

# The Hong Kong Polytechnic University

## Subject Description Form

<b>Subject Code</b>	ELC1008
<b>Subject Title</b>	University English for Higher Diploma Students II
<b>Credit Value</b>	3
<b>Level</b>	1
<b>Pre-requisite / Co-requisite/ Exclusion</b>	ELC1007 University English for Higher Diploma Students I
<b>Objectives</b>	This subject aims to help higher diploma students entering with HKDSE English Language Level 2 to study effectively in an English medium tertiary learning environment, and to enhance their proficiency and communication skills in English.
<b>Intended Learning Outcomes</b>	<p>Upon successful completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> <li>a. plan, write and revise discursive essays and reports</li> <li>b. refer to sources in written texts by using summarising, paraphrasing and synthesising skills</li> <li>c. use appropriate verbal and non-verbal skills in spoken communication in a group context</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 present information logically and coherently.</p>
<b>Subject Synopsis/ Indicative Syllabus</b>	<p>1. Written communication Further developing the ability of writing succinct topic sentences and employing appropriate strategies for paragraph development; using findings to write effective reports with clear recommendations and conclusions; taking effective notes from written and spoken sources; further developing the skills needed for effective use of sources in written texts; further extending coherence and cohesion in writing; revising and proofreading effectively.</p> <p>2. Spoken communication Further developing the verbal and non-verbal strategies in oral interactions; developing and applying critical thinking skills to discussions of issues.</p> <p>3. Language development Further improving and extending relevant features of grammar, vocabulary and pronunciation; extending appropriate reading and listening skills.</p>
<b>Teaching/Learning Methodology</b>	The study method is a combination of seminar, self-access work and online learning. Following a blended delivery approach, activities include teacher input as well as in- and out-of-class work and online learning. Students make use of elearning resources to further improve their proficiency and academic English skills.

	<p>Learning materials developed by the English Language Centre are used throughout the course. Students will be referred to learning resources on the Internet and in the ELC's Centre for Independent Language Learning. Additional reference materials will be recommended as required.</p>																																					
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></p>	<table border="1"> <thead> <tr> <th data-bbox="523 383 868 551" rowspan="2">Specific assessment methods/tasks</th> <th data-bbox="874 383 1107 551" rowspan="2">% weighting</th> <th colspan="4" data-bbox="1120 383 1458 495">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th data-bbox="1120 504 1193 551">a</th> <th data-bbox="1200 504 1289 551">b</th> <th data-bbox="1295 504 1369 551">c</th> <th data-bbox="1375 504 1458 551"></th> </tr> </thead> <tbody> <tr> <td data-bbox="523 560 868 645">1. Report with reference to findings and sources</td> <td data-bbox="874 560 1107 645">30%</td> <td data-bbox="1120 560 1193 645">✓</td> <td data-bbox="1200 560 1289 645">✓</td> <td data-bbox="1295 560 1369 645"></td> <td data-bbox="1375 560 1458 645"></td> </tr> <tr> <td data-bbox="523 654 868 739">2. Extended academic essay</td> <td data-bbox="874 654 1107 739">30%</td> <td data-bbox="1120 654 1193 739">✓</td> <td data-bbox="1200 654 1289 739">✓</td> <td data-bbox="1295 654 1369 739"></td> <td data-bbox="1375 654 1458 739"></td> </tr> <tr> <td data-bbox="523 748 868 810">3. Group discussion</td> <td data-bbox="874 748 1107 810">40%</td> <td data-bbox="1120 748 1193 810"></td> <td data-bbox="1200 748 1289 810"></td> <td data-bbox="1295 748 1369 810">✓</td> <td data-bbox="1375 748 1458 810"></td> </tr> <tr> <td data-bbox="523 819 868 882">Total</td> <td data-bbox="874 819 1107 882">100 %</td> <td data-bbox="1120 819 1193 882"></td> <td data-bbox="1200 819 1289 882"></td> <td data-bbox="1295 819 1369 882"></td> <td data-bbox="1375 819 1458 882"></td> </tr> </tbody> </table> <p data-bbox="517 943 1445 1010">Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p data-bbox="517 1025 1461 1122">Assessments 1 and 2 necessitate achievement of LOs (a) and (b) in order for students to write an effective extended essay and report. Assessment 3 requires students to demonstrate their achievement of LO (c).</p> <p data-bbox="517 1144 1449 1272">In addition to these assessments, students are required to complete further language training, through web-based language work, reading tasks and online reflections. The additional language training offered in online tasks is aligned with all the three LOs.</p>				Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)				a	b	c		1. Report with reference to findings and sources	30%	✓	✓			2. Extended academic essay	30%	✓	✓			3. Group discussion	40%			✓		Total	100 %				
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<p><b>Student Study Effort Expected</b></p>	Class contact:																																					
	▪ Seminars		39 Hrs.																																			
	Other student study effort:																																					
	▪ Self study/preparation		78Hrs.																																			
	Total student study effort		117 Hrs.																																			
<p><b>Reading List and References</b></p>	<p data-bbox="517 1644 715 1675"><i>Course material</i></p> <p data-bbox="517 1684 1257 1715">Learning materials developed by the English Language Centre</p> <p data-bbox="517 1769 823 1800"><i>Recommended references</i></p> <p data-bbox="517 1809 1417 1872">Bullock, R. &amp; Weinberg, F. (2001). <i>The little seagull handbook</i>. New York, N.Y.: W.W. Norton &amp; Co.</p> <p data-bbox="517 1881 1324 1912">Engleberg, I. (2013). <i>Think: Public speaking</i>. Boston, MA: Pearson.</p> <p data-bbox="517 1921 1433 1984">Hung, T. T. N. (2005). <i>Understanding English grammar: a course book for Chinese learners of English</i>. Hong Kong: Hong Kong University Press.</p> <p data-bbox="517 1993 1398 2056">Parker, G. M. &amp; Hoffman, R. (2006). <i>Meeting excellence: 33 tools to lead meetings that get results</i>. San Francisco, CA: Jossey-Bass.</p>																																					