH KEE KOH  
KAMPAR GARDEN  
IPOH

KOD FIRMA : ESC

FIRMA : KEJURUTERAAN TENAGA HIDRO SDN BHD  
ALAMAT : NO. 3 KEDAI MDPT  
36800 KAMPUNG GAJAH  
PERAK

KOD FIRMA : KTH

FIRMA : KEJURUTERAAN TERAJU TEKNIK  
ALAMAT : 1, PERSIARAN PERIND. PENGKALAN 11  
KAWASAN PERINDUSTRIAN PENGKALAN  
31500 LAHAT

KOD FIRMA : KT

FIRMA : KONG YEE TRADING  
ALAMAT : 53, LORONG 1  
34600 KAMUNTING  
TAIPING

KOD FIRMA : KYT

FIRMA : LARUT ELEKTRIK  
ALAMAT : NO. 57 JALAN UNTA  
TAMAN SRI HIJAU  
34000 TAIPING

KOD FIRMA : LE

FIRMA : SHEN JAI COMPUTER CENTRE SDN BHD  
ALAMAT : 434A, JALAN PASIR PULIH  
31650 IPOH

KOD FIRMA : SJCC

FIRMA : SILVERSTONE BERHAD  
ALAMAT : LOT 5831, KAMUNTING IND ESTATE 11  
P.O.BOX 2, 34600 TAIPING

KOD FIRMA : SPK

FIRMA : SIN CHEW TV AND RADIO SERVICE  
ALAMAT : 12-G, MAIN ROAD  
32400 AYER TAWAR  
PERAK

KOD FIRMA : SCT

FIRMA : SKAP ALUNNI  
ALAMAT : 55, JALAN RAJA MUSA MAHADI  
RAPAT SETIA  
31350 IPOH

KOD FIRMA : SAI

FIRMA : SOUTHERN WIRE INDUSTRIES (M) S.BHD  
ALAMAT : PLOT 2, TAMAN MERU INDUSTRIAL EST  
JELAPANG  
30020 IPOH

KOD FIRMA : SWI

FIRMA : SWD TECHNOLOGY SDN BHD  
ALAMAT : 10, LALUAN PERUSAHAAN KLEDANG 9  
TAMAN PERINDUSTRIAN CHANDAN RAYA  
MENGLEMBU, 31450 IPOH

KOD FIRMA : SWD

FIRMA : SYARIKAT ELEKTRIK HASSAN YAHAYA  
ALAMAT : NO. 8, TAMAN ROS  
JALAN SULTAN ABDULLAH  
36000 TELUK INTAN

KOD FIRMA : SEH

## **APPENDIX C**

### **List of Small and Large Companies Chosen for the Study.**

#### **Small Companies.**

1. Acer Sales and Service Sdn. Bhd.  
55, Jalan Sultan Iskandar Syah,  
30000 Ipoh.
2. Bonanza Venture Holdings Sdn. Bhd.,  
41, Jalan Sultan Azlan Shah Utara,  
31400 Ipoh.
3. Jia Yuan Machinery Sdn. Bhd.,  
177, Jalan Lahat,  
30200 Ipoh.
4. Metro Trading and Engineering.  
27, Lorong Silibin,  
Taman Grand Silibin,  
30100 Ipoh.
5. Rubberex (M) Sdn. Bhd.,  
Lot 21251, Off 3/4 Mile,  
Jalan Bercham, Kawasan Perindustrian Bercham  
31400 Ipoh.

## **APPENDIX C**

### **List of Large Companies Chosen for the Study.**

- 1UNISEM (M) Sdn Bhd.,  
1, Pesiaran Pulau Jaya 9,  
Kawasan Perindustrian Pulau Jaya,  
31300 Ipoh
- 2 Yamaha Electronic MFG (M) Sdn. Bhd.,  
Plot 7, Kinta FTZ,  
Jalan Kuala Kangsar,  
31200 Chemor.
- 3.Carsem Semiconductor Sdn. Bhd.,  
Lot 52986, Taman Meru Industrial Estate,  
Jelapang, P.O Box 380,  
30750 Ipoh.
4. UAC Berhad, 36, Jalan Portland,  
Tasik Industrial Estate,  
31400 Ipoh.
- 5 Mabuchi Motor (M) Sdn. Bhd.,  
Plot 15, Kanthan Industrial Estate,  
31200 Chemor.

