

Subject Description Form

Subject Code	ELC3105
Subject Title	English for Financial Management Professionals
Credit Value	3
Level	3
Pre-requisite/ Co-requisite/ Exclusion	Nil
Objectives	This subject aims to develop the English language skills required by students to communicate effectively in financial management contexts.
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to communicate effectively in workplace contexts through:</p> <ol style="list-style-type: none"> a. writing reports related to financial services and management, b. delivering oral presentations on finance related reports and projects, and c. participating actively in business meetings. <p>To achieve the above outcomes, students are expected to use language and text structure appropriate to the context, select information critically, and provide support for stance and opinion.</p>
Subject Synopsis/ Indicative Syllabus	<p>The content is indicative. The balance of the components, and the weighting accorded to each, will be based on the specific needs of the students.</p> <ol style="list-style-type: none"> 1. Written communication in financial management contexts Practising the specific language and skills required in reports and correspondence for accurate, objective and professional communication of ideas and information in financial services and financial management contexts: selection of information; organisation and coherence; style and register; format, report writing conventions and layout; and editing and revision. 2. Spoken communication in financial management contexts Practising the specific oral skills and interactive strategies required in meetings and in business presentations: identification of the needs and concerns of audience/participants; selection of information; organisation and coherence; transitions; register and non-verbal interactive strategies. 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/Learning Methodology	<p>The subject is designed to introduce students to the communication skills, both oral and written, that they may need to function effectively in their future professions. These skills will be necessary for successful employment in financial management organisations where internal and/or external communication is conducted in English.</p> <p>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.</p> <p>Learning materials developed by the English Language Centre are used throughout this course. Additional reference materials will be recommended as required.</p>																														
Assessment Methods in Alignment with Intended Learning Outcomes	<table border="1" data-bbox="432 651 1444 1216"> <thead> <tr> <th data-bbox="432 651 791 857" rowspan="2">Specific assessment methods/tasks</th> <th data-bbox="791 651 951 857" rowspan="2">% weighting</th> <th colspan="3" data-bbox="951 651 1444 786">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th data-bbox="951 786 1114 857">a</th> <th data-bbox="1114 786 1278 857">b</th> <th data-bbox="1278 786 1444 857">c</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 857 791 965">1. Reporting and interpreting data</td> <td data-bbox="791 857 951 965">30%</td> <td data-bbox="951 857 1114 965">✓</td> <td data-bbox="1114 857 1278 965"></td> <td data-bbox="1278 857 1444 965"></td> </tr> <tr> <td data-bbox="432 965 791 1059">2. Writing outlook and recommendations</td> <td data-bbox="791 965 951 1059">30%</td> <td data-bbox="951 965 1114 1059">✓</td> <td data-bbox="1114 965 1278 1059"></td> <td data-bbox="1278 965 1444 1059"></td> </tr> <tr> <td data-bbox="432 1059 791 1144">3. Participating in a meeting</td> <td data-bbox="791 1059 951 1144">40%</td> <td data-bbox="951 1059 1114 1144"></td> <td data-bbox="1114 1059 1278 1144">✓</td> <td data-bbox="1278 1059 1444 1144">✓</td> </tr> <tr> <td data-bbox="432 1144 791 1216">Total</td> <td data-bbox="791 1144 951 1216">100 %</td> <td data-bbox="951 1144 1114 1216"></td> <td data-bbox="1114 1144 1278 1216"></td> <td data-bbox="1278 1144 1444 1216"></td> </tr> </tbody> </table> <p data-bbox="432 1234 1444 1305">Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p data-bbox="432 1317 1444 1458">Students' oral and writing skills are evaluated through assessment tasks related to the learning outcomes. 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.</p>			Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)			a	b	c	1. Reporting and interpreting data	30%	✓			2. Writing outlook and recommendations	30%	✓			3. Participating in a meeting	40%		✓	✓	Total	100 %			
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Student Study Effort Required	Class contact:																														
	<ul style="list-style-type: none"> ▪ Seminars 		42 Hrs.																												
	Other student study effort:																														
	<ul style="list-style-type: none"> ▪ Practice work and self study 		84 Hrs.																												
	Total student study effort		126 Hrs.																												
Reading List and References	<p data-bbox="432 1832 1444 1899">Andrew, J. D., May, C. B. & May, G. S. (1999). <i>Effective writing: A handbook for finance people</i> (1st ed.). Upper Saddle River, NJ: Prentice Hall.</p> <p data-bbox="432 1933 1444 2000">Campbell, K. K & Huxman S. S. (2003). <i>The rhetorical act: Thinking, speaking, and writing critically</i> (3rd ed.). Belmont, CA: Wadsworth Thomson Learning.</p> <p data-bbox="432 2033 1444 2101">Carter, R., Hughes, R. & McCarthy, M. (2000). <i>Exploring grammar in context: Upper-intermediate and advanced</i>. Cambridge: Cambridge University Press.</p>																														

	<p>Comfort, J. (1998). <i>Business English meetings: Instant agendas</i>. London: Penguin.</p> <p>Guffey, M. E. (2010). <i>Essentials of business communication</i> (8th ed.). Mason, OH: South-Western College Pub.</p> <p>Kuiper, S. (2007). <i>Contemporary business report writing</i> (3rd ed.). Cincinnati, OH: Thomson/South-Western.</p> <p>MacKenzie, I. (2006). <i>Professional English in use: Finance</i>. Cambridge: Cambridge University Press.</p> <p>Mascull, B. (2004). <i>Business vocabulary in use: Advanced</i>. Cambridge: Cambridge University Press.</p> <p>Sampson, E. (2003). <i>Creative business presentation: Inventive ideas for making an instant impact</i>. London: Kogan Page.</p>
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