



**UPM**  
UNIVERSITI PUTRA MALAYSIA  
BERILMU BERBAKTI

**Universiti  
Putra  
Malaysia**



**BRIEFING FOR NEW POSTGRADUATE STUDENTS  
CENTRE FOR THE ADVANCEMENT OF LANGUAGE COMPETENCE  
(CALC)**

**14 OCTOBER 2023 (SATURDAY)**

 UniPutraMalaysia

 @uputramalaysia

 uniputramalaysia

 Putra TV

 uniputramalaysia

PERTANIAN • INOVASI • KEHIDUPAN

BERILMU BERBAKTI  
WITH KNOWLEDGE WE SERVE



**UPM**  
UNIVERSITI PUTRA MALAYSIA  
BERILMU BERBAKTI

**PUSAT PEMAJUAN  
KOMPETENSI BAHASA (CALC)**

CENTRE FOR THE ADVANCEMENT OF LANGUAGE COMPETENCE (CALC)

فوسٲ فٲاجوان كومتٲنسي بهاس

## VISION

To become a leading centre for the advancement of language competence.

## MISSION

To empower individuals with the language competence needed for personal and professional advancement by providing quality language skills development and reference services



[f](#) UniPutraMalaysia

[t](#) @uputramalaysia

[i](#) uniputramalaysia

[v](#) Putra TV

[d](#) uniputramalaysia

PERTANIAN • INOVASI • KEHIDUPAN

BERILMU BERBAKTI  
WITH KNOWLEDGE WE SERVE

# PROFIL CALC UPM



## Teaching and Learning(TnL)

Undergraduates: EEx package (*English Language Experience*)

Undergraduates: Global languages(elective)

International students: LPM2100 (Malay Language Communication)

Postgraduates: PIE (*Postgraduate Intensive English*)

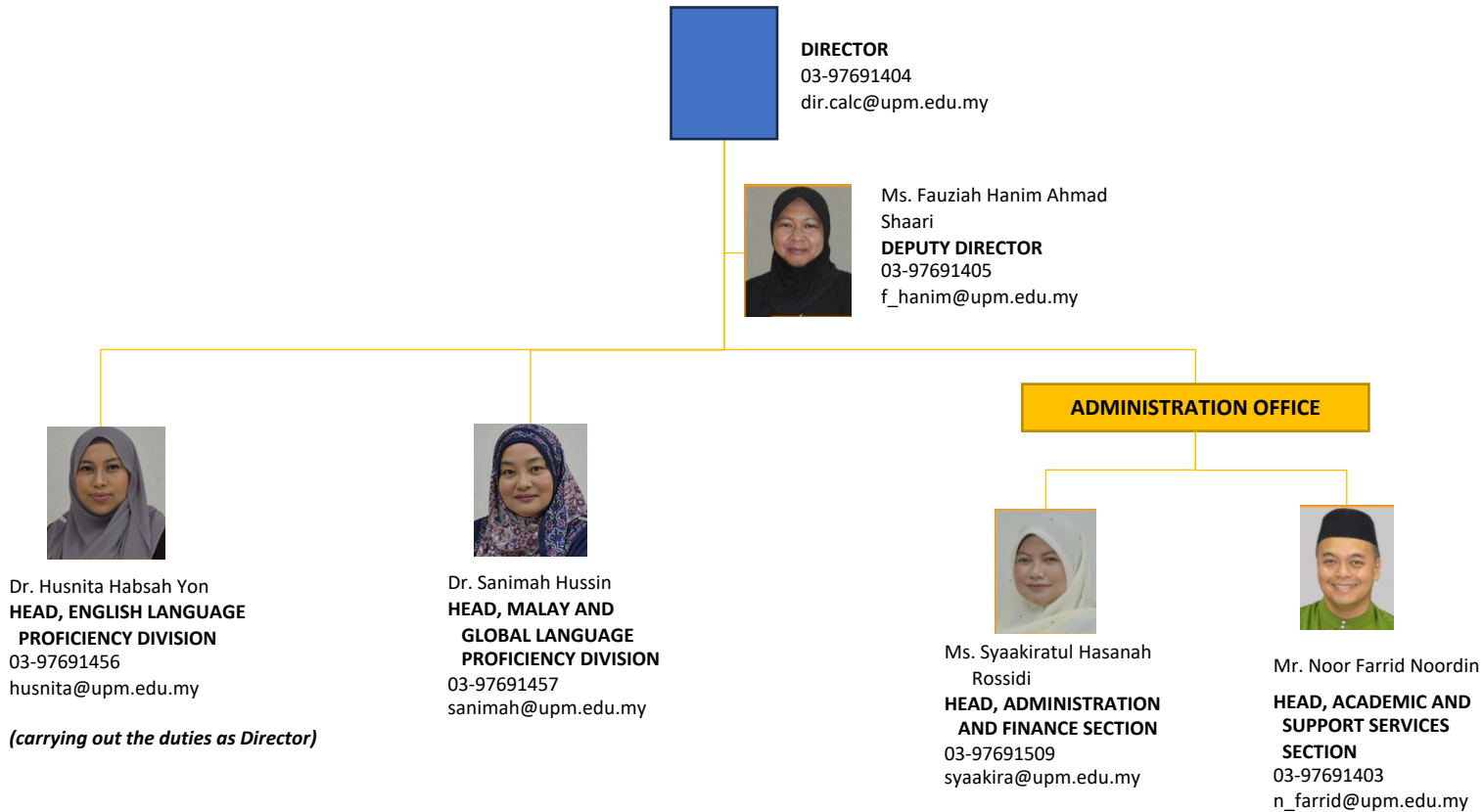


Editing and Translation(ET)

Language Extension Course

Testing and Assessment

## Language Professional Services



Tarikh kemaskini: Oktober 2023

# ACADEMIC WRITING SUPPORT UNIT (AWSU)



# OUR AIM:

To assist students wherever they are in the writing process by giving constructive feedback.



*The AWSU offers free tutoring to all UPM students working on academic writing (undergraduates & postgraduates).*



*Consultation sessions focus on giving feedback on academic writing.*



*Services are offered with Zoom tutoring and e-mail tutoring.*

# TUTORING SERVICES

Synchronous Appointments	Asynchronous Appointments
<p>tutoring session in real time</p> <ul style="list-style-type: none"><li>• students send a draft of paper/assignment via email at least 2 working days in advance (<b><i>not more than 5 pages, Arial/Times New Roman, 12 font size, 1.5 line spacing, normal margins</i></b>)</li><li>• students can ask questions and receive feedback directly</li></ul>	<p>not a live online tutoring session</p> <ul style="list-style-type: none"><li>• students send a draft of paper/assignment via email (<b><i>not more than 5 pages, Arial/Times New Roman, 12 font size, 1.5 line spacing, normal margins</i></b>)</li><li>- students receive written feedback from a writing tutor within 2 business days</li></ul>
Zoom/Meet tutoring (1 hour)	E-mail tutoring

# Examples of request from clients in the past

- Example 1: Postgraduate

I expect to receive help in:

- paragraph structure
- organisation of ideas
- coherence, syntax & grammar

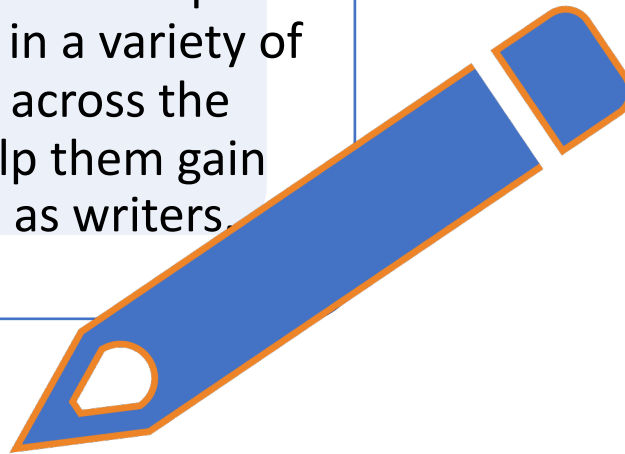
- Example 2: Postgraduate

My examiners commented to improve literature review write up by discussing the literature instead of reporting. I hope it can help me to improve my literature review writing.



# WHO ARE WRITING TUTORS?

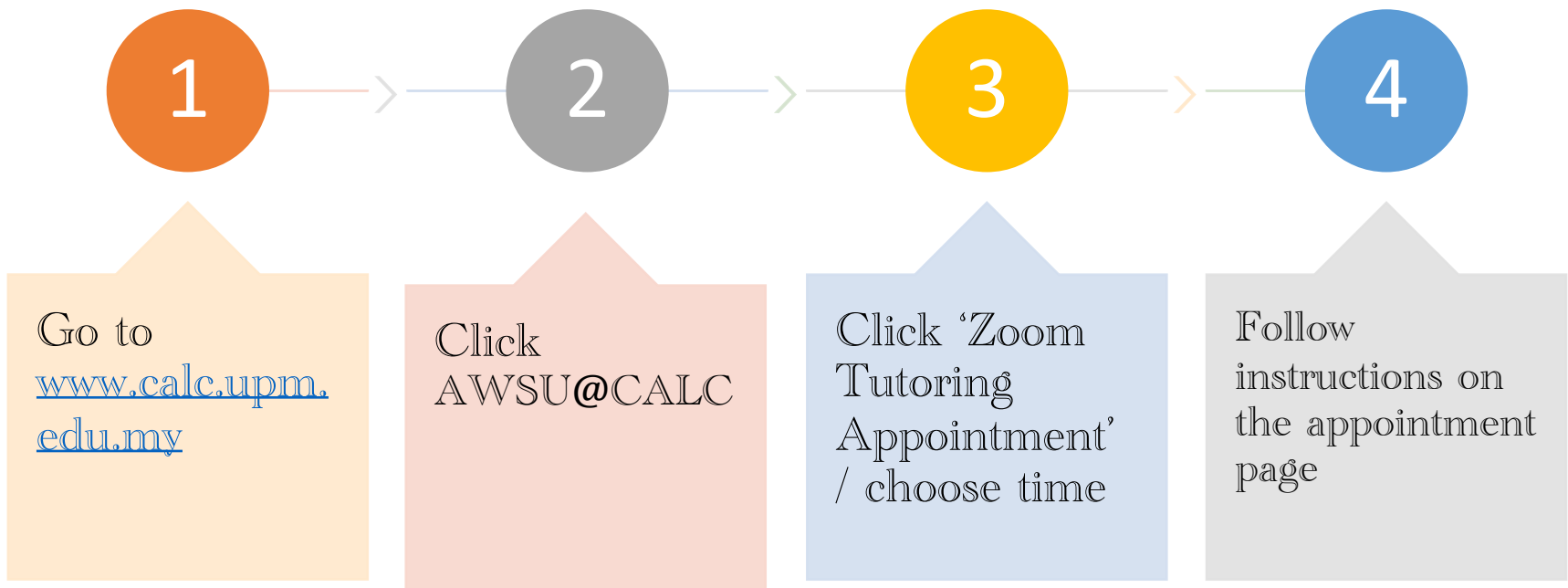
Writing tutors work with students from diverse disciplines and backgrounds in a variety of contexts from across the university to help them gain independence as writers.



## HOW CAN writing tutors HELP?

- Writing tutors do not simply edit or write for the students; rather, they guide students throughout various stages of the writing process during consultation sessions of up to an hour each.

# How to make appointments?



# ONLINE RESOURCES

- Students can also explore the AWSU's online resources.

([https://calc.upm.edu.my/awsu\\_calc/language\\_resource-12922?L=en](https://calc.upm.edu.my/awsu_calc/language_resource-12922?L=en))



## “Tips & tools”

– offer resources that can be of use when working on writing assignments

writing a research paper

citation, style & sentence level concerns  
(common writing issues)

specific writing assignments or contexts

# LANGUAGE RESOURCES WITH LINKS TO:

academic word list	phrasal verb dictionary	reporting verbs
linguistic phonetics guide	TED talks	Presentation tips
Pronunciation guide	Vocabulary building	Links to online dictionary (eg. Merriam Webster, Longman, Oxford Advanced Learner's)



**AUTHORISED TEST  
CENTRE**

# CALC UPM AS CAMBRIDGE LINGUASKILL AUTHORISED TEST CENTRE

- Centre for the Advancement of Language Competence (CALC), Universiti Putra Malaysia is one of registered test centres for Cambridge Linguaskill assessment in Malaysia. We are collaborating with Sasbadi Education Group, which is an exclusive partner for Cambridge Linguaskill for the territory of Malaysia and Cambridge Assessment English (Malaysia).
- Test developed by Cambridge Assessment English (CAE), is a **100% online and computer-based test**, which allows the test takers to have their English competency level tested anywhere as long as there is a good internet connection.

# # LINGUASKILL IS GOOD FOR LIFE



## Linguaskill

from Cambridge

All Cambridge English certifications are **good for life**. It means that they don't expire. EVER.

MUET  Expires in 5 years.

IELTS  Expired in 2 years.



# # LINGUASKILL IS AFFORDABLE




## Linguaskill

from Cambridge

For an international certification of English by Cambridge, Linguaskill is very affordable at just **RM742**.

If you retake, it is just **RM318** (per module).

