

ENGE3100 Communication for English Majors III

Course Coordinator

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Office Hours: by appointment

Tutors

TBA

About the Course

The aim of the course is to hone the skills that students acquired in previous communication courses and to further enhance their writing and speaking competence in preparation for advanced major courses, the capstone project, as well as the future workplace.

In Unit 1 “Building Fiction”, you will practise how to conduct close reading of a novel and formulate thoughtful thesis statements and topic sentences for the analytical essay. Feedback from peers and teachers will enable you to identify areas for improvement and further polish your writing skills.

Next in Unit 2 “Designing Your Life”, we look ahead to applications and interviews for postgraduate studies and jobs. We will provide guidance to students for writing their resume and the accompanying cover letter with the purpose of highlighting their strengths, accomplishments and aspirations. In the last part of the course, we will discuss how to prepare for interviews and conduct practice to develop your self-presentation skills. It is hoped that by the end of the course, you can become a competent and confident user of English across a variety of contexts and for different purposes.

Learning Outcomes

Having successfully completed this course you shall be able to:

- become a more creative and effective communicator
- conduct close reading of literary texts, generate solid thesis statements and topic sentences, and write clearly and critically about texts
- produce cover letters and resumes that can accentuate the candidate’s compatibility and have proper formatting and diction
- perform in interviews and give a professional and poised account of one’s educational background, work experience and career aspirations

Course Assessment

Lecture and tutorial preparation, attendance, and participation 10%
Outline of essay (Thesis, topic sentences and textual evidence) 15%
Analytical essay (4-5 pages) 30%
Cover letter & resume 15%
Interview 30%

Grade Descriptors

Grade A / Excellent: Outstanding performance on ALL learning outcomes.

Demonstrates the ability to synthesize and apply the principles or skills learned in the course in a manner that would surpass the normal expectations at this level and typical of standards that may be common at higher levels of study. The 'A' grade should be reserved for truly excellent work that exceeds the level expected for the majority of students and are expected to be achieved only by a small minority.

Grade A- / Very Good: Generally outstanding performance on ALMOST ALL learning outcomes.

Demonstrates the ability to synthesize and apply the principles or skills learned in the course in a manner that would fully fulfill the normal expectations at this level and occasionally reaches standards that may be common at higher levels of study.

Grade B+ / Good (Plus): HIGH performance on all learning outcomes, OR HIGH performance on some learning outcomes which compensates WELL for slightly less satisfactory performance on others, resulting in overall substantial performance.

Demonstrates the ability to apply WELL the principles or skills learned in the course in a comprehensive manner that would sufficiently fulfill the normal expectations at this level WELL.

Grade B / Good: SUBSTANTIAL performance on all learning outcomes, OR SUBSTANTIAL performance on some learning outcomes which compensates for slightly less satisfactory performance on others, resulting in overall substantial performance.

Demonstrates the ability to apply the principles or skills learned in the course in a MORE COMPREHENSIVE manner that would sufficiently fulfill the normal expectations at this level.

Grade B- / Good (Minus): GOOD performance on all learning outcomes, OR GOOD performance on some learning outcomes which compensates for slightly less satisfactory performance on others, resulting in overall substantial performance.

Demonstrates the ability to apply the principles or skills learned in the course in a COMPREHENSIVE manner that would sufficiently fulfill the normal expectations at this level.

Grade C+ / Fair (Plus): VERY SATISFACTORY performance on the majority of learning outcomes.

Demonstrates the ability to apply the principles or skills learned in the course in a SOMEWHAT SUSTAINED manner that would meet the basic requirement at this level.

Grade C / Fair: SATISFACTORY performance on the majority of learning outcomes.

Demonstrates the ability to partially apply the principles or skills learned in the course in a manner that would meet the basic requirement at this level.

Grade C- / Fair (Minus): SOMEWHAT SATISFACTORY performance on A NUMBER OF learning outcomes.

Demonstrates the ability to SOMEWHAT apply the principles or skills learned in the course in a manner that would meet the BARE basic requirement at this level.

Grade D+ / Pass (Plus): BARELY SATISFACTORY performance on A FEW learning outcomes.

Addresses the course inadequately by meeting the basic requirement at this level only in some areas while responding minimally with possibly tangential content in others.

Grade D / Pass: ALMOST BARELY satisfactory performance on VERY FEW learning outcomes.

Addresses the course inadequately by meeting the basic requirement at this level only in very few areas while responding very minimally with possibly tangential content in others.

Grade F / Failure: Unsatisfactory performance on a number of learning outcomes, OR failure to meet specified assessment requirements.

Fails to address the course and likely does not understand what the course requires. In other words, the work completely misses the point.