CMG 3104 Professional Communication

Hours Per Week			Hours per Semester	Weighted Total Mark	Weighted Exam Mark	Weighted Continuous Assessment	Credit Units
LH	PH	TH	CH	WTM	WEM	WCM	CU
3	0	3	45	100	60	40	3

Rationale/Course Description

Preparation of reports and proposals, and making oral presentations is a requirement for professional services. This course guides the student to undertake research projects, present their findings, and write reports, as required under the academic programme.

Objectives/Aims

- To equip the students with practical skills to plan and make oral presentations and reports;
- To train students to prepare and write business and technical reports.