The Hong Kong Polytechnic University

Subject Description Form

Subject Code	ELC4101
Subject Title	Final-year Project Report Writing
Credit Value	3
Level	4
Pre-requisite / Co-requisite/ Exclusion	Pre-requisite: Final Year Project Preparation (ITC3690)
Objectives	This subject aims to enhance the English language skills required by final year students to communicate effectively in their project reports.
Intended Learning Outcomes	By the end of the subject, students should be able to communicate their research and ideas effectively in their final year project report through a. introducing the background and objectives of the research, b. reviewing the literature, c. explaining the methodology of the research, and d. describing and analysing data.
Subject Synopsis/ Indicative Syllabus	The content is indicative. The balance of the components, and the corresponding weighting, will be based on the specific needs of the students. 1. **Organising final year project report** Selecting and organising information; developing appropriate thesis statements and research questions; describing and justifying research methods; planning the chapters and content in various sections. 2. **Developing sections of project report** Applying language functions for developing various sections of a project report; employing appropriate cohesive devices, vocabulary and text structure; improving editing and proofreading skills; achieving appropriate tone and style in academic writing. 3. **Using sources** Critically selecting and integrating sources for writing sound academic texts; applying appropriate skills of summarising, paraphrasing and quoting; avoiding plagiarism. 4. **Language development** Improving and extending relevant features of grammar, vocabulary and pronunciation.

Teaching/Learning Methodology	The subject is designed to introduce students to the communication skills, specifically written, that they may need to function effectively in their future professions.
	The study method is primarily seminar-based. Activities include teacher input as well as individual and group work involving drafting and evaluating texts, mini-presentaiton, discussions and simulations. Students will be referred to information on the Internet and the ELC's Centre for Independent Language Learning.
	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	c	d		
1. Referring to sources	34%		✓				
2. Describing and discussing data	33%				✓		
3. Writing the Introduction chapter	33%	✓		✓			
Total	100 %						

Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:

This subject adopts the method of 100% continuous assessment. Students' writing skills are evaluated through assessment tasks related to the learning outcomes and students' research project. Students are assessed on the accuracy and the appropriacy of the language used in fulfilling the assessment tasks, as well as the selection and organisaiton of ideas.

Student Study Effort Required

Class contact:	
▪ Seminars	39 Hrs.
Other student study effort:	
▪ Classwork-related, assessment-related, and self-access work	78Hrs.
Total student study effort	117 Hrs.

Reading List and References	**Recommended readings** Campbell, K. K & Huxman S. S. (2009). The *rhetorical act: Thinking, speaking, and writing critically* (4th ed.). Belmont, CA: Wadsworth Thomson Learning. Carter, R., Hughes, R. & McCarthy, M. (2000). *Exploring grammar in context: Upper-intermediate and advanced*. Cambridge: Cambridge University Press. *Courtaulds vocabulary of textile terms.* (2nd ed.). (1972). London: Courtaulds. *DK Illustrated Oxford Dictionary*. (2003). London: DK Pub. Houp, K. W., Pearsall, T. E., Tebeaux, E. & Dragga, S. (2006). *Reporting technical information* (11th ed.). New York: Oxford University Press. Leedy, P. D. (2010). *Practical research: Planning and design* (9th ed.). Upper Saddle River, NJ: Pearson. Pickett, N. A., Laster, A. A. & Staples, K. E. (2001). *Technical English: Writing, reading, and speaking* (8th ed.). New York: Longman. Rein, D. P. (1982). *The language of advertising and merchandising in English.* New York: Regents. Rubens, P. (Ed.) (2001). *Science and technical writing: A manual of style* (2nd ed.). New York: Routledge.