MUET  **First time**  
RM550 (CBT)  
**Retake**  
RM550 (CBT)

IELTS  **First time**  
RM850++  
**Retake**  
RM850++





# CALC UPM AS MUET ON DEMAND AUTHORISED TEST CENTRE

- CALC UPM is one of registered MUET on Demand (MoD) test centre under Malaysian Examinations Council since July 2023.
- The MUET on Demand (MoD) is a method of implementation for Malaysian University English Test (MUET), a test which measures English language proficiency. The standard and format of the test for MoD and MUET are the same.
- MoD comprises four components: Listening, Speaking, Reading, and Writing. The duration of each component are as follows:

Skill	Duration
Listening	50 minutes
Speaking	30 minutes
Reading	75 minutes
Writing	75 minutes



# CALC UPM AS MUET ON DEMAND AUTHORISED TEST CENTRE

- Registration for MoD@CALC can be made online by filling in the google form via this link:

[https://docs.google.com/forms/d/e/1FAIpQLSe8Hs3tsQHrhYus8Kflxmrze4641OI1Ws1HFa2T8mJt2bpckA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSe8Hs3tsQHrhYus8Kflxmrze4641OI1Ws1HFa2T8mJt2bpckA/viewform?usp=sf_link)

\*Candidates DO NOT have to register via the Malaysian Examinations Council (MEC) website.

- The test fee for Malaysian and Non-Malaysian candidates are as follows:
- MoD comprises four components: Listening, Speaking, Reading, and Writing. The duration of each component are as follows:

	Test Only	Test and Preparatory Workshop	Preparatory workshop only
Malaysian	RM325	RM400	RM100
Non-Malaysian	RM625	RM700	RM100





# EDITING AND TRANSLATION SERVICES



We provide affordable, reliable, and timely language editing and translation services.

# EDITING AND TRANSLATION SERVICES

Scan the code  
for more information



## Types of documents include:

- Thesis abstracts
- Journal articles
- Résumés and cover letters
- Textbooks and modules
- Essays and reports
- Conference proceedings
- Dissertations and theses
- Questionnaires
- Official documents
- Technical reports
- Magazines and novels
- Web pages



## Languages include:

- Malay
- English
- Chinese
- Japanese
- Thai
- Arabic
- French
- Turkish
- German
- Spanish
- Tamil
- Korean

*\*Subject to availability*



calc\_et@upm.edu.my



UniPutraMalaysia



@uputramalaysia



uniputramalaysia



Putra TV



uniputramalaysia

www.upm.edu.my

AGRICULTURE • INNOVATION • LIFE

BERILMU BERBAKTI  
WITH KNOWLEDGE WE SERVE



UniPutraMalaysia



@uputramalaysia



uniputramalaysia



Putra TV



uniputramalaysia

PERTANIAN • INOVASI • KEHIDUPAN

BERILMU BERBAKTI  
WITH KNOWLEDGE WE SERVE

The rates for editing and translation services are determined based on word count, language, and document type. Check out the details

here: <https://shorturl.at/cmzKN>



To receive a quote, click on the link below, scan the QR code, or email us with your documents in Word document format.

Link: <https://forms.gle/VyqSvFRpvv6kYDuD6>



# DELIVERY OF SERVICES

## Based on type and length of text

Types of documents	Estimated Delivery of Completed Work
<b>Abstract</b>	<b>Within 5 working days</b>
<b>Research instrument: short</b>	<b>Within 7 working days</b>
<b>Research instrument: long</b>	<b>Within 21 working days</b>
<b>Journal article</b>	<b>2– 5 weeks</b>
<b>Thesis</b>	<b>2– 6 weeks</b>

### Other services:

- (i) Interpreter - Live translator, Interviews
- (ii) Transcriptions of video recordings, audio texts, subtitles



# THANKS FOR LISTENING

## SOCIAL MEDIA



PUSAT PEMAJUAN KOMPETENSI  
BAHASA CALC, UPM  
@calcupm



**YouTube** **CALC UPM TV**

CALC Website:  
<https://calc.upm.edu.my/>

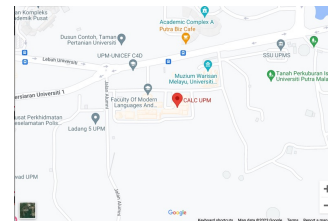


## INQUIRIES:

**Email:** [calc\\_official@upm.edu.my](mailto:calc_official@upm.edu.my)

**Telephone:** +603-9769 1119 / 1404

**Address:** Centre for the Advancement of  
Language Competence (CALC),  
Universiti Putra Malaysia  
43400 UPM Serdang, Selangor  
(<https://maps.app.goo.gl/zRyYpbJ3KCBB1pwW7>)



UniPutraMalaysia

@uputramalaysia

uniputramalaysia

Putra TV

uniputramalaysia

PERTANIAN • INOVASI • KEHIDUPAN

BERILMU BERBAKTI  
WITH KNOWLEDGE WE SERVE



# Terima Kasih

[f UniPutraMalaysia](#) [@uputramalaysia](#) [uniputramalaysia](#) [Putra TV](#) [uniputramalaysia](#)

PERTANIAN • INOVASI • KEHIDUPAN

BERILMU BERBAKTI  
WITH KNOWLEDGE WE SERVE