<table>
<thead>
<tr>
<th>Subject Code</th>
<th>ELC3401</th>
<th>English in the Workplace English for Faculty of Construction and Land Use Students</th>
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</thead>
<tbody>
<tr>
<td>Level</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Contact Hours</td>
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<tr>
<td>Student Effort Hours</td>
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<tr>
<td>Assessment Method</td>
<td>Coursework 100%</td>
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<td>Credit Value</td>
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</tr>
<tr>
<td>Pre-requisites</td>
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<td>Co-requisites</td>
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<td>Exclusions</td>
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<tr>
<td>Subject Leader/Lecturer/Dept.</td>
<td>Dr Robert Yiu (ELC)</td>
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</tbody>
</table>

**Subject Aim:**

This subject aims to develop the English language skills required by students to communicate effectively in their future professional careers.

**Learning Outcomes:**

By the end of the subject, students should be able to communicate effectively in a workplace context through
1. writing letters, memos and emails for workplace communication, and
2. writing reports which describe and interpret data in workplace contexts.

To achieve the above outcomes, students are expected to use language and text structure appropriate to the context, select information critically, and present and support stance and opinion.

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

2. **Spoken communication in the workplace**
   Practising the specific oral skills required in discussions in workplace contexts.

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

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

**Teaching and learning approach**

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, discussions and simulations. 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.
Recommended Reading List:


