The Hong Kong Polytechnic University

Subject Description Form

Subject Code	CLC3243P (2019-20 onward)						
	CBS3243P (2018-19 and before)						
Subject Title	Chinese Communication for Aviation						
Credit Value	2						
Level	3						
Pre-requisite / Co-requisite							
Objectives	This is a discipline-specific Chinese subject which aims at developing the students' language competence in Putonghua and written Chinese for professional communication necessary for them to communicate effectively with various parties and stakeholders in the sector of aviation.						
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. read and write professional reports / manuals for specific purposes;						
	b. understand and use the terminology of Aviation and Aeronautics in Chinese;						
	c. produce discipline-related Chinese genres (e.g. notices, guidelines, Aeronautical circulars, other formal letters / emails) with appropriate text structures, interactive strategies and language expressions for different intended readers;						
	d. communicate in Putonghua for various speech functions in professional context of Aviation such as introducing, clarifying and explaining.						
Subject Synopsis/ Indicative Syllabus	 1. Reports in Chinese in the Aviation area Planning and organizing reports Explaining the background, rationale, objectives, scope and significance of a report Referring to the literature to substantiate reports 						
	 2. Specific Chinese writing in a wide range of genres Profession-related literacy in written Chinese for both internal and external purposes, such as writing of notices, guidelines and 						

Aeronautical circulars, etc.

3. Oral presentations

- Giving formal presentations and engaging in formal discussions in Putonghua
- Selecting contents for audience-focused presentations
- Choosing language and style appropriate to the intended audience

Teaching/Learning Methodology

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 aviation-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 courselong report which will engage students in proposing on an aviation-related report to different intended readers/audiences. During the course, students will be involved in:

- planning and researching
- writing and reporting
- giving oral presentations to intended stakeholders in Putonghua

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	d		
1. Practical Writings	60%	✓	√	✓			
2. Oral Assessments	40%		✓		✓		
Total	100 %						

Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:

Subject assessment 100% coursework

For the course work, students will be assessed by the final products of the assigned exercises.

Each assignment will be assessed in terms of criterion reference assessing. The overall achievement is obtained by formative assessment. Students may use GenAI in assessment unless they have been told otherwise before the assessment. The work submitted for assessment must be students' own work. The submitted work may not be accepted for the purpose of assessment if its authenticity is questionable. Thirdparty materials (included AI-generated materials) used in the work must be properly referenced. Submitting third-party materials as their own work is an act of academic dishonesty and will lead to disciplinary actions. Departments and subject teachers have the discretion to request students to make an honour declaration for the authenticity of the work they submit for assessment. **Student Study** Class contact: **Effort Expected** 26 Hrs. Seminars Other student study effort: Outside class practice, e.g. planning, discussing, and writing assignments and 56 Hrs. report. Researching and self-study Total student study effort 82 Hrs. 1. 民用航空術語編輯組(2002)《民用航空旅客運輸術語》。中國 **Reading List and** 標準出版社。 References 2. 民用航空術語編輯組(2002)《民用航空貨物運輸術語》。中國 標準出版社。 3. 于成鯤主編(2003)《現代應用文》。復旦大學出版社。 4. 于成鯤等主編(2011)《當代應用文寫作規範叢書》。復旦大學 出版社。 5. 邵敬敏(2007)《現代漢語通論》。上海教育出版社。 6. 鄭笑平(2005)《科技寫作》。河南人民出版社。 7. 劉金同等主編. (2019). 應用文寫作教程 (第 4 版) (高等學校應用 型特色規劃教材).清華大學出版社. 8. 吳仁麟, 李慶芳. (2023). AI 時代的思考與寫作. 布克文化

9. 郭莉, 郝麗霞. (2017). 經濟應用文寫作 (第 3 版)(高等學校應用型特色規劃教材). 清華大學出版社.