

The Hong Kong Polytechnic University

Subject Description Form

Subject Code	ELC3621
Subject Title	Professional English for Social Sciences
Credit Value	2
Level	3
Pre-requisite	LCR English subjects
Objectives	This subject aims to develop the English language skills required by students to communicate effectively in their future professions.
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 project proposals related to the field of social sciences; andorganise and produce workplace correspondence and reports in professional contexts related to social sciences. <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>
Subject Synopsis/ Indicative Syllabus	<p>The 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">Proposal writing in social sciences Developing project or programme proposals to solicit funding, initiate investigations, and/or make recommendations for change; andProfessional correspondence and reports Selecting and using content relevant to the purpose and the reader; organising ideas and information; achieving coherence and cohesion; adopting an appropriate format, structure and layout.Language appropriacy Using appropriate style and tone in writing professional proposals, correspondence and reports for social sciencesLanguage development Improving and extending relevant features of grammar, vocabulary and pronunciation.

Teaching/Learning Methodology	<p>The subject is designed to introduce students to the communication skills that they may need to function effectively in their future professions.</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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Assessment Methods in Alignment with Intended Learning Outcomes	<table border="1"> <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. Proposal</td> <td>50%</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. Correspondence/ reports</td> <td>50%</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>This subject adopts the method of 100% continuous assessment. Students' 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					1. Proposal	50%	✓						2. Correspondence/ reports	50%		✓					Total	100 %						
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2. Correspondence/ reports	50%		✓																																				
Total	100 %																																						

Student Study Effort Expected	Class contact:	
	▪ Seminars	26 Hrs.
	Other student study effort:	
	▪ Classwork-related, assessment-related, and self-access work	52 Hrs.
	Total student study effort	78 Hrs.

Reading List and References	<p>Required reading</p> <p>Course materials prepared by the English Language Centre</p> <p>Recommended readings</p> <p>Gitlin, L. N. (2004). <i>Successful grant writing: Strategies for health and human service professionals</i>. New York: Springer Pub. Co.</p>
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	<p>Guffey, M. E. & Lowey, D. (2011). <i>Business communication: Process and Product</i> (7th ed.). Mason, OH: South-Western/Cengage Learning.</p> <p>Hopkins, G. (1998). <i>Plain English for social services</i>. Lyme Regis, Dorset: Russell House Pub.</p> <p>Johnson-Sheehan, R. (2008). <i>Writing proposals</i> (2nd ed.). New York: Pearson/Longman.</p> <p>Lindsell-Roberts, S. (2004). <i>Strategic business letters and e-mail</i>. Boston: Houghton Mifflin.</p> <p>Miner, L. E. (2003). <i>Proposal planning and writing</i>. Phoenix, AZ: Oryx Press.</p>
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