<table>
<thead>
<tr>
<th>Subject Code</th>
<th>ELC1003</th>
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<tbody>
<tr>
<td>Subject Title</td>
<td>Extended Writing Skills</td>
</tr>
<tr>
<td>Credit Value</td>
<td>3</td>
</tr>
<tr>
<td>Level</td>
<td>1</td>
</tr>
<tr>
<td>Pre-requisite</td>
<td>ELC1004 English for University Studies I</td>
</tr>
<tr>
<td>Co-requisite/Exclusion</td>
<td>Nil</td>
</tr>
</tbody>
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**Objectives**

This subject aims to further develop students’ competence in written communication in academic contexts and to enhance their ability to communicate effectively in an English-medium learning environment. The main emphasis of the subject is on enhancing students’ confidence and their competence in the use of grammar, vocabulary and academic writing conventions.

**Intended Subject Learning Outcomes**

Upon completion of the subject, students will be able to:

1. organize, write and revise academic essays and project reports;
2. organize and write correspondence to request assistance for study-related work; and
3. participate effectively in discussions.

**Subject Synopsis/Indicative Syllabus**

**Keyword Syllabus:**

The learning outcomes will focus on the use of grammar and vocabulary in the writing of a variety of text types. Activities to enhance speaking and listening skills will be integrated into the interactive and project-based work throughout the course.

1. **Appropriateness and accuracy of vocabulary and grammar**
   Collocation and connotation of words; verb forms, prepositions and complex sentences.

2. **Coherence and cohesion in writing**
   Paragraph development; topicalisation and thematisation; cohesive devices including articles, determiners, connectives, pronouns and anaphoric references.

3. **Logical development in writing**
   Organisation in a variety of text types; selection of information; logical development of themes and topics.

4. **Language development and independent learning strategies**
   Self-access study tools such as online dictionaries, thesauruses and web concordancers to enhance language proficiency and develop vocabulary; independent language learning strategies such as the use of learning portfolios.

**Teaching/Learning Methodology**

The study method is primarily seminar-based and interactive learning techniques will be employed in activities such as discussions, role-plays and individual and group activities. Information technology will be employed to facilitate the learning and application of writing skills and online writing tools.
## Alignment of Assessment and Intended Subject Learning Outcomes

<table>
<thead>
<tr>
<th>Specific Assessment Methods/Tasks</th>
<th>% Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Assessment</td>
<td>100%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
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## Student Study Effort Expected

<table>
<thead>
<tr>
<th>Class contact (time-tabled):</th>
<th></th>
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<tbody>
<tr>
<td>• Seminar</td>
<td>42 Hours</td>
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**Total student study effort:** 42 Hours

## Reading List and References

**Reference List:**