

PCL XL error

Teaching Plan & Schedule

Subsystem: KERNEL

Department of Tourism & Hospitality Management, Kai-Nan University

Operator: 0x1b

Autumn Term 2006

Course No.	Course Title	Teacher's Name	Module	Taught Year	Coefficient/ Term	Hour/ Week
106040800 156040300	English Report Writing Skills (英文報告寫作)	Jim S.C. Chin (金士翹)	Compulsory/ Major	Senior (4 th year)	2	2
		Required Module(s)	General English: (upper) intermediate level to advanced level			
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	Taught English course, in-class practices & assignments, website search (language center with computer facilities), English report & essays writing...etc.					
Assessment	35% of report writing, 35% of in-class practice & attendance records, 30% of final examination (plagiarism will be given a fail mark).					
Remarks	This course is not an English grammar teaching course. It is an English report writing course!					
Textbook Used	<p>in-class textbook None (Only PowerPoint & handouts)</p> <p>Reference books</p> <ol style="list-style-type: none"> 1. Cory, Hugh (1996) <u>Advanced Writing with English in Use</u>, Oxford University Press, UK. 2. Zemach, D.E. et al (2003) <u>College Writing from Paragraph to Essay</u>, Macmillan, UK. 3. Longknife, A. & Sullivan K.D. (2002) <u>The Art of Styling Sentences</u>, Barron's, U.S.A. 4. Teitelbaum, H. (1998) <u>How to write book reports</u>, ARCO, Canada. 5. McCall, J. (1998) <u>How to write Themes and Essays</u>, 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					

課務組
95.10.16
收文章

觀光系
主任 陳桓敦