## APPENDIX D

### STUDENTS QUESTIONNAIRE

#### Part 1: Personal Particulars

1 Sex: Male ☐ Female ☐ 2 Age : \_\_\_\_\_ 3 Semester ☐

4 Academic Qualification: SPM ☐

SPMV ☐

STPM ☐

Others, please state \_\_\_\_\_

5 English Language Qualification: SPM/SPMV English 322 ☐

(State the grade) English 1119 ☐

Others, please state \_\_\_\_\_

6 How many subjects are you taking this semester? \_\_\_\_\_

7 Name them.

a) \_\_\_\_\_ c) \_\_\_\_\_ e) \_\_\_\_\_  
b) \_\_\_\_\_ d) \_\_\_\_\_ f) \_\_\_\_\_  
h) \_\_\_\_\_ i) \_\_\_\_\_ j) \_\_\_\_\_

8 How many of these subjects are taught in English? ☐

9 Name the subjects taught in English.

a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_  
d) \_\_\_\_\_ e) \_\_\_\_\_ f) \_\_\_\_\_  
g) \_\_\_\_\_

10 How much of your coursework (excluding the English subject) is done in English?

☐ 0-24% ☐ 25-49% ☐ 50-74% ☐ 75% or more

## APPENDIX D

- 11 How much of your reference work (excluding the English subject) is done in English?

☐ 0-24%  
 ☐ 25-49%  
 ☐ 50-74 %  
 ☐ 75%and more  
 ☐

### Part II: Language Proficiency

Indicate your opinion with a tick (✓) in the appropriate space.

- 12 In your opinion, how would you describe your abilities in the language skills.

	Very good	Good	Average	Weak	Very weak
a) writing					
b) listening					
c) speaking					
d) reading					

13. How would you describe the importance of the following English Language skills as a Final semester Electrical Engineering student at the PUO?

	Most important	important	Of some importance	Of little importance	Not important
speaking					
Reading					
Listening					
writing					

## APPENDIX D

For number 14-17, rank your opinions according to importance. Indicate your opinions by putting in the appropriate columns.

M = Most Important I = Important SI = Some Importance LI = Little Importance

NI = Not Important

14. Which of the following English Language **WRITING** sub-skills are more important than the others as a Final semester Diploma of Electrical Engineering student?

Writing Sub-skills/Level of Importance	MI	I	SI	LI	NI
Ability to write short notes					
Ability to write formal letters					
Ability to fill-up forms					
Ability to write application letters					
Ability to write messages/memos					
Ability to write instructions					
Ability to general reports					
Ability to scientific/ laboratory reports					
Ability to write notices					
Ability to write academic assignments					
Ability to write personal letters					

15 Which of the following English Language **LISTENING** sub-skills are more important than the others for you as a Final semester Diploma of Electrical engineering student

	MI	I	SI	LI	NI
Ability to understand lectures in order to take notes					
Ability to follow and understand class lectures					
Ability to follow and understand conversations, either face to face or over the telephone					
Ability to understand television / radio program					
Ability to understand and follow a discussion					
Ability to understand oral instructions					
Ability to understand orders					
Ability to understand explanations					

## APPENDIX D

16 Which of the following English Language **SPEAKING** sub-skills are more important than the others for you as a Final semester Diploma of Electrical engineering student?

Speaking Sub-skills/ Level of Importance	MI	I	SI	LI	NI
Ability to ask question					
Ability to converse face-to-face					
Ability to present oral reports					
Ability to speak before a crowd					
Ability to give instructions/directions					
Ability to discuss technical reports/problems					
Ability to be clearly understood					
Ability to ask for clarifications					
Ability to participate actively in meetings					
Ability to explain process and procedures					

17 Which of the following English Language **READING** sub-skills are more important than the others for you as a Final semester Diploma of Electrical engineering student?

Speaking Sub-skills/ Level of Importance	MI	I	SI	LI	NI
Read hand-out					
Read instructions					
Read messages					
Read reports					
Read engineering manuals					
Read reference books/journals					
Read and understand lecture notes					
Read and understand academic textbooks					
Read and understand technical terms					
Read and understand scientific reference					
Read and understand letters					
Read and understand novel/story books					

## PART III : PROBLEMS AND COURSE EVALUATION

18. The following are possible problems when you are **LISTENING** to English.

Listening Problems/ Types of Responses	YES	No
I find that too many people too fast		
I cannot understand different accents/slang		
I cannot understand the meaning of technical words		
I cannot follow the different structures of sentences		
I find it difficult to understand technical/scientific descriptions		

## APPENDIX D

19 The following are possible problems when you are **SPEAKING** in English.

Speaking Problems/ Types of Responses	YES	NO
Cannot find the right words to express		
Have problems with pronunciations		
Can only speak slowly		
Have to stop and think of what to say		
Do not like to speak in English		
Feel shy to speak in English		

20 The following are possible problems when you are **READING** in English.

Reading Problems/ Types of Responses	YES	NO
Find too many new and unfamiliar words		
Find difficult to understand the writer's idea		
Can only understand part of sentences		
Have difficulties in understanding technical/scientific terms		
Have difficulties in understanding implication in a text		
Have difficulties in finding important information		

21 The following are possible problems when you are **WRITING** in English.

Writing Problems/ Types of Responses	YES	NO
Have difficulties in spelling correctly		
Difficulties in choosing the right words		
Difficulties in writing grammatically correct and complete sentences		
Do not like to write in English		
Feel shy to write in English		
Have difficulties in writing laboratory/technical reports		

Put a tick ( ) in the appropriate boxes to indicate your choice of your answer.

22 The materials for an English Language course for Diploma of Electrical Engineering should be:

Related to technical and academic subjects	
Related to students daily experiences in the present and future	
Related to students social activities	
Related to a variety of interests and general topics	
Others, please state	



## APPENDIX D

23 What should be criteria of the materials used for English lessons for Diploma of Electrical Engineering students.

	Listening	Speaking	Reading	Writing	Grammar	Vocabulary
Covered sufficiently						
Suitable level						
Interesting						
Well organized						
Useful and relevant						

24 Should Diploma of Electrical Engineering students be tested only on the things that were being taught?

YES	
NO	

25 What are the following facilities are important for lang

Facilities	Response
Conducive classrooms	
Cassette and cassette recorders	
Video tapes and video recorders	
Language Laboratory	
Slides	
Overhead projectors	

Others please state \_\_\_\_\_

26 What type of classroom activities that you like?

Activities	Response
Lecture	
Public speaking	
Exercise completion and discussion	
Dramas/role play	
Audio-visual activities	
Problem solving tasks	
Projects and assignments	
Language games	
Tests and examination	

27 What the most conducive number of students for an English Language class?

Number of students	
Less than 10	
10-20	
20-30	
More than 30	

28 Indicate your opinion concerning the learning of English For Specific Purposes (ESP) courses for Diploma of Electrical Engineering students.

	YES	NO
ESP courses can equip you sufficiently to use English effectively		
ESP courses are suitable for students who are interested and studying science and technology		
ESP courses are beneficial for students who intend to go to the university to undertake a degree course in Electrical engineering		
ESP courses provide language skills which are appropriate for the proficiency of Electrical engineering students		
ESP courses are interesting		
ESP courses are capable to captivate the interest of Diploma of Electrical engineering students		
ESP courses provide learning areas and content which are suitable to the proficiency of Diploma of Electrical engineering students		

29 If you answered "NO" to the above question, please identify the reason.

Reasons	Response
The courses were too short	
There were too many things to be learnt	
The materials and content were not relevant to my studies	
The courses were too difficult	
The courses were too easy	

30 Did you face any problems in following the ESP courses?

YES	
NO	

## APPENDIX D

31 If you answered "YES" to the question above, please identify the problems.

Problems	Response
The lessons and assignments were uninteresting	
The materials were uninteresting	
There was not enough time to master what was taught	
I could not relate what was learnt with my studies	
Lack of exercises, drills and examples	
Insufficient attention was given to areas which I am weak in	
Lack of confidence and motivation in participating actively	
Lack of confidence in using the language	
Everything was taught in English	
Lack of confidence and motivation in participating actively	
Lack of interests in the language and materials	
Fail to do well in the examination, tests and assignments	
Too many projects, assignments and homework	
Others, please state	

