

## 课程详述

### COURSE SPECIFICATION

以下课程信息可能根据实际授课需要或在课程优化之后产生变动。如对课程有任何疑问，请联系授课教师。

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1.	<b>课程名称 Course Title</b>	<b>English for Career Development</b>
2.	<b>授课院系 Originating Department</b>	语言中心 Center for Language Education
3.	<b>课程编号 Course Code</b>	CLE039
4.	<b>课程学分 Credit Value</b>	2
5.	<b>课程类别 Course Type</b>	通识选修课程 General Education (GE) Elective Courses
6.	<b>授课学期 Semester</b>	春季 Spring / 夏季 Summer / 秋季 Fall
7.	<b>授课语言 Teaching Language</b>	英文 English
8.	<b>授课教师、所属学系、联系方式 Instructor(s), Affiliation &amp; Contact</b> (For team teaching, please list all instructors)	刘丽莎
9.	<b>实验员/助教、所属学系、联系方式 Tutor/TA(s), Contact</b>	
10.	<b>选课人数限额(可不填) Maximum Enrolment (Optional)</b>	

11. 授课方式 Delivery Method	讲授 Lectures	习题/辅导/讨论 Tutorials	实验/实习 Lab/Practical	其它(请具体注明) Other (Please specify)	总学时 Total
学时数 Credit Hours	32	0	0	0	32
12. 先修课程、其它学习要求 Pre-requisites or Other Academic Requirements	CLE030 English for Academic Purposes				
13. 后续课程、其它学习规划 Courses for which this course is a pre-requisite	N/A				
14. 其它要求修读本课程的学系 Cross-listing Dept.	N/A				

### 教学大纲及教学日历 SYLLABUS

#### 15. 教学目标 Course Objectives

This course will focus on communications in professional settings for students who are close to graduation. It will emphasize writing and speaking skills, though reading and listening will be integrated naturally. Students in the course should have an upper-intermediate to high level of English (B2-C2). The rationale for students to enroll in the proposed course would be to improve their English speaking abilities specific for professional settings, their knowledge of professional writing genres, and for general career and professional development. This course will also provide a cross-cultural component to prepare students for the global workplace.

#### 16. 预达学习成果 Learning Outcomes

By the end of this course, students will be able to:

- a. Write extended essays and reports for professional purposes;
- b. Use English in a variety of professional contexts, such as negotiating, interviewing, using the telephone, giving presentations, socializing, etc.;
- c. Write with increased grammatical accuracy;
- d. Understand, identify, and produce professional writing genres;
- e. Understand the nature of professional culture abroad;
- f. Use English to apply for and interview for international jobs;
- g. Plan for their professional career and have increased knowledge of their field;
- h. Communicate fluently and appropriately in English with colleagues from different cultures.
- i. Pass English Test for International Communication (ETIC - intermediate).

#### 17. 课程内容及教学日历 (如授课语言以英文为主, 则课程内容介绍可以用英文; 如团队教学或模块教学, 教学日历须注明主讲人)

**Course Contents (in Parts/Chapters/Sections/Weeks. Please notify name of instructor for course section(s), if this is a team teaching or module course.)**

**Course duration:**

16 weeks, 2 hours per week

**Course contents:**

- Week 1 Introduction
- Week 2 Socializing & networking
- Week 3 Business travelling
- Week 4 Job interview
- Week 5 Making presentations
- Week 6 Meetings
- Week 7 Email/letter writing(1)
- Week 8 Email/letter writing(2)
- Week 9 Cover letter, Resume/CV writing
- Week 10 Meeting minutes writing
- Week 11 Agenda & memo writing
- Week 12 Graph writing
- Week 13 Proposal writing
- Week 14 Speaking practice
- Week 15 Writing practice
- Week 16 ETIC - intermediate practice

**18. 教材及其它参考资料 Textbook and Supplementary Readings**

1. **Going Global (elementary & intermediate)**, published by FLTRP
2. **Advanced Workplace English**, published by FLTRP
3. **English for International Communication**, published by Renmin University of China Press
4. **Workplace English Writing (2<sup>nd</sup> ed.)**, published by National Defense Industry Press
5. **Intercultural English for Career Development**, published by The Commercial Press

**课程评估 ASSESSMENT**

19. 评估形式 Type of Assessment	评估时间 Time	占考试总成绩百分比 % of final score	违纪处罚 Penalty	备注 Notes
出勤 Attendance		10		
课堂表现 Class Performance		10		In-class participation
小测验 Quiz				
课程项目 Projects				
平时作业 Assignments		20		Written assignment
期中考试 Mid-Term Test		30		Presentation
期末考试 Final Exam		30		One written in-class exam (ETIC - intermediate)
期末报告 Final Presentation				
其它 (可根据需要)				

改写以上评估方式)  
**Others (The above may be modified as necessary)**

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20. 记分方式 **GRADING SYSTEM**

<input checked="" type="checkbox"/> <b>A. 十三级等级制 Letter Grading</b> <input type="checkbox"/> <b>B. 二级记分制 (通过/不通过) Pass/Fail Grading</b>
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**课程审批 REVIEW AND APPROVAL**

21. 本课程设置已经过以下责任人/委员会审议通过  
**This Course has been approved by the following person or committee of authority**

语言中心 Center for language education
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