

# The Hong Kong Polytechnic University

## Subject Description Form

<b>Subject Code</b>	ELC3625
<b>Subject Title</b>	Writing MLS Final Year Project Reports
<b>Credit Value</b>	1
<b>Level</b>	3
<b>Pre-requisites</b>	LCR English subjects, and ELC3623 Scientific Writing for HTI Students
<b>Objectives</b>	This subject aims to enhance the English language skills required by final year students to communicate effectively in their project reports.
<b>Intended Learning Outcomes</b> <i>(Note 1)</i>	Upon completion of the subject, students will be able to:  a. produce a logically organised and coherent report b. describe the project results in a comprehensive, systematic and scientific manner c. discuss the project findings critically in relation to findings from previous studies
<b>Subject Synopsis/ Indicative Syllabus</b> <i>(Note 2)</i>	The content is indicative. The balance of the components, and the corresponding weighting, will be based on the specific needs of the students. <ul style="list-style-type: none"><li>• Writing the Introduction Explaining the background to the study; justifying the study; referring to the literature; stating the objectives; describing and justifying the choice of methods.</li><li>• Presenting study results Describing and interpreting results; comparing results with those from previous studies; discussing implications; presenting conclusions and recommendations.</li><li>• Organising the report Organising the content logically and systematically; maintaining coherence and cohesion.</li><li>• Using appropriate style and tone in the report</li></ul>
<b>Teaching/Learning Methodology</b> <i>(Note 3)</i>	The study method is primarily seminar-based. Activities include teacher input, individual and group work involving drafting, evaluating, and improving texts. 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.

<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b> (Note 4)</p>	<table border="1"> <thead> <tr> <th data-bbox="501 275 777 394">Specific assessment methods/tasks</th> <th data-bbox="777 275 935 394">% weighting</th> <th colspan="6" data-bbox="935 275 1399 394">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <td data-bbox="501 394 777 465"></td> <td data-bbox="777 394 935 465"></td> <th data-bbox="935 394 1032 465">a</th> <th data-bbox="1032 394 1129 465">b</th> <th data-bbox="1129 394 1227 465">c</th> <th data-bbox="1227 394 1294 465"></th> <th data-bbox="1294 394 1361 465"></th> <th data-bbox="1361 394 1399 465"></th> </tr> </thead> <tbody> <tr> <td data-bbox="501 465 777 568">Project report writing</td> <td data-bbox="777 465 935 568">100%</td> <td data-bbox="935 465 1032 568">✓</td> <td data-bbox="1032 465 1129 568">✓</td> <td data-bbox="1129 465 1227 568">✓</td> <td data-bbox="1227 465 1294 568"></td> <td data-bbox="1294 465 1361 568"></td> <td data-bbox="1361 465 1399 568"></td> </tr> <tr> <td data-bbox="501 568 777 640">Total</td> <td data-bbox="777 568 935 640">100 %</td> <td data-bbox="935 568 1032 640"></td> <td data-bbox="1032 568 1129 640"></td> <td data-bbox="1129 568 1227 640"></td> <td data-bbox="1227 568 1294 640"></td> <td data-bbox="1294 568 1361 640"></td> <td data-bbox="1361 568 1399 640"></td> </tr> </tbody> </table> <p data-bbox="501 689 1399 943">Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes: Students will be assessed through the Final Year Project assessment task assigned by the host department. Students' achievement of the three intended learning outcomes will be assessed with regard to the accuracy and the appropriacy of the language used in fulfilling the assessment task, 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				Project report writing	100%	✓	✓	✓				Total	100 %						
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Project report writing	100%	✓	✓	✓																																			
Total	100 %																																						
<p><b>Student Study Effort Expected</b></p>	<p data-bbox="501 1021 1399 1106">Class contact:</p>																																						
	<ul style="list-style-type: none"> <li data-bbox="501 1128 1399 1178">■ Seminars</li> </ul>						14 Hrs.																																
	<p data-bbox="501 1200 1399 1249">Other student study effort:</p>																																						
	<ul style="list-style-type: none"> <li data-bbox="501 1261 1399 1357">■ Classwork-related and assessment related preparation and self-access work</li> </ul>						28 Hrs.																																
	<p data-bbox="501 1379 1399 1429">Total student study effort</p>						42 Hrs.																																
<p><b>Reading List and References</b></p>	<p data-bbox="501 1462 1399 1496"><b>Required materials</b></p> <p data-bbox="501 1529 1399 1563">Course materials prepared by the English Language Centre</p> <p data-bbox="501 1597 1399 1630"><b>Recommended readings</b></p> <p data-bbox="501 1664 1399 1731">Day, R. A. and Gastel, B. (2006). <i>How to write and publish a scientific paper</i> (6th Ed.). Westport, CONN: Greenwood Press.</p> <p data-bbox="501 1765 1399 1832">Goldbort, R. (2006). <i>Writing for science</i>. New Haven: Yale University Press.</p> <p data-bbox="501 1865 1399 1966">Hofmann, A. H. (2010). <i>Scientific writing and communication: papers, proposals, and presentations</i>. New York; Oxford: Oxford University Press.</p> <p data-bbox="501 2000 1399 2101">Huckin, T. &amp; Olsen, L. (1991). <i>Technical writing and professional communication for nonnative speakers of English</i> (2nd ed.). New York, NY: McGraw Hill.</p>																																						

	<p>Kynell, T. C. (1999). <i>Scenarios for technical communication: Critical thinking and writing</i>. Boston, MA: Allyn and Bacon.</p> <p>Zeiger, M. (2000). <i>Essentials of writing biomedical research papers</i>. New York, NY: McGraw-Hill.</p>
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