

**CERTIFICATE IN ENGLISH ENHANCEMENT (CEE) SEPTEMBER 2024 SEMESTER WHOLE SEMESTER SCHEDULE & COURSE ASSESSMENT**

WEEK 1 30/9 - 4/10	UNIT 1: INTRODUCTION TO ORAL PRESENTATION		
WEEK 2 7/10 - 11/10	UNIT 2: LET'S GET STARTED	ASSIGNMENT BRIEFING	
WEEK 3 14/10 - 18/10	UNIT 3: LINKING THE PARTS (1)		
WEEK 4 21/10 - 25/10	UNIT 3: LINKING THE PARTS (2)	SUBMISSION OF ASSIGNMENT PART A (PPT) - DRAFT 1	
WEEK 5 28/10 - 1/11	UNIT 4: THE RIGHT KIND OF LANGUAGE		
WEEK 6 4/11 - 8/11	UNIT 5: VISUAL AIDS AND PRESENTATION SKILLS (1)	PRESENTATION PRACTICE 1	SUBMISSION OF ASSIGNMENT PART A (PPT) - DRAFT 2
WEEK 7 11/11 - 15/11	UNIT 5: VISUAL AIDS AND PRESENTATION SKILLS (2)		
WEEK 8 18/11 - 22/11	UNIT 5: VISUAL AIDS AND PRESENTATION SKILLS (3)	MID-TERM	SUBMISSION OF ASSIGNMENT PART A (PPT) - FINAL
WEEK 9 25/11 - 29/11	UNIT 6: BODY LANGUAGE		
WEEK 10 2/12 - 6/12	UNIT 7: FINISHING OFF		PRESENTATION PRACTICE 2
WEEK 11 9/12 - 13/12	UNIT 8: QUESTION TIME		
WEEK 12 16/12 - 20/12	UNIT 9: PUTTING IT ALL TOGETHER		
WEEK 13 23/12 - 27/12	SUBMISSION OF ASSIGNMENT PART B (PRESENTATION)		
WEEK 14 30/12 - 3/1			
WEEK 15 6/1 - 12/1	REVISION WEEK		
WEEK 16 13/1 - 26/1	FINAL EXAMS (30%)		

COURSE ASSESSMENT (60%)	
ASSIGNMENT/ PRESENTATION	40%
MID - TERM EXAM	20%
FINAL EXAM (30%)	

Public Holidays – Sept 2024 Semester		
31 October 2024	Thursday	Deepavali
11 December 2024	Wednesday	Sultan of Selangors Birthday
25 December 2024	Wednesday	Christmas
1 January 2025	Wednesday	New Year

Assignment Breakdown	Description
ASSIGNMENT PART A	PowerPoint Slides (PPT)
ASSIGNMENT PART B	Presentation
SUBMISSION OF ASSIGNMENT PART A (PPT) - DRAFT 1	First draft of Powerpoint Slides
SUBMISSION OF ASSIGNMENT PART A (PPT) - DRAFT 2	Revised draft of PowerPoint slides
SUBMISSION OF ASSIGNMENT PART A (PPT) - FINAL	Final version of PowerPoint slides
PRESENTATION PRACTICE 1	First in-class presentation practice
PRESENTATION PRACTICE 2	Second in-class presentation practice
SUBMISSION OF ASSIGNMENT PART B (PRESENTATION)	Submission of recorded video presentation