

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
156040300 - 01	英文報告寫作 English Report Writing Skills	金士翹 Jim S.C. Chin	Compulsory/ Major	4 th grade (Continuing Education)	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	<u>In-class textbook</u> None (Only PowerPoint & handouts) <u>Reference books</u> 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 :

[Handwritten signature]
 陳桓敦
 Le 16 mars 2007
 à Taoyuan

課務組
96.3.22
收文章