WORKPLACE ENGLISH FOR THE FACULTY OF THE CONSTRUCTION AND LAND USE

Subject Code: ELC3403
Level: 3
Contact Hours: Seminars: 42
Student Effort Hours: 120

Assessment Method: Coursework 100%
Credit Value: 3
Pre-requisites: Nil
Co-requisites: Nil
Exclusions: Nil
Subject Leader/Lecturer/Dept.: Robert Yiu (ELC)

Subject Aim:

This subject is intended to:
This subject aims to develop those English language skills required of FCLU students to communicate effectively in their future professional careers.

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:

- interact effectively in an English job interview
- write business correspondence
- write short reports
- participate effectively in workplace discussions

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

Brief Syllabus Content:

This syllabus is indicative. The balance of the components, and the weighting accorded to each, will be based on the specific needs of the students.

1. Spoken communication in the workplace
   Practising the specific oral skills required in workplace contexts, such as telephoning, job interviews and discussions.

2. Written communication in the workplace
   Selecting and using relevant content, appropriate style and format, and structure and layout in letters, memos and emails.

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.

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

100% Continuous Assessment

Students’ oral and writing skills will be evaluated through assessment tasks related to the learning outcome areas. Students will be assessed on the accuracy as well as the appropriacy of the language used in fulfilling the assessment tasks.

### Reading List:

#### Recommended:


