

# The Hong Kong Polytechnic University

## Subject Description Form

<b>Subject Code</b>	CLC2261P (2019-20 onward) CBS2261P (2018-19 and before)																			
<b>Subject Title</b>	Chinese Communication for Social Sciences 社會科學中文傳意																			
<b>Credit Value</b>	2																			
<b>Level</b>	2																			
<b>Pre-requisite / Co-requisite/ Exclusion</b>	Chinese LCR Subject																			
<b>Assessment Methods</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 70%;">Assessment</th> <th style="width: 20%;">Weighting</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Written Assignments (Individual)</td> <td style="text-align: center;">30%</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Written Assignments (Group)</td> <td style="text-align: center;">40%</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Verbal Presentation (Individual) *</td> <td style="text-align: center;">10%</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Verbal Presentation (Group)</td> <td style="text-align: center;">20%</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Class participation #</td> <td style="text-align: center;">10%</td> </tr> </tbody> </table>			Assessment	Weighting	1.	Written Assignments (Individual)	30%	2.	Written Assignments (Group)	40%	3.	Verbal Presentation (Individual) *	10%	4.	Verbal Presentation (Group)	20%	5.	Class participation #	10%
		Assessment	Weighting																	
	1.	Written Assignments (Individual)	30%																	
	2.	Written Assignments (Group)	40%																	
	3.	Verbal Presentation (Individual) *	10%																	
	4.	Verbal Presentation (Group)	20%																	
	5.	Class participation #	10%																	
* For SW students only.																				
# For SPA students only.																				
<b>Objectives</b>	This subject aims to enhance students' competence in Chinese for the workplace environment relating to the training in their specific discipline, i.e. Applied Social Sciences.																			

<p><b>Intended Learning Outcomes</b></p> <p><i>(Note 1)</i></p>	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> <li>develop effective communication skills and strategies in both written Chinese and Putonghua required for workplace in professional context;</li> <li>master the format, organization, language and style of expression of various genres of Chinese practical writing such as notice, letter, news release, publicity materials, reports and proposals;</li> <li>read and write professional documents/articles/report for practical purposes;</li> <li>give formal presentation and engage in formal discussion in Putonghua.</li> </ol> <p>Students will be required to read and write intensively for enhancing their proficiency level in written Chinese. The mastering of effective communication skills in both written Chinese and Putonghua will also facilitate their life-long learning in various disciplines.</p>																				
<p><b>Subject Synopsis/ Indicative Syllabus</b></p> <p><i>(Note 2)</i></p>	<ol style="list-style-type: none"> <li>Written Chinese of context dependent variation for practical purposes such as <ul style="list-style-type: none"> <li>Letters of correspondence, donation, application, invitation, thanks, request, make a complaint, response to complaint;</li> <li>Official notice, email corresponding, instruction, draft of speech,</li> <li>Press release, introductory leaflet, poster information for publicity</li> </ul> </li> <li>Professional related literacy in Chinese <ul style="list-style-type: none"> <li>Reading of academic essay, reports and proposals;</li> <li>Writing of professional report and proposal</li> </ul> </li> <li>Oral Presentation <ul style="list-style-type: none"> <li>Presentation in power point in formal context</li> <li>Formal discussion</li> </ul> </li> </ol>																				
<p><b>Teaching/Learning Methodology</b></p> <p><i>(Note 3)</i></p>	<p>The subject will be conducted in Putonghua, in highly interactive seminars. The subject will motivate the students' active participation by assigning group presentation /discussion in class. In a forum-like format, students are guided to: (1) present to the class, their understanding of each genre designed for the syllabus for discussions and improvement; (2) modify passages in a given genre/style into other genres/styles for addressing different audiences and purposes; (3) give a power-point presentation in Chinese in front of the whole class, then receive on spot feedback for discussion and improvement; then (4) prepare a written report/proposal on the same topic; and (5) engage in formal discussion in Putonghua on topics related to current issues and/or business operation; then (6) produce a written document on the same topic using a chosen genre.</p>																				
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></p> <p><i>(Note 4)</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 30%;">Specific assessment methods/tasks</th> <th rowspan="2" style="width: 10%;">% weightin g</th> <th colspan="4" style="width: 60%;">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th style="width: 15%;">a</th> <th style="width: 15%;">b</th> <th style="width: 15%;">c</th> <th style="width: 15%;">d</th> </tr> </thead> <tbody> <tr> <td>1. Report/Proposal</td> <td>40 %</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td></td> </tr> </tbody> </table>					Specific assessment methods/tasks	% weightin g	Intended subject learning outcomes to be assessed (Please tick as appropriate)				a	b	c	d	1. Report/Proposal	40 %	✓	✓	✓	
Specific assessment methods/tasks	% weightin g	Intended subject learning outcomes to be assessed (Please tick as appropriate)																			
		a	b	c	d																
1. Report/Proposal	40 %	✓	✓	✓																	

2. Written Document on a chosen genre	30 %	✓	✓	✓	
3. Oral Presentation in Chinese	20 %	✓			✓
4. Formal Discussion in Putonghua *	10 %	✓			✓
5. Class participation #	10%	✓	✓	✓	
Total	100 %				

\* For SW students only.

# For SPA students only.

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

The assessment includes criterion-referenced quizzes, oral presentation & discussion, writing & reading comprehension test. It will evaluate students' writing communication skills, oral communication skills, pronunciation, vocabulary, colloquial expression vs. formal expression, writing and speaking achievement.

The major assessment items include:

- Oral presentation & discussion (assessing accuracy, fluency and speaking in a rational & convincing way);
- Writing (assessing ability to express personal view accurately and clearly);
- Reading (assessing ability to understand the theme and gist of an article quickly).

<b>Student Study Effort Required</b>	Class contact:	
	▪ Seminar	26 Hrs.
	Other student study effort:	
	▪ Outside class practice	45 Hrs.
	▪ Self-study	19 Hrs.
	Total student study effort	90 Hrs.
<b>Medium of Instruction</b>	Putonghua	
<b>Medium of Assessment</b>	Modern written Chinese is the medium for assessing written assignments, and Putonghua for oral performances.	

<p><b>Reading List and References</b></p>	<p><u>Essential</u></p> <p>邢福義、汪國勝主編（2003），《現代漢語》，華中師範大學出版社。</p> <p>于成鯤主編（2003），《現代應用文》，復旦大學出版社。</p> <p>陳建民（1994），《說話的藝術》，語文出版社。</p> <p><u>Supplementary</u></p> <p>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。</p> <p>陳瑞端著（2000），《生活錯別字》，中華書局。</p> <p>李軍華（1996），《口才學》，華中理工大學出版社。</p> <p>邵守義（1991），《演講全書》，吉林人民出版社。</p> <p>路德慶主編（1982），《寫作教程》，華東師範大學出版社。</p>
---	---

Note 1: Intended Learning Outcomes

Intended learning outcomes should state what students should be able to do or attain upon completion of the subject. Subject outcomes are expected to contribute to the attainment of the overall programme outcomes.

Note 2: Subject Synopsis/ Indicative Syllabus

The syllabus should adequately address the intended learning outcomes. At the same time over-crowding of the syllabus should be avoided.

Note 3: Teaching/Learning Methodology

This section should include a brief description of the teaching and learning methods to be employed to facilitate learning, and a justification of how the methods are aligned with the intended learning outcomes of the subject.

Note 4: Assessment Method

This section should include the assessment method(s) to be used and its relative weighting, and indicate which of the subject intended learning outcomes that each method purports to assess. It should also provide a brief explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes.