

Subject Description Form

Subject Code	ELC3123
Subject Title	English for Technical Project Writing
Credit Value	2
Level	3
Pre-requisite	LCR English subjects
Objectives	This subject aims to develop the English language skills required by students to communicate effectively in professional contexts.
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> a. plan, organise and produce logically-developed and convincing project reports; and b. organise and produce technical documents such as manuals and guidelines. <p>To achieve the above outcomes, students are expected to use language and text structure appropriate to the context, select information critically, present ideas systematically and logically, and provide support for stance and opinion.</p>
Subject Synopsis/ Indicative Syllabus	<p>This content is indicative. The balance of the components, and the corresponding weighting, will be based on the specific needs of the students.</p> <ol style="list-style-type: none"> 1. Project reports Selecting and organising relevant content; referring to source information for support; applying appropriate paraphrasing, summarising and referencing skills; maintaining cohesion and coherence; referring to visuals and numerical data; achieving appropriate tone and style; using appropriate format; improving editing and proofreading skills. 2. Technical writing Identifying and practising writing functions in technical discourse such as user manuals and procedure guidelines; understanding and applying principles of technical text structure; selecting relevant content; achieving appropriate style and tone; using appropriate format.
Teaching/Learning Methodology	<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. These skills will be necessary for successful employment in any organisation where internal and/or external communication is conducted in English.</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 and discussions. Students will be referred to information on the Internet and the ELC's Centre for Independent Language Learning.</p>

	Learning materials developed by the English Language Centre are used throughout this course. Additional reference materials will be recommended as required.						
Assessment Methods in Alignment with Intended Learning Outcomes	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)				
			a	b			
	1. Report writing	40%	✓				
	2. Technical writing	60%		✓			
	Total	100 %					
	<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Students' 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>						
Student Study Effort Required	Class contact:						
	■ Seminars		26 Hrs.				
	Other student study effort:						
	■ Classwork-related and project-related preparation and self-access work		52 Hrs.				
	Total student study effort		78 Hrs.				
Reading List and References	<p>Barker, T. T. (2005). <i>Writing software documentation: a task-oriented approach</i> (2nd ed.). New York, NY: Longman.</p> <p>Dawson, C. W. (2000). <i>The essence of computing projects: A student's guide</i>. Prentice Hall, Pearson Education Ltd.</p> <p>Johnson-Sheehan, R. (2008). <i>Writing proposals</i> (2nd ed.). New York: Pearson/Longman.</p> <p>Houp, K. W., Pearsall, T. E., Tebeaux, E. & Dragga, S. (2006). <i>Reporting technical information</i> (11th ed.). New York, NY: Oxford University Press.</p> <p>Northey, M. & Jewinski, J. (2007). <i>Making sense: A student's guide to research and writing: Engineering and the technical sciences</i> (2nd ed.). Don Mills, Ontario: Oxford University Press.</p> <p>Reep, D. C. (2006). <i>Technical Writing: Principles, strategies and readings</i> (6th ed.). Pearson, Longman.</p>						

Teaching/Learning Methodology	<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. These skills will be necessary for successful employment in financial management organisations where internal and/or external communication is conducted in English.</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>																																							
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**Reading List and
References**

Required reading

Course materials prepared by the English Language Centre

Recommended readings

May, C. B., May, G. S. & Andrew, J. D., (1999). *Effective writing: A handbook for finance people*. Upper Saddle River, NJ: Prentice Hall.

Comfort, J. (1998). *Business English meetings: Instant agendas*. London: Penguin.

Guffey, M. E. (2010). *Essentials of business communication* (8th ed.). Mason, OH: South-Western College Pub.

Kuiper, S. (2007). *Contemporary business report writing* (3rd ed.). Cincinnati, OH: Thomson/South-Western.

MacKenzie, I. (2006). *Professional English in use: Finance*. Cambridge: Cambridge University Press.

Mascull, B. (2004). *Business vocabulary in use: Advanced*. Cambridge: Cambridge University Press.