

# The Hong Kong Polytechnic University

## Subject Description Form

<b>Subject Code</b>	ELC3321
<b>Subject Title</b>	English for Students of Chinese Cultural Studies
<b>Credit Value</b>	3
<b>Level</b>	3
<b>Pre-requisite</b>	LCR English subjects (unless exempted)
<b>Objectives</b>	<p>This subject aims to develop the English language skills required by students of Chinese cultural studies to communicate effectively in their future professional careers.</p>
<b>Intended Learning Outcomes</b>	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"><li>plan, organise and write discursive articles,</li><li>deliver effective oral presentations to a range of audiences, and</li><li>organise and write reports which describe and interpret survey data.</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 and support stance and opinion.</p>
<b>Subject Synopsis/ Indicative Syllabus</b>	<ol style="list-style-type: none"><li><b>Extended writing</b> 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.</li><li><b>Planning presentations</b> 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.</li><li><b>Language appropriacy</b> Using context-sensitive language in spoken and written English.</li><li><b>Language development</b> Developing relevant grammar and vocabulary.</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> <p>Learning materials developed by the English Language Centre are used throughout this course. Additional reference materials will be recommended as required.</p>																																																				
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></p>	<table border="1" data-bbox="520 577 1401 1093"> <thead> <tr> <th data-bbox="520 577 807 779" rowspan="2">Specific assessment methods/tasks</th> <th data-bbox="807 577 962 779" rowspan="2">% weighting</th> <th colspan="6" data-bbox="962 577 1401 712">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th data-bbox="962 712 1037 779">a</th> <th data-bbox="1037 712 1112 779">b</th> <th data-bbox="1112 712 1187 779">c</th> <th data-bbox="1187 712 1262 779"></th> <th data-bbox="1262 712 1337 779"></th> <th data-bbox="1337 712 1401 779"></th> </tr> </thead> <tbody> <tr> <td data-bbox="520 779 807 846">1. Extended writing</td> <td data-bbox="807 779 962 846">30%</td> <td data-bbox="962 779 1037 846">✓</td> <td data-bbox="1037 779 1112 846"></td> <td data-bbox="1112 779 1187 846"></td> <td data-bbox="1187 779 1262 846"></td> <td data-bbox="1262 779 1337 846"></td> <td data-bbox="1337 779 1401 846"></td> </tr> <tr> <td data-bbox="520 846 807 913">2. Oral presentation</td> <td data-bbox="807 846 962 913">40%</td> <td data-bbox="962 846 1037 913"></td> <td data-bbox="1037 846 1112 913">✓</td> <td data-bbox="1112 846 1187 913"></td> <td data-bbox="1187 846 1262 913"></td> <td data-bbox="1262 846 1337 913"></td> <td data-bbox="1337 846 1401 913"></td> </tr> <tr> <td data-bbox="520 913 807 1014">3. Report of survey data</td> <td data-bbox="807 913 962 1014">30%</td> <td data-bbox="962 913 1037 1014"></td> <td data-bbox="1037 913 1112 1014"></td> <td data-bbox="1112 913 1187 1014">✓</td> <td data-bbox="1187 913 1262 1014"></td> <td data-bbox="1262 913 1337 1014"></td> <td data-bbox="1337 913 1401 1014"></td> </tr> <tr> <td data-bbox="520 1014 807 1093">Total</td> <td data-bbox="807 1014 962 1093">100 %</td> <td colspan="6" data-bbox="962 1014 1401 1093"></td> </tr> </tbody> </table> <p data-bbox="520 1137 1406 1406">Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p data-bbox="520 1227 1406 1406">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.</p>							Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c				1. Extended writing	30%	✓						2. Oral presentation	40%		✓					3. Report of survey data	30%			✓				Total	100 %						
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<p><b>Student Study Effort Required</b></p>	<p>Class contact:</p> <ul style="list-style-type: none"> <li>▪ Seminars</li> </ul> <p>Other student study effort:</p> <ul style="list-style-type: none"> <li>▪ Classwork-related, assessment-related, and self-access work</li> </ul> <p>Total student study effort</p>						<p>39 Hrs.</p> <p>78 Hrs.</p> <p>117 Hrs.</p>																																														
<p><b>Reading List and References</b></p>	<p>Oshima, A. &amp; Hogue, A. (2006). <i>Writing academic English</i> (4th ed.). White Plains, NY: Pearson/Longman.</p> <p>Fink, A. (2003). <i>The survey kit</i> (2nd ed.). Thousand Oaks, Calif: Sage Publications.</p> <p>Goatly, A. (2000). <i>Critical reading and writing: An introductory coursebook</i>. London: Routledge.</p>																																																				

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: American 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.