

YEAR 11

BAHASA MALAYSIA



SRI KDU
International
School
SUBANG JAYA

PROGRAMME OF STUDY - TERM 2

KOMUNIKASI (COMMUNICATION)

- Speaking & Listening:
 - To be able to use new words relating to communication.
 - Use appropriate pronunciation and intonation related to the topic.
 - Talk about different ways of communication.
 - Use non-verbal cues to show understanding, such as nodding and maintaining eye contact.
- Reading:
 - To be able to listen to and understand spoken texts relating to the topic of communication in the workplace.
 - Understand main ideas and key details in written communication.
- Writing:
 - Learn to write a formal letter or email using simple sentences.
 - Able to demonstrate control over grammar, syntax, and punctuation.

BAHASA DI TEMPAT KERJA (LANGUAGE AT WORK)

- Speaking & Listening:
 - To be able to develop the ability to introduce oneself professionally, including relevant personal and academic information.
 - Role-play common workplace scenarios to reinforce appropriate communication.
 - Understand and apply the basic communication, including formal greetings, expressions of gratitude, and professional sign offs.
- Reading:
 - Develop the ability to comprehend various workplace documents, including emails, memos, and report.
 - To be able to read and understand job descriptions, identifying key responsibilities, qualifications, and expectations.
- Writing:
 - To be able to develop skills in composing professional emails for different purposes (e.g., inquiries, requests, updates).
 - To be able to explore the elements of effective resume and cover letter writing.

ONGOING OBJECTIVES

- **Grammar:**
 - Understand and identify the usage of grammatical rules of the topics/chapters.
- **Vocabulary:**
 - Able to increase more extensive vocabulary related to the topics/chapters

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