

Teaching Plan & Course Schedule

Kai-Nan University, Department of Tourism & Hospitality Management

Spring Term 2007

| Course No. | Course Title | Course Teacher | Module | Taught grade | Credits | Hours per Week |
|---|---|---------------------------------------|---|----------------------------------|---------|----------------|
| 106040800-2 | 英文報告寫作 English Report Writing Skills | 金士翹 Jim S.C. Chin | Compulsory/ Major | 3 rd grade Class C | 2 | 2 |
| | | Module or Course prerequisites | General English: (upper) intermediate level to advanced level. All participants have to gain their required English credits before registering this course! | | | |
| Teaching Objectives | The main objectives of this course are: 1. To develop professional career; 2. To enhance English writing skills; 3. To produce an English report; 4. To write academic essays. | | | | | |
| Teaching Methods & Facilities Used | Taught English course, in-class practices & assignments, primary data search (language centre with computer facility & KNU library), English report & essays writing...etc. | | | | | |
| Assessments | 30% of group report writing (plagiarism will be given a fail mark), 15% of individual assignments, 25% of in-class practice & attendance records, 30% of final examination. | | | | | |
| Remark | This course is not an English grammar teaching course. It is an English report writing course! | | | | | |
| Textbook Used | In-class textbook None (Only PowerPoint & handouts) | | | | | |
| | Reference books 1. Cory, Hugh (1996) <i>Advanced Writing with English in Use</i> , Oxford University Press, UK. 2. Zemach, D.E. et al (2003) <i>College Writing from Paragraph to Essay</i> , Macmillan, UK. 3. Longknife, A. & Sullivan K.D. (2002) <i>The Art of Styling Sentences</i> , Barron's, U.S.A. 4. Teitelbaum, H. (1998) <i>How to write book reports</i> , ARCO, Canada. 5. McCall, J. (1998) <i>How to write Themes and Essays</i> , ARCO, USA. | | | | | |
| Schedule | | | | | | |
| Week 01 | Introduction to curriculum vitae + in-class practice | | | | | |
| Week 02 | Introduction to covering letter (job search letter) + in-class practice | | | | | |
| Week 03 | Introduction to autobiography + in-class practice | | | | | |
| Week 04 | Guidance of western culture for English writing (importance of cultural differences) + evaluation of in-class assignment (career application documents week 1 to week 3) | | | | | |
| Week 05 | Introduction to report writing skills and group topic announcement + in-class practice | | | | | |
| Week 06 | Identification of English report methodology & theory + in-class practice | | | | | |
| Week 07 | Exemplification & amplification + in-class practice | | | | | |
| Week 08 | Generalisation & synthesis + in-class practice | | | | | |
| Week 09 | Typology of hypotheses & assumptions + in-class practice | | | | | |
| Week 10 | Information gathering (secondary data) & note taking + in-class practice | | | | | |
| Week 11 | Commenting from ideas to facts and arguments + in-class practice | | | | | |
| Week 12 | Interpretation of data, analysis & comparison + in-class practice | | | | | |
| Week 13 | Anti-thesis/ elaboration of small defensible ideas + in-class practice | | | | | |
| Week 14 | Explaining consequence, cause, and purpose + in-class practice | | | | | |
| Week 15 | Summarising, reporting ideas and opinions (Report hand-in deadline for next week) | | | | | |
| Week 16 | Report presentation (1) | | | | | |
| Week 17 | Report presentation (2) | | | | | |
| Week 18 | Final Examination | | | | | |

Instruction :

1. The teacher fills in this form before the semester beginning. After verified by the curriculum committee, this form should be copied to give to the conveners who is belong to the same department, the department which the class is belong to, and the office of curriculum planning. Besides, the teacher explains this syllabus to students at the beginning of a semester.
2. This form is approved by the curriculum committee at the forth time on April 23rd, 2002

Convener of the curriculum committee :

觀光系
主任陳桓敦

Teacher :

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 Le 16 mars 2007
 à Taoyuan