

The Hong Kong Polytechnic University

Subject Description Form

Subject Code	ELC3622
Subject Title	Professional Presentation for HTI Students
Credit Value	1
Level	3
Pre-requisite / Co-requisite/ Exclusion	Nil
Objectives	This subject aims to develop students' ability to deliver effective discipline-specific oral presentations.
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> a. organise the content of discipline-specific oral presentations systematically and coherently b. deliver professional presentations confidently and effectively, using appropriate and effective verbal and non-verbal communication skills c. interact appropriately and confidently in the question-and-answer session of professional presentations
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> <ul style="list-style-type: none"> ● Catering for the purposes of professional presentations and the audience ● Recognising differences in language style between spoken language suitable for presentations and formal written language ● Identifying and practising the verbal and non-verbal interaction strategies in professional presentations ● Presenting issues and controversial aspects in a critical manner ● Developing strategies to respond to challenging questions during the question-and-answer session ● Improving pronunciation, accuracy and appropriateness of language commonly used in oral presentations ● Using support materials effectively in professional presentations
Teaching/Learning Methodology	<p>The study method is primarily seminar-based. Activities include teacher input as well as individual and group work involving discussions and mini-presentations. 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>

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>c</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Oral presentation</td> <td>100%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>100 %</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c				Oral presentation	100%	✓	✓	✓				Total	100 %						
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	Oral presentation	100%	✓	✓	✓																										
Total	100 %																														
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>The ELC will design and use an assessment task that incorporates the task requirements of oral presentations in the discipline of health technology to assess students' ability in achieving the three learning outcomes of this subject.</p>																															
Student Study Effort Expected	Class contact:																														
	<ul style="list-style-type: none"> ■ Seminars 	14 Hrs.																													
	Other student study effort:																														
	<ul style="list-style-type: none"> ■ Classwork-related and assessment related preparation and self-access work 	28 Hrs.																													
	Total student study effort	42 Hrs.																													
Reading List and References	<p>Required reading</p> <p>Course materials prepared by the English Language Centre</p> <p>Recommended readings</p> <p>Alley, M. (2003). <i>The craft of scientific presentations: Critical steps to succeed and critical errors to avoid</i>. New York, NY: Springer.</p> <p>Anholt, R. R. H. (2006). <i>Dazzle 'em with style: The art of oral scientific presentation</i> (2nd ed.). Philadelphia, PA: Elsevier Academic Press.</p> <p>Beer, D. F. (Ed.) (2003). <i>Writing and speaking in the technology professions: A practical guide</i> (2nd ed.). Hoboken, NJ: Wiley.</p>																														