### Part IV Usage of English During Your Industrial Training?

32 Indicate the place of carrying out your industrial training.

Kinta Valley	
Hometown	

33 Name the organization where you did your industrial training?

---

34 Were you required to use English during the course of your industrial training?

YES	
NO	

## APPENDIX D

35 If "YES" did you have to use English

Frequency	Response
Regularly	
Often	
Occasionally	
Seldom	

36 In what ways did you use English? Tick where applicable.

a) Speaking	Face-to-face	
	Over telephone	
	Ask for clarification	

Others, please state \_\_\_\_\_

b) Listening	Face-to-face	
	Telephone	
	Briefings	
	Understand and follow a discussion	
	Understand orders	

Others, please state \_\_\_\_\_

c) Reading	Magazines	
	Professional Journals	
	Reports	
	Newspapers	
	Laboratory Reports	
	Letters	
	Messages	
	Minutes of meetings	

Others, please state \_\_\_\_\_

d) Writing	Reports	
	Short notes	
	Memos	
	Notices	
	Letters	
	Articles	

## APPENDIX D

Others, please state \_\_\_\_\_

37 With whom did you use English?

Colleagues	
Superiors	
Visitors	
Foreigners	
Workers	

Others, please state \_\_\_\_\_

38 For what purpose did you have to use English with them?

To make introductions	
To give directions	
To give instructions	
To give short talks	
To present oral reports	
To write letters	
^To receive information	

Others, please state \_\_\_\_\_

## APPENDIX E

### EMPLOYERS' QUESTIONNIRE

- 1 Name of organization \_\_\_\_\_
- 2 Address \_\_\_\_\_
- 3 Does your organization feel that students' ought to be well prepared in English language before they begin their job while in Polytechnic Ungku Omar/technical colleges?

YES	
NO	

- 4 Is knowledge of English important for Diploma of Electrical engineering students' in the course of their industrial training?

YES	
NO	

- 5 If "Yes", how important it is?

Most Important	
Important	
Of some importance	
Of little importance	
Not important	

- 6 How much of English is used in the course of the students' industrial training?

0-24%	
25-49%	
50-74%	
75% or more	

## APPENDIX E

7 In your opinion, how would you describe the importance of the following English Language skills for the Diploma of Electrical Engineering students at the PUO?

(Please indicate your answer with a tick ( ☐ ).

	Most important	important	Of some importance	Of little importance	Not important
Speaking					
Reading					
Listening					
Writing					

8 Which of the following English Language **WRITING** sub-skills are more important than the others for the Diploma of Electrical Engineering student?

Writing Sub-skills/Level of Importance	MI	I	SI	LI	NI
Ability to write short notes					
Ability to write formal letters					
Ability to fill-up forms					
Ability to write application letters					
Ability to write messages/memos					
Ability to write instructions					
Ability to write general reports					
Ability to write scientific/ laboratory reports					
Ability to write notices					
Ability to write academic assignments					
Ability to write personal letters					

Others, please state \_\_\_\_\_

## APPENDIX E

9 Which of the following English Language **LISTENIN** sub-skills are more important than the others for the Diploma of Electrical engineering students?

	MI	I	SI	LI	NI
Ability to understand lectures in order to take notes					
Ability to follow and understand class lectures					
Ability to follow and understand conversations, either face to face or over the telephone					
Ability to understand television / radio program					
Ability to understand and follow a discussion					
Ability to understand oral instructions					
Ability to understand orders					
Ability to understand explanations					

Others, please state \_\_\_\_\_

10 Which of the following English Language **SPEAKING** sub-skills are more important than the others for Diploma of Electrical engineering students?

Speaking Sub-skills/ Level of Importance	MI	I	SI	LI	NI
Ability to ask question					
Ability to converse face-to-face or over the telephone with fluent speakers of English					
Ability to speak before a crowd					
Ability to give instructions/directions					
Ability to discuss technical reports/problems					
Ability to be clearly understood					
Ability to ask for clarifications					
Ability to make introductions					
Ability to participate actively in meetings					

Others, please state \_\_\_\_\_



## APPENDIX E

11 Which of the following English Language **READING** sub-skills are more important than the others for the Final semester Diploma of Electrical engineering students?

Writing Problems/ Types of Responses	YES	NO
Have difficulties in spelling correctly		
Difficulties in choosing the right words		
Difficulties in writing grammatically correct and complete sentences		
Do not like to write in English		
Feel shy to write in English		
Have difficulties in writing laboratory/technical reports		

12 Based on the PUO Diploma of Electrical engineering students' you have dealt with so far, what is your opinion, were their major shortcomings as far as knowledge of English is concerned?

---

---

13 Were you impressed by any English Language skills that the PUO Diploma of Electrical Engineering students' possessed while doing their industrial training?

---

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## APPENDIX F

### ENGLISH LANGUAGE LECTURERS QUESTIONNAIRE

#### PART I : PERSONAL PARTICULARS

1 Qualification: \_\_\_\_\_ 2. Lecturing Experience \_\_\_\_\_ years

3 What technical courses at the PUO are you teaching this semester?

A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_

4 Your area of specialization helps you in teaching which of the following courses?  
Please indicate your opinion with a tick ( ).

English For Specific Purposes	English for General Purposes	Both

#### Part II: Language Proficiency

5 What language is used as the medium of instruction to conduct the core subjects in the Diploma of Electrical Engineering program?

Bahasa Malaysia	English

6 How much coursework is done in English in the English Language course?

0-24%	
25%-49%	
50%-74%	
75% or more	

7 How much reference work is done in English in the English Language course?

0-24%	
25%-49%	
50%-74%	
75% or more	

8 What is/are the normal language/s used by students in the English class?

\_\_\_\_\_

9 Are students expected to use English throughout the English class?

YES	
NO	

10 In what language do students take their examinations of subjects related to technical subjects? \_\_\_\_\_

Indicate your opinion with a tick ( ) in the appropriate space.

11 In your opinion, how would describe the abilities of the Final Semester Diploma of Electrical Engineering students' in the language skills.

	Very good	good	average	Weak	Very weak
a) writing					
b) listening					
c) speaking					
d) reading					

12 How would you describe the importance of the following English Language skills for the Final semester Electrical Engineering student at the PUO?

	Most important	important	Of some importance	Of little importance	Not important
speaking					
Reading					
Listening					
writing					

For number 13-16, rank your opinions according to importance. Indicate your opinions by putting in the appropriate columns.

M I= Most Important I= Important SI= Some Importance LI= Little Importance  
NI = Not Important

13 How would you describe the importance of the following English Language skills for the Final semester Electrical Engineering student at the PUO?

	Most important	important	Of some importance	Of little importance	Not important
speaking					
Reading					
Listening					
writing					

14 Which of the following English Language **WRITING** sub-skills are more important than the others for the Final semester Diploma of Electrical Engineering student?

Writing Sub-skills/Level of Importance	MI	I	SI	LI	NI
Ability to write short notes					
Ability to write formal letters					
Ability to fill-up forms					
Ability to write application letters					
Ability to write messages/memos					
Ability to write instructions					
Ability to general reports					
Ability to scientific/ laboratory reports					
Ability to write notices					
Ability to write academic assignments					
Ability to write personal letters					

15 Which of the following English Language **LISTENING** sub-skills are more important than the others for the Final semester Diploma of Electrical engineering student?

	MI	I	SI	LI	NI
Ability to understand lectures in order to take notes					
Ability to follow and understand class lectures					
Ability to follow and understand conversations, either face to face or over the telephone					
Ability to understand television / radio program					
Ability to understand and follow a discussion					
Ability to understand oral instructions					
Ability to understand orders					
Ability to understand explanations					

16 Which of the following English Language **SPEAKING** sub-skills are more important than the others for the Final semester Diploma of Electrical engineering student?

Speaking Sub-skills/ Level of Importance	MI	I	SI	LI	NI
Ability to ask question					
Ability to converse face-to-face					
Ability to present oral reports					
Ability to speak before a crowd					
Ability to give instructions/directions					
Ability to discuss technical reports/problems					
Ability to be clearly understood					
Ability to ask for clarifications					
Ability to participate actively in meetings					
Ability to explain process and procedures					

17 Which of the following English Language **READING** sub-skills are more important than the others for the Final semester Diploma of Electrical engineering student?

Speaking Sub-skills/ Level of Importance	MI	I	SI	LI	NI
Read hand-out					
Read instructions					
Read messages					
Read reports					
Read engineering manuals					
Read reference books/journals					
Read and understand lecture notes					
Read and understand academic textbooks					
Read and understand technical terms					
Read and understand scientific reference					
Read and understand letters					
Read and understand novel/story books					

18. The following are possible problems for the Final Semester Diploma of Electrical Engineering students when they are **LISTENING** to English.

