

Subject title: Job Application Skills (ELC3401 top-up)
Subject code: ELC3404
Credit value: 1
Pre-requisites: ELC3401 English in the Workplace for Faculty of Construction and Land Use Students
Contact hours: 14

Objective

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

By the end of the subject, students should be able to communicate effectively in workplace contexts through interacting professionally in a job interview.

To achieve the above outcome, 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 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 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.

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

Continuous assessment: 100%

Students' oral 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.
- Bilbow, G. T. (2004). *Business writing for Hong Kong* (3rd ed.). Hong Kong: Longman Hong Kong Education.
- Deluca, M. J. (2001). *More best answers to the 201 most frequently asked interview questions*. New York: McGraw-Hill.
- Lehman, C. M. & DuFrene, D. D. (2005). *Business communication* (14th ed.). Mason, OH: Thomson/South-Western.
- Taylor, S. (2005). *Communication for business: A practical approach* (4th ed.). Harlow: Pearson Longman.