

Course Description of Program of Applied English

Last updated:28 May 2018

Course Titles	Credits / Hours	Teaching Goals	Notes
<p>Communication Skills in English</p> <p>--basic course</p>	2 / 2	<p>This course is designed to enable students to communicate more effectively in English in a variety of natural settings and converse more confidently on a wide range of topics. Teachers will assist students by reducing spoken mistakes, expanding their vocabulary, and improving fluency and articulation. Experience in using sophisticated language in both formal and conversational contexts will be enhanced, and materials will be selected from a number of contemporary sources and websites. Learning activities will include:</p> <ul style="list-style-type: none"> • expanding vocabulary through collocation and word building exercises • involvement in group discussions on relevant topics in both academic and business settings • developing presentation skills through practical speech delivery 	<p>Max: 35 students</p> <p>* A prerequisite course for English Conference & Presentation</p>
<p>Guided Writing in English</p> <p>--basic course</p>	2 / 2	<p>The course aims to train learners to familiarize themselves with all kinds of writing skills, including sentence structure, writing topic sentences, and supporting sentences with facts to help students practice how to compose a coherent essay with well-formed structures.</p>	<p>Max: 35 students</p> <p>* A prerequisite course for Practical English Writing</p>
<p>English Conferences & Presentations</p> <p>--advanced course</p>	2 / 2	<p>This course introduces different kinds of basic speech techniques, such as tones, body languages, and presentation skills, especially the utilization of multi-media to assist students in acquiring the ability to present case reports in business meetings, as well as other settings.</p>	<p>Max: 35 students</p> <p>Prerequisite: Communication Skills in English</p>

Practical English Writing --advanced course	2 / 2	This course aims to help learners grasp the principles and skills of practical English writing, and fulfill their basic English-writing needs, such as writing resumes, autobiographies, job application letters, school admission application letters, abstracts for theses, etc.	Max: 35 students Prerequisite: Guided Writing in English
Workplace Communication	2 / 2	The purpose of the course is to acquaint students with English structures that are commonly used in workplace settings. The five key areas that will be covered are: Socializing, Telephoning, Meetings, Making Business Presentations, and Negotiating. No special knowledge of business terms or concepts is required.	Max: 40 students
English/ Chinese Practical Translation	2 / 2	Upon completion of the course, students will have the basic applicable skills of written translations. By examining their own translations, students will be able to detect their own deficiencies in the English language. Drawing on materials from their own lives will enable students to naturally access and comprehend the challenges of translation.	Max: 35 students
English Listening Strategies	2 / 2	This course introduces a number of different kinds of listening strategies to help students familiarize themselves with a variety of spoken discourses, such as English-conducted classes, social interactions, and business meetings.	Max: 40 students
Discussion of Cultural Issues	2 / 2	Through discussion of some specific issues, this course will boost students' understanding of the similarities and differences in cross-cultural behavior and develop their ability to express themselves orally or in written form.	Max: 40 students
Reading & Discussions of Current Issues	2 / 2	Through extensive and in-depth reading of English news reports covering a variety of designated topics, students are guided to	Max: 40 students

		analyze and discuss different viewpoints and statements of media reports.	
Test-taking Skills	2 / 2	This course aims to help students familiarize themselves with different testing formats, such as GEPT, TOFEL, TOEIC, and IELTS in a short time frame. By learning how to recognize the main testing points and developing their test-taking skills, students will be able to improve their scores.	Max: 40 students