

Subject title: Workplace English for the Faculty of Construction and Land Use
Subject code: ELC3403
Credit value: 3
Pre-requisites: Nil
Contact hours: 42

Objective

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 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.

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.

Indicative references

- Baugh, L. S., Fryar, M. & Thomas, D. A. (1995). *How to write first-class business correspondence*. Chicago: NTC Learning Works.
- Billow, G. T. (2004). *Business writing for Hong Kong* (3rd ed.). Hong Kong: Longman Hong Kong Education.
- Comfort, J. (1996). *Effective telephoning*. Oxford: Oxford University Press.
- Deluca, M. J. (2001). *More best answers to the 201 most frequently asked interview questions*. New York: McGraw-Hill.
- Guffey, M. E. (2004). *Essentials of business communication* (6th ed.). Mason, OH: South-Western College Pub.
- Houp, K. W., Pearsall, T. E., Tebeaux, E. & Dragga, S. (2006). *Reporting technical information* (11th ed.). New York: Oxford University Press.
- Huckin, T. & Olsen, L. (1991). *Technical writing and professional communication for nonnative speakers of English* (2nd ed.). New York: McGraw Hill.
- Kennedy, G. E. & Montgomery, T. T. (2002). *Technical and professional writing: Solving problems at work*. Upper Saddle River, NJ: Prentice Hall.
- Lehman, C. M. & DuFrene, D. D. (2005). *Business communication* (14th ed.). Mason, OH: Thomson/South-Western.
- O'Driscoll, N. & Pilbeam, A. (1992). *Meetings and discussions*. Harlow, Essex: Longman.
- Taylor, S. (2005). *Communication for business: A practical approach*. (4th ed.). Harlow, Essex: Pearson Longman.