The Hong Kong Polytechnic University

Subject Description Form

Subject Code	CBS3241P
Subject Title	Professional Communication in Chinese
Credit Value	2
Level	3
Pre-requisite / Co-requisite	Chinese LCR subjects (in Semester 2 of Year 3 or Semester 1 of Year 4)
Objectives	This subject aims to develop the language competence for professional communication in Chinese required by students to communicate effectively with various parties and stakeholders in regard to engineering-related project proposals and reports.
Intended Learning Outcomes	Upon completion of the subject, and in relation to effective communication with a variety of intended readers/audiences in Chinese, students will be able to a. plan, organise and produce professionally acceptable project proposals and reports with appropriate text structures and language for different intended readers b. plan, organise and deliver effective project-related oral presentations with appropriate interactive strategies and language for different intended audiences c. adjust the style of expression and interactive strategies in writing and speaking in accordance with different intended readers/audiences
Subject Synopsis/ Indicative Syllabus	1. Project proposals and reports in Chinese • Planning and organising project proposals and reports • Explaining the background, rationale, objectives, scope and significance of a project • Referring to the literature to substantiate project proposals • Describing the methods of study • Describing and discussing project results, including anticipated results and results of pilot study • Presenting the budget, schedule and/or method of evaluation • Writing executive summaries./abstracts 2. Oral presentations of projects • Selecting content for audience-focused presentations • Choosing language and style appropriate to the intended audience

	• Using appropriate transitions and maintaining coherence in team presentations • Using effective verbal and non-verbal interactive strategies
Teaching/Learning Methodology	<u>Learning and teaching approach</u> The subject is designed to develop the students' Chinese language skills, both oral and written, that students need to communicate effectively and professionally with a variety of stakeholders of engineering-related projects. It builds upon the language and communication skills covered in GUR language training subjects. The study approach is primarily seminar-based. Seminar activities include instructor input as well as individual and group work, involving drafting and evaluating texts, mini-presentations, discussions and simulations. The learning and teaching activities in the subject will focus on a course-long project which will engage students in proposing and reporting on an engineering-related project to different intended readers/audiences. During the course, students will be involved in: - planning and researching the project - writing project-related documents such as project proposals and reports - giving oral presentations to intended stakeholders of the project <u>Collaboration of input/support from the Language Centres and the Engineering discipline</u> Students of this subject will also take the subject "Professional Communication in English", and will work on the same project in both subjects. In producing professionally acceptable documents and delivering effective presentations, students will be engaged in the use of appropriate Chinese and English language and skills, as well as applying knowledge learned in their Engineering subjects. As such, the planning, design and implementation of the teaching and learning activities and assessments will involve collaboration between the teaching staff from the CLC, the ELC, and staff from the Engineering discipline. The study plan outlining the allocation of contact hours is attached.

Assessment Methods in Alignment with Intended Learning Outcomes

Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)					
		a	b	c			
1. Project proposal in Chinese	60%	✓		✓			
2. Oral presentation of project proposal	40%		✓	✓			
Total	100 %						

	Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:
	1. The assessments will arise from the course-long engineering-related project. • Students will be assessed on written documents and oral presentations targeted at different intended readers/audiences. This facilitates assessment of students' ability to select content and use language and style appropriate to the purposes and intended readers/audiences. • Students will collaborate in groups in planning, researching, discussing and giving oral presentations on the project. The written proposals will be individual work to ensure that students will be rigorously engaged in the application of language skills for the entire document. 2. There will be collaboration between the teaching staff from the Language Centres and the discipline in assessing students' performances. It is expected that the teaching staff of the Engineering discipline will provide support in assessing students' application of discipline knowledge. They will be involved in assessing the oral presentations intended for experts rather than those for laymen. 3. Hence the assessment pattern will be as follows:

Assessment type	Intended readers/audience	Timing	Assessors
Oral presentation of project – Team presentation of 30 minutes, in groups of 4 – Simulating a presentation of the proposal in progress	Mainly engineering experts	Weeks 10-11	CLC staff and Engineering staff
Written proposal in Chinese – Document of around 1,500 words for the final proposal	Mainly laymen	Week 12-13	CLC

Student Study Effort Expected	Class contact:	
	▪ Seminars	26 Hrs.
	Other student study effort:	
	▪ Researching, planning, writing, and preparing the project	44 Hrs.
	Total student study effort	70 Hrs.

Reading List and References	a) 司有和 (1984) ：《科技寫作簡明教程》，安徽教育出版社。 b) 葉聖陶、呂叔湘、 朱德熙、 林燾 (1992)：《文章講評》 語文出版社。

	c) 于成鯤主編（2003）：《現代應用文》，復旦大學出版社。
	d) 岑紹基、謝錫金、祈永華 (2006)：《應用文的語言‧語境‧語用》，香港教育圖書公司。
	e) 邵敬敏主編 (2010)：《現代漢語通論 (第二版)》，上海教育出版社。
	f) 于成鯤、陳瑞端、秦扶一、金振邦主編 (2010)：《中國現代應用文寫作規範叢書：科教文與社交文書寫作規範》，復旦大學出版社。
	g) 香港特別行政區政府教育局‧課程發展處中國語文教育組 (2012)：《常用字字形表》，政府物流服務署印。

56 contact hours; with seminars for Chinese and English every week continuously over the 13 weeks (Assessments shaded)

Writing and presenting projects in English *(Week, contact hours and content)*		*Writing and presenting projects in Chinese* *(Week, contact hours and content)*		*Involvement of Engineering Discipline*
1 (2 hrs)	**Introduction to course and project; pre-course task**	1 (2 hrs)	**Introduction to course and project; pre-course task**	• Setting the scenarios and requirements for the course-long project • Providing discipline-related supplementary information regarding the projects
2-5 (8 hrs)	**Writing project proposals and reports** • Planning and organising project proposals and reports • Explaining the background; objectives; scope; significance • Supporting with the literature • Describing the methodology and anticipated results	2-5 (8 hrs)	**Writing project proposals and reports** • Planning and organising project proposals and reports • Explaining the background; objectives; scope; significance • Supporting with the literature • Describing the methodology and anticipated results	
6 (2 hrs)	**Tutorials on the plan for the proposal**	6-7 (4 hrs)	**Tutorials on the first draft of the proposal**	
7-9 (6 hrs)	**Writing project proposals and reports** (continued) • Describing and analysing project results (e.g. results of pilot study) • Describing the budget; schedule and/or method of evaluation • Writing executive summaries/abstracts	8-9 (4 hrs)	**Writing project proposals and reports** (continued) • Describing and analysing project results (e.g. results of pilot study) • Describing the budget; schedule and/or method of evaluation • Writing executive summaries/abstracts	
10-12 (6 hrs)	**Submit English written proposal in Week 10 (30%)** **(Intended readers: experts)** **Delivering oral presentations of projects** • Analysing needs of different audiences • Selecting relevant and appropriate content • Choosing appropriate language and tone • Using effective interactive strategies	10-11 (4 hrs)	**Delivering oral presentations of projects** • Analysing needs of different audiences • Selecting relevant and appropriate content • Choosing appropriate language and tone • Using effective interactive strategies	• Assessing the English written proposals intended for experts
13-14 (4 hrs)	**Team oral presentations (20%)** **(Intended audience: laymen)**	12-13 (4 hrs)	**Team oral presentations (20%)** **(Intended audience: expert)** **(Submit Chinese written proposal in Week 14 (30%)** **(Intended audience: laymen)**	• Assessing the Chinese team presentations intended for experts