Listening Problems/ Types of Responses	YES	No
I find that too many people too fast		
I cannot understand different accents/slang		
I cannot understand the meaning of technical words		
I cannot follow the different structures of sentences		
I find it difficult to understand technical/scientific descriptions		

19 The following are possible problems for the Final Semester Diploma of Electrical Engineering students when they are **SPEAKING** in English.

Speaking Problems/ Types of Responses	YES	NO
Cannot find the right words to express		
Have problems with pronunciations		
Can only speak slowly		
Have to stop and think of what to say		
Do not like to speak in English		
Feel shy to speak in English		

20 The following are possible problems for the Final Semester Diploma of Electrical Engineering students when they are **READING** in English.

Reading Problems/ Types of Responses	YES	NO
Find too many new and unfamiliar words		
Find difficult to understand the writer's idea		
Can only understand part of sentences		
Have difficulties in understanding technical/scientific terms		
Have difficulties in understanding implication in a text		
Have difficulties in finding important information		

21 The following are possible problems for the Final Semester Diploma of Electrical Engineering students when they are **WRITING** in English.

Writing Problems/ Types of Responses	YES	NO
Have difficulties in spelling correctly		
Difficulties in choosing the right words		
Difficulties in writing grammatically correct and complete sentences		
Do not like to write in English		
Feel shy to write in English		
Have difficulties in writing laboratory/technical reports		

22 Indicate your opinion concerning the learning of English For Specific Purposes (ESP) courses for the Diploma of Electrical Engineering students.

	YES	NO
ESP courses can equip you sufficiently to use English effectively		
ESP courses are suitable for students who are interested and studying science and technology		
ESP courses are beneficial for students who intend to go to the university to undertake a degree course in Electrical engineering		
ESP courses provide language skills which are appropriate for the proficiency of Electrical engineering students		
ESP courses are interesting		
ESP courses are capable to captivate the interest of Diploma of Electrical engineering students		
ESP courses provide learning areas and content which are suitable to the proficiency of Diploma of Electrical engineering students		

23 If you answered "NO" to the above question, please identify the reason.

Reasons	Response
The courses were too short	
There were too many things to be learnt	
The materials and content were not relevant to my studies	
The courses were too difficult	
The courses were too easy	

24 Did you face any problems in following the ESP courses?

YES	
NO	

25 If you answered "YES" to the question above, please identify the problems.

Problems	Response
The lessons and assignments were uninteresting	
The materials were uninteresting	
There was not enough time to master what was taught	
I could not relate what was learnt with my studies	
Lack of exercises, drills and examples	
Insufficient attention was given to areas which I am weak in	
Lack of confidence and motivation in participating actively	
Lack of confidence in using the language	
Everything was taught in English	
Lack of confidence and motivation in participating actively	
Lack of interests in the language and materials	
Fail to do well in the examination, tests and assignments	
Too many projects, assignments and homework	
Others, please state	

26 Are the materials used in the ESP courses of the appropriate level to the students' proficiency.

YES	
NO	

27 What is your comment on the scope of materials used for the ESP courses?

They are too wide	
They are wide enough	
They contain too much repetition	

Others, please state \_\_\_\_\_



28 Which of the following area/s is/are problematic in conducting ESP courses?

Shaping the input to meet the students' needs	
Encouraging the students' to learn	
Managing the learning strategies	
Managing the methodology	
Managing the materials	
Managing the assessment and testing	
Promoting language practice and use	

#### PART IV: OPINIONS AND SUGGESTIONS

29 The materials for an English language course for the Final Semester Diploma of Electrical Engineering students should be?

Related to technical or academic subjects	
Related to students' social activities	
Related to students' daily experience	
Related to a variety of interests and general topics	

30 Should the Final Semester Diploma of Electrical Engineering students' be only on the things they were being taught?

YES	
NO	

31 The English Language teaching and learning strategies for the Final semester Diploma of Electrical Engineering course should be:

Emphasis on students wants and needs	
Communication focus	
Communicative skills in the engineering classroom	
Usage of media and audio-visual facilities	
Computer usage	

Others, please state \_\_\_\_\_

32 How should English Language activities and tasks be conducted?

Individually	
In pairs	
In small groups (3-4 persons)	
In large groups (>4 persons)	
As a whole class	
Combinations of all the above	

33 What is the most conducive number of students for an English Language class?

Less than 10	
Between 10-20	
Between 20-30	
More than 30	

34 What should be criteria of the materials used for English lessons for Diploma of Electrical Engineering students?

	Listening	speaking	Reading	writing	Grammar	Vocabulary
Covered sufficiently						
Suitable level						
Interesting						
Well organized						
Useful and relevant						

35 What type of classroom activities that you like to use in teaching the Diploma of Electrical Engineering students?

Activities	Response
Lecture	
Public speaking	
Exercise completion and discussion	
Dramas/role play	
Audio-visual activities	
Problem solving tasks	
Projects and assignments	
Language games	
Tests and examination	

Others, please state \_\_\_\_\_

36 Which area/s should the course design for the Diploma of Electrical Engineering students' emphasize?

Accuracy activities-conscious knowledge of language	
Devised Communicative Activities-kind of language useful to students'	
Real-World Communication Activities-match real world language	
Teaching of language system with a grammar based syllabus	
Teaching language use in spoken setting	
Teaching of specific language skill based on a needs analysis of language use and subject content	

SA= Strongly Agree

A= Agree

U= Uncertain

D= Disagree

SD= Strongly Disagree

37 Why should Diploma of Electrical Engineering students' learn English?

State your opinion	SA	A	U	D	SD
English is important and useful in students' future career					
English is useful because it is an international language					
English is another useful language for communication					
English is important and useful in academic studies					
English is important for higher education/studying abroad					
Professionals should have a good command of English					

Others, please state \_\_\_\_\_

Indicate your opinion by ticking in the appropriate column

38 Indicate your opinion concerning the learning of ESP for the Diploma of Electrical Engineering students'.

	SA	A	U	D	SD
It is compulsory to pass English Language courses at Diploma level at the PUO					
ESP courses are able to meet specified needs of learning related in content of Diploma of Electrical Engineering students'.					
ESP courses at the PUO are able to help Diploma of Electrical Engineering students' in understanding Technical materials					
Foundation and Remedial courses should be conducted to compensate for shortcomings in basic language skills.					
It is necessary for Diploma of Electrical Engineering students' to achieve an advance level of English Proficiency before they can be taught ESP courses					
ESP courses identify the real objective of teaching a language to Diploma of Electrical Engineering students' and not teaching language for the sake of doing so					
English language teaching materials should be subjected-specific or related to the students' studies					
Needs analysis is important to ascertain English language needs of Diploma of Electrical Engineering students'					
Needs analysis should be carried out continuously to identify the actual needs of students'					
ESP is capable of keeping redundancies in language learning to the minimum					

Indicate your opinion by putting a tick ( ) in the appropriate column:

39 With the implementation of English Language courses for Diploma of Electrical Engineering students', which of the following areas to be seen to:

A comprehensive in-house training program periodically	
Development and evaluation of instructional materials	
Effective monitoring system to ensure the smooth running of the English language program	
A evaluation system for a continuous assessment of students' progress	
Implementation evaluation	

Others, please state \_\_\_\_\_

40 Please suggest ways to help improve English Language courses for Diploma of Electrical Engineering students specifically and all engineering students' as a whole.

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## APPENDIX G

### LETTER FROM THE HEAD OF ELECTRICAL ENGINEERING DEPARTMENT



POLITEKNIK UNGKU OMAR  
JALAN DAIRY,  
31400 IPOH,  
PERAK DARUL RIDZUAN

Telefon: 05-5457260/5457622/5457656  
Fax: 05-5471162

Tarikh : 07.12.1999

Kepada Sesiapa Yang Berkenaan

Tuan,

#### KEBENARAN UNTUK MEMBUAT PENYELIDIKAN/PEMERHATIAN

Dengan ini disahkan bahawa Magandran a/l Malayappan adalah calon Ijazah Sarjana Bahasa Inggeris sebagai Bahasa Kedua di Universiti Malaya.

Sukacita saya sekiranya pihak tuan dapat membenarkan beliau menggunakan kemudahan di tempat tuan bagi tujuan penyelidikan/pemerhatiannya.

Kerjasama tuan dalam perkara ini diucapkan ribuan terima kasih.

Yang benar,

(IR. CHAN CHEONG LOONG)  
Ketua Jabatan  
Jabatan Kejuruteraan Elektrik  
Politeknik Ungku Omar  
Ipoh.