

## Subject Description Form

<b>Subject Code</b>	ELC3123
<b>Subject Title</b>	English for Technical Project Writing
<b>Credit Value</b>	2
<b>Level</b>	3
<b>Pre-requisite</b>	LCR English subjects
<b>Objectives</b>	This subject aims to develop the English language skills required by students to communicate effectively in professional contexts.
<b>Intended Learning Outcomes</b>	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> <li>a. plan, organise and produce logically-developed and convincing project reports; and</li> <li>b. organise and produce technical documents such as manuals and guidelines.</li> </ol> <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>
<b>Subject Synopsis/ Indicative Syllabus</b>	<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"> <li>1. <b>Project reports</b> 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.</li> <li>2. <b>Technical writing</b> 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.</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. 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>

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<b>Assessment Methods in Alignment with Intended Learning Outcomes</b>	<table border="1" data-bbox="443 331 1505 712"> <thead> <tr> <th data-bbox="443 331 762 506" rowspan="2">Specific assessment methods/tasks</th> <th data-bbox="762 331 927 506" rowspan="2">% weighting</th> <th colspan="6" data-bbox="927 331 1505 432">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th data-bbox="927 432 1062 506">a</th> <th data-bbox="1062 432 1198 506">b</th> <th data-bbox="1198 432 1270 506"></th> <th data-bbox="1270 432 1342 506"></th> <th data-bbox="1342 432 1414 506"></th> <th data-bbox="1414 432 1505 506"></th> </tr> </thead> <tbody> <tr> <td data-bbox="443 506 762 573">1. Report writing</td> <td data-bbox="762 506 927 573">40%</td> <td data-bbox="927 506 1062 573">✓</td> <td data-bbox="1062 506 1198 573"></td> <td data-bbox="1198 506 1270 573"></td> <td data-bbox="1270 506 1342 573"></td> <td data-bbox="1342 506 1414 573"></td> <td data-bbox="1414 506 1505 573"></td> </tr> <tr> <td data-bbox="443 573 762 640">2. Technical writing</td> <td data-bbox="762 573 927 640">60%</td> <td data-bbox="927 573 1062 640"></td> <td data-bbox="1062 573 1198 640">✓</td> <td data-bbox="1198 573 1270 640"></td> <td data-bbox="1270 573 1342 640"></td> <td data-bbox="1342 573 1414 640"></td> <td data-bbox="1414 573 1505 640"></td> </tr> <tr> <td data-bbox="443 640 762 712">Total</td> <td data-bbox="762 640 927 712">100 %</td> <td colspan="6" data-bbox="927 640 1505 712"></td> </tr> </tbody> </table> <p data-bbox="443 768 1505 1010">Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:  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>							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 %						
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<b>Reading List and References</b>	<p data-bbox="443 1440 1505 1507">Barker, T. T. (2005). <i>Writing software documentation: a task-oriented approach</i> (2nd ed.). New York, NY: Longman.</p> <p data-bbox="443 1541 1505 1608">Dawson, C. W. (2000). <i>The essence of computing projects: A student's guide</i>. Prentice Hall, Pearson Education Ltd.</p> <p data-bbox="443 1641 1505 1709">Johnson-Sheehan, R. (2008). <i>Writing proposals</i> (2nd ed.). New York: Pearson/Longman.</p> <p data-bbox="443 1742 1505 1809">Houp, K. W., Pearsall, T. E., Tebeaux, E. &amp; Dragga, S. (2006). <i>Reporting technical information</i> (11th ed.). New York, NY: Oxford University Press.</p> <p data-bbox="443 1843 1505 1955">Northey, M. &amp; 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 data-bbox="443 1989 1505 2056">Reep, D. C. (2006). <i>Technical Writing: Principles, strategies and readings</i> (6th ed.). Pearson, Longman.</p>																																												

<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. 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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<b>Student Study Effort Expected</b>	Class contact:																																												
	▪ Seminars		28 Hrs.																																										
	Other student study effort:																																												
	▪ Classwork-related, assessment-related, and self-access work		56 Hrs.																																										
	Total student study effort		84 Hrs.																																										

**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.