The Hong Kong Polytechnic University

Subject Description Form

Subject Code	ELC3321
Subject Title	English for Students of Chinese Cultural Studies
Credit Value	3
Level	3
Pre-requisite	LCR English subjects (unless exempted)
Objectives	This subject aims to develop the English language skills required by students of Chinese cultural studies to communicate effectively in their future professional careers.
Intended Learning Outcomes	Upon completion of the subject, students will be able to: a. plan, organise and write discursive articles, b. deliver effective oral presentations to a range of audiences, and c. organise and write reports which describe and interpret survey data. To achieve the above outcomes, students are expected to use language and text structure appropriate to the context, select information critically, and present and support stance and opinion.
Subject Synopsis/ Indicative Syllabus	1. **Extended writing** Summarising, synthesising and critiquing sources; applying appropriate organisational patterns to a range of discursive texts; maintaining coherence and cohesion in writing; achieving appropriate style and tone in writing; employing appropriate referencing skills. 2. **Planning presentations** Defining topic, scope, purpose and audience; researching topics; organising information and ideas effectively; applying sequencing and signposting language effectively; speaking effectively in groups and in public forums; using effective non-verbal interaction strategies; practising impromptu presentations. 3. **Language appropriacy** Using context-sensitive language in spoken and written English. 4. **Language development** Developing relevant grammar and vocabulary.
Teaching/Learning Methodology	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.

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.

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)		

Specific assessment methods/tasks	% weighting	a	b	c			
1. Extended writing	30%	✓					
2. Oral presentation	40%		✓				
3. Report of survey data	30%			✓			
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' oral and writing skills are evaluated through assessment tasks related to the learning outcome areas. 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.

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

Reading List and References	Oshima, A. & Hogue, A. (2006). *Writing academic English* (4th ed.). White Plains, NY: Pearson/Longman.
	Fink, A. (2003). *The survey kit* (2nd ed.). Thousand Oaks, Calif: Sage Publications.
	Goatly, A. (2000). *Critical reading and writing: An introductory coursebook.* London: Routledge.

Kendall-Tackett, K. A. (2007). *How to write for a general audience: a guide for academics who want to share their knowledge with the world and have fun doing it.* Washington, DC: America Psychological Association.

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

Townsend, J. (2004). *The presentations pocketbook.* Alresford: Management Pocketbooks.