Subject Code: ELC3403
Level: 3
Contact Hours: 42
Student Effort Hours: 84
Assessment Method: Coursework 100%
Credit Value: 3
Pre-requisites: ELC2401
Co-requisites: Nil
Exclusions: Nil
Subject Leader/Lecturer/Dept.: Dr Robert Yiu (ELC)

**WORKPLACE ENGLISH FOR THE FACULTY OF THE CONSTRUCTION AND LAND USE**

**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 workplace contexts through:

1. interacting professionally in job interviews,
2. writing letters, memos and emails for workplace communication, and
3. 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.

**Content:**

This content is indicative. The balance of the components, and the corresponding weighting, will be based on the specific needs of the students.

1. **Job interviews and work-related discussions**
   
   Practising the specific verbal and non-verbal skills required in communicating with potential employers in job-seeking interviews and with co-workers in workplace discussions.

2. **Workplace correspondence and reports**
   
   Selecting and using relevant content; organising ideas and information; maintaining appropriate tone, distance and level of formality; achieving coherence and cohesion; adopting an appropriate style, format, structure and layout.

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 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 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.

**Assessment**

Continuous assessment: 100%

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

**Recommended Reading List:**


