<table>
<thead>
<tr>
<th>Subject Code</th>
<th>ELC3401</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
<td>2/3</td>
</tr>
<tr>
<td>Contact Hours</td>
<td>Tut/Sem: 28</td>
</tr>
<tr>
<td>Student Effort Hours</td>
<td>80</td>
</tr>
<tr>
<td>Assessment Method</td>
<td>Coursework 100%</td>
</tr>
<tr>
<td>Credit Value</td>
<td>2</td>
</tr>
<tr>
<td>Pre-requisites</td>
<td>Nil</td>
</tr>
<tr>
<td>Co-requisites</td>
<td>Nil</td>
</tr>
<tr>
<td>Exclusions</td>
<td>Nil</td>
</tr>
<tr>
<td>Subject Leader/ Lecturer/Dept.</td>
<td>(ELC)</td>
</tr>
</tbody>
</table>

**ENGLISH IN THE WORKPLACE (EIW)**

**Subject Aim:**

*This subject is intended to:*

1. To Develop those English language skills required by the students to communicate effectively in their future professional careers.

**Learning Outcomes:**

The subject is designed to introduce students to the kinds of communication skills both oral and written that they may be expected to need in their future professions. These skills will be necessary for successful employment in any company/organisation where internal and/or external communication is conducted in English.

The study method is primarily based on seminars. These will include discussions, role-play, individual and group activities. Use will be made of video and tape recordings, library research, and our Centre for Independent Language Learning. Students in need of additional help will be required to attend a supplementary English programme organised by the English Language Centre.

**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. **Language appropriacy:** introducing notions of context-sensitive language use in both spoken and written English; for example, writing e-mails and using the telephone.

2. **Seeking and supplying information:** practice in the oral skills required in fact-finding and job-seeking interviews, problem-solving negotiations, and conducting questionnaire surveys.

3. **Workplace writing:** selecting and using relevant content; appropriate style; acceptable format; structure and layout, in letters, memoranda, reports, notices for public display, proposals, presentation notes, forms and questionnaires.

4. **Language development:** improving and extending relevant features of students’ grammar, vocabulary and pronunciation.

**Learning and Teaching Materials:**

*English in the Workplace* published by the English Language Centre, the Hong Kong Polytechnic University and specially prepared material from the Centre will be used throughout the course. In addition, teachers will recommend additional reference materials as required.
Reading List:

References for students

General


Grammar, vocabulary and style