

# The Hong Kong Polytechnic University

## Subject Description Form

<b>Subject Code</b>	ELC3221
<b>Subject Title</b>	Workplace English for Business Students I
<b>Credit Value</b>	3
<b>Level</b>	3
<b>Pre-requisite / Co-requisite/ Exclusion</b>	Pre-requisite: LCR English subjects
<b>Objectives</b>	This subject aims to develop the English language skills required by students to communicate effectively in their future professional careers.
<b>Intended Learning Outcomes</b>	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"><li>interact professionally in a job interview,</li><li>participate actively and appropriately in work-related discussions,</li><li>organise and write effective workplace correspondence, and</li><li>plan, organise and produce logically developed short reports.</li></ol> <p>To achieve the above outcomes, students are expected to use language and text structure appropriate to the context, select information critically, and provide support for stance and opinion.</p>
<b>Subject Synopsis/ Indicative Syllabus</b>	<p>The content is indicative. The balance of the components, and the weighting accorded to each, will be based on the specific needs of the students.</p> <ol style="list-style-type: none"><li><b>Job interviews and work-related discussions</b> Practising the specific verbal and non-verbal skills required in communicating with potential employers in job-seeking interviews and with co-workers in workplace discussions.</li><li><b>Workplace correspondence and reports</b> Writing emails, letters and reports by selecting and using relevant content; organising ideas and information; maintaining appropriate tone, distance and level of formality; achieving coherence and cohesion; adopting an appropriate style, format, structure and layout.</li><li><b>Language appropriacy</b> Using context-sensitive language in spoken and written English.</li><li><b>Language development</b> Improving and extending relevant features of grammar, vocabulary and pronunciation.</li></ol>

<b>Teaching/Learning Methodology</b>	<p>The subject is designed to introduce students to the communication skills, both oral and written, that they may need to function effectively in their future professions.</p> <p>The study method is primarily seminar-based. Activities include teacher input as well as individual and group work involving drafting and evaluating texts, mini-presentations, discussions and simulations. Students will be referred to information on the Internet and the ELC's Centre for Independent Language Learning.</p> <p>Learning materials developed by the English Language Centre are used throughout this course. Additional reference materials will be recommended as required.</p>																																						
<b>Assessment Methods in Alignment with Intended Learning Outcomes</b>	<table border="1" data-bbox="440 564 1473 1048"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="4">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> </tr> </thead> <tbody> <tr> <td>1. Job interview and group discussion</td> <td>40%</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>2. Email and letter writing</td> <td>30%</td> <td></td> <td></td> <td>✓</td> <td></td> </tr> <tr> <td>3. Report writing</td> <td>30%</td> <td></td> <td></td> <td></td> <td>✓</td> </tr> <tr> <td>Total</td> <td>100 %</td> <td colspan="4"></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>This subject adopts the method of 100% continuous assessment. Students' oral and writing skills are evaluated through assessment tasks related to the learning outcomes. Students are assessed on the accuracy and the appropriacy of the language used in fulfilling the assessment tasks, as well as the selection and organisation of ideas.</p>					Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)				a	b	c	d	1. Job interview and group discussion	40%	✓	✓			2. Email and letter writing	30%			✓		3. Report writing	30%				✓	Total	100 %				
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Total	100 %																																						
<b>Student Study Effort Expected</b>	Class contact:																																						
	<ul style="list-style-type: none"> <li>▪ Seminars</li> </ul>		39 Hrs.																																				
	Other student study effort:																																						
	<ul style="list-style-type: none"> <li>▪ Classwork-related, assessment-related, and self-access work</li> </ul>		78 Hrs.																																				
	Total student study effort:		117 Hrs.																																				

**Reading List and  
References**

**Coursebook**

Course materials prepared by the English Language Centre

**Recommended readings**

Bilbow, G. T. (2015). *Business writing for Hong Kong* (4th ed.). Hong Kong: Pearson Education Asia.

Block, J. A., & Betrus, M. (2014). *Great answers, great questions for your job interview* (2nd ed.). New York: McGraw-Hill Education.

Brieger, N., & Sweeney, S. (2000). *The language of business English: Grammar & functions*. Harlow, England: Pearson Education Ltd.

Krizan, A. C., Merrier, P., Logan, J., & Williams, K. (2008). *Business communication* (7th ed.). Mason, OH: Thomas Learning.

Kuiper, S. (2009). *Contemporary business report writing* (4th ed.). Mason, OH: South-Western Cengage Learning.

Lindsell-Roberts, S. (2004). *Strategic business letters and e-mail*. Boston: Houghton Mifflin.

O'Quinn, K. (2006). *Perfect phrases for business letters: Hundreds of ready-to-use phrases for writing effective business letters, memos, e-mail, and more*. New York: McGraw-Hill.

Potter, J. (1992). *Common business English errors in Hong Kong*. Hong Kong: Longman.

Taylor, S. (2012). *Model business letters, emails and other business documents*. Harlow: Pearson Education Limited

White, A. (2003). *Interview styles and strategies*. Mason, Ohio: South-Western Thomson Learning.