JOB APPLICATION SKILLS (ELC3401 top-up)

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>ELC3404</th>
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<tbody>
<tr>
<td>Level</td>
<td>3</td>
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<tr>
<td>Contact Hours</td>
<td>Seminars: 14</td>
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<tr>
<td>Student Effort Hours</td>
<td>120</td>
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<tr>
<td>Assessment Method</td>
<td>Coursework 100%</td>
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<tr>
<td>Credit Value</td>
<td>1</td>
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<tr>
<td>Pre-requisites</td>
<td>Nil</td>
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<tr>
<td>Co-requisites</td>
<td>Nil</td>
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<tr>
<td>Exclusions</td>
<td>Nil</td>
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<tr>
<td>Subject Leader/ Lecturer/Dept.</td>
<td>Robert Yiu (ELC)</td>
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Subject Aim:

This subject is intended to:

This subject is a one-credit subject for students whose programme requires them to study the three-credit ELC3403 Workplace English for the Faculty of Construction and Land Use but have previously gained two credits by completing ELC3401 English in the Workplace for FCLU Students. The subject aims to develop the written and spoken English language skills required for effective communication in the job-seeking process.

Learning Outcomes:

Students will demonstrate their ability to:-

At the end of the subject, students should be able to use appropriate language and text structure to:

- write effective job application documents
- interact effectively in job interviews conducted in English

Students will also improve and extend their grammar, vocabulary and pronunciation on this course.

Brief Syllabus Content:

1. **Job application documents**
   Selecting and using relevant content, appropriate style and format, and structure and layout in résumés and job application letters.

2. **Job interviews**
   Practising the specific verbal and non-verbal interactive strategies for effective job interviews, including the skills of asking and answering interview questions.

3. **Language appropriacy**
   Using context-sensitive language in both spoken and written English.

4. **Language development**
   Improving and extending relevant features of grammar, vocabulary and pronunciation.

Teaching activities: Lecture (LT)/Tutorial (TU)/Seminar (SM)/Drawing (DW)/Laboratory or Practical (LB)/ Studio (ST)/Workshop (WS)/Project (PJ)/Field Study (FS)/Guided Study (GS)/Visit (VS)
Learning and Teaching Approach *(tasks and activities designed to achieve learning outcomes):*

The study method is primarily based on seminars and these will involve interactive learning activities such as discussions and role-plays. Use will be made of audio and video recordings, relevant web-based materials and the ELC’s Centre for Independent Language Learning. Learning and teaching materials developed by the ELC will be used throughout this course. Teachers will recommend additional reference materials as required.

Mode of Study

Primarily seminars 14 hours

As the subject is offered only to those students who have successfully completed ELC3401 in their PolyU Higher Diploma programme, the mode of delivery may vary depending on the number of students who are required to study this one-credit, top-up subject. The content areas will be covered in seminars and/or tutorials, and will involve completion of independent learning tasks.

Assessment strategy *(assessment of student performance resulting from learning tasks):*

100% Continuous Assessment

Students’ oral and/or writing skills will be evaluated through an assessment task related to the learning outcomes. Students will be assessed on the accuracy as well as the appropriacy of the language used in fulfilling the assessment task.

Reading List:

Recommended:


