

## Subject Description Form

<b>Subject Title:</b>	English for Financial Management Professionals
<b>Code:</b>	ELC3105
<b>Credit Value:</b>	3.0
<b>Level of Study:</b>	3
<b>Contact hours:</b>	42 hours (Seminars)

### Objective

This subject aims to develop the English language skills required by students to communicate effectively in financial management contexts.

### Learning outcomes

By the end of the subject, students should be able to communicate effectively in workplace contexts through

- writing reports related to financial services and management,
- delivering oral presentations on finance related reports and projects, and
- participating actively in business meetings.

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.

### Indicative 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. ***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 and learning approach

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.

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 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.

## References

Andrew, J. D., May, C. B. & May, G. S. (1999). *Effective writing: A handbook for finance people* (1st ed.). Upper Saddle River, NJ: Prentice Hall.

Billow, G. T. (1997). *Business writing for Hong Kong* (2nd ed.). Hong Kong: Longman.

Billingham, J. (2003). *Giving presentations*. Oxford: Oxford University Press.

Campbell, K. K & Huxman S. S. (2003). *The rhetorical act: Thinking, speaking, and writing critically* (3rd ed.). Belmont, CA: Wadsworth Thomson Learning.

Carter, R., Hughes, R. & McCarthy, M. (2000). *Exploring grammar in context: Upper-intermediate and advanced*. Cambridge: Cambridge University Press.

Comfort, J. (1998). *Business English meetings: Instant agendas*. London: Penguin.

Conradi, M. & Hall, R. (2001). *That presentation sensation*. London: Pearson Education Ltd.

Guffey, M. E. (2004). *Essentials of business communication* (6th ed.). Mason, OH: South-Western College Pub.

Mascull, B. (2004). *Business vocabulary in use: Advanced*. Cambridge: Cambridge University Press.

Sampson, E. (2003). *Creative business presentation: Inventive ideas for making an instant impact*. London: Kogan Page.