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Kainan University Department of Tourism & Hospitality Management
Syllabus for English Report Writing Skills
Semester: Spring / Year: 2007 (Semester 962)

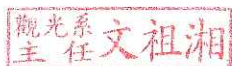
Course Code No.	Course Title	Instructor	Subject	Level of Course	Credits	Hours per Week
<p style="color: red; font-size: 18px;">1060408002</p> 156040300-01 & 156040300-02 <p style="color: red; font-size: 18px;">1060408001</p>	英文報告寫作 English Report Writing Skills	金士翹 Jim S.C. Chin	<input checked="" type="checkbox"/> required <input type="checkbox"/> elective	Grade: 3 rd year student (Junior) Class: A, B, C & D	2	2
		Course Prerequisites	Participant must have studied general English courses and gained the necessary credits before undertaking this course			
Teaching Goals and Content	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	<input checked="" type="checkbox"/> Lectures, <input checked="" type="checkbox"/> Computer based practical training, <input checked="" type="checkbox"/> Group discussion <input checked="" type="checkbox"/> Question-and-answer, <input checked="" type="checkbox"/> other: Case study semi-leading writing skills					
Grading & Evaluation Criteria	1. Final English Report: 30%, 2. Assignments: 20%, 3. Class Participation 15%, 4. Student Attendance: 15%, 5. Final Examination 20%					
Textbooks	No textbook will be used for teaching this course. In fact, there is no book that can lead student to write an academic/ business report. However, there are reference books that can help: 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.					
Course Description (including outline and course schedule):						
Week 01	Introduction to curriculum vitae + in-class practice					
Week 02	Introduction to covering letter (job search letter) + in-class practice + assignment hand-in					
Week 03	Introduction to autobiography + in-class practice + assignment hand-in					



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 + assignment hand-in
Week 07	Exemplification & amplification + in-class practice + assignment hand-in
Week 08	Generalisation & synthesis + in-class practice + assignment hand-in
Week 09	Typology of hypotheses & assumptions + in-class practice + assignment hand-in
Week 10	Information gathering (secondary data) & note taking + in-class practice + assignment hand-in
Week 11	Commenting from ideas to facts and arguments + in-class practice + assignment hand-in
Week 12	Interpretation of data, analysis & comparison + in-class practice + assignment hand-in
Week 13	Anti-thesis/ elaboration of small defensible ideas + in-class practice + assignment hand-in
Week 14	Explaining consequence, cause, and purpose + in-class practice + assignment hand-in
Week 15	Summarising, reporting ideas and opinions (Report hand-in deadline for next week) + assignment hand-in
Week 16	Report presentation (1) + Report hand-in (1)
Week 17	Report presentation (2) + Report hand-in (2)
Week 18	Final Examination

Instructions:

- Teachers should fill out this form before the semester begins. After it has been verified by the curriculum committee, the original should be given to the office of curriculum planning and a copy to the head of the department to which the course belongs. In addition, the teacher should explain this syllabus to students at the beginning of a semester.
- This form was approved by the curriculum committee on April 23, 2002.



Signature of the convener of the curriculum committee

Signature of the Teacher

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