

The Hong Kong Polytechnic University

Subject Description Form

Subject Code	ELC3624
Subject Title	English in the Workplace for Optometry Students
Credit Value	2
Level	3
Pre-requisite / Co-requisite/ Exclusion	LCR English subjects
Objectives	This subject aims to develop the English language skills required by students to communicate effectively in their future careers.
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> a. plan, organise and produce case reports related to optometry studies, and b. organise and deliver effective presentations in case conferences. <p>To achieve the above outcomes, students are expected to use language and text structure appropriate to the context, select information critically, and interpret data.</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"> 1. Written communication Selecting and using relevant content, appropriate style and format, and structure and layout in optometry related case reports and workplace correspondence such as referrals of clinical cases. 2. Spoken communication Practising the specific verbal and non-verbal interactive strategies for effective presentation of information and ideas in professional contexts in general, and in case conferences in particular. 3. Language appropriacy Using context-sensitive language in spoken and written English. 4. Language development Improving and extending relevant features of students' grammar, vocabulary and pronunciation.
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.

	<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>Assessment Methods in Alignment with Intended Learning Outcomes</p>	<table border="1" data-bbox="518 577 1453 987"> <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. Case report</td> <td>60%</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. Oral presentation</td> <td>40%</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>Students' oral and 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. Case report	60%	✓						2. Oral presentation	40%		✓					Total	100 %						
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<p>Reading List and References</p>	<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: Springer.</p> <p>Ferguson, R. C. (1985). <i>Referral writing manual</i>. Big Rapids, MI: Ferris State College, Optometry Clinics.</p> <p>Huckin, T. & Olsen, L. (1991). <i>Technical writing and professional</i></p>																																												

	<p><i>communication for nonnative speakers of English</i> (2nd ed.). New York: McGraw Hill.</p> <p>Pickett, N.A., Laster, A.A. & Staples, K.E. (2001). <i>Technical English: Writing, reading, and speaking</i> (8th ed.). New York, NY: Longman.</p> <p>Smith, F. G. (2003). <i>Key topics in clinical research: A user guide to researching, analyzing, and publishing clinical data</i>. Oxford: BIOS Scientific Pub.</p>
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