

The Hong Kong Polytechnic University

Subject Description Form

| | |
|---|---|
| Subject Code | ELC3625 |
| Subject Title | Writing MLS Final Year Project Reports |
| Credit Value | 1 |
| Level | 3 |
| Pre-requisites | LCR English subjects, and ELC3623 Scientific Writing for HTI Students or ELC3626 Professional English for HTI Students |
| Objectives | This subject aims to enhance the English language skills required by final year students to communicate effectively in their project reports. |
| Intended Learning Outcomes <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 |
| Subject Synopsis/ Indicative Syllabus <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"> • 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. • Presenting study results Describing and interpreting results; comparing results with those from previous studies; discussing implications; presenting conclusions and recommendations. • Organising the report Organising the content logically and systematically; maintaining coherence and cohesion. • Using appropriate style and tone in the report |
| Teaching/Learning Methodology <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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-----------------------------------|-------------|--|--|--|---------|--|--|---|---|---|--|--|--|------------------------|------|---|---|---|--|--|--|-------|-------|--|--|--|--|--|--|--|--|--|--|--|--|
| Assessment Methods in Alignment with Intended Learning Outcomes (Note 4) | <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>Project report writing</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 | | | | Project report writing | 100% | ✓ | ✓ | ✓ | | | | Total | 100 % | | | | | | | | | | | | |
| | 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 % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>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> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 materials</p> <p>Course materials prepared by the English Language Centre</p> <p>Recommended readings</p> <p>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>Goldbort, R. (2006). <i>Writing for science</i>. New Haven: Yale University Press.</p> <p>Hofmann, A. H. (2010). <i>Scientific writing and communication: papers, proposals, and presentations</i>. New York; Oxford: Oxford University Press.</p> <p>Huckin, T. & 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> |
|--|--|

Zeiger, M. (2000). *Essentials of writing biomedical research papers*. New York, NY: McGraw-Hill.