

The Hong Kong Polytechnic University

Subject Description Form

Subject Code	ELC3122
Subject Title	English for Financial Management Professionals
Credit Value	2
Level	3
Pre-requisite / Co-requisite/ Exclusion	LCR English subjects
Objectives	This subject aims to develop the English language skills required by students to communicate effectively in financial management contexts.
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> plan, organise and produce reports related to financial services and management, and participate actively and effectively in business meetings. <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>
Subject Synopsis/ Indicative Syllabus	<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"> Written communication in financial management contexts Practising the specific language skills required in reports for accurate, objective and professional communication of ideas and information in financial services and financial management contexts: selection of information; organisation and coherence; tone and style; format, report writing conventions and layout; and editing and revision. Spoken communication in financial management contexts Practising the specific oral skills and interactive strategies required in meetings and in business presentations: identification of the needs and concerns of audience/participants; selection of information; organisation and coherence; transitions; style and tone; and non-verbal interactive strategies. Language appropriacy Using context-sensitive language in spoken and written English. Language development Improving and extending relevant features of grammar, vocabulary and pronunciation.

<p>Teaching/Learning Methodology</p>	<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>																																							
<p>Assessment Methods in Alignment with Intended Learning Outcomes</p>	<table border="1" data-bbox="520 819 1418 1272"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1. Report writing</td> <td>60%</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. Participating in a meeting</td> <td>40%</td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>100 %</td> <td colspan="6"></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>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					1. Report writing	60%	✓						3. Participating in a meeting	40%		✓					Total	100 %						
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<p>Reading List and References</p>	<p>Required reading</p> <p>Course materials prepared by the English Language Centre</p>																																							

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.