

EN4262: ENGLISH COMMUNICATION SKILLS FOR COMPUTING

Effective Term

Semester A 2022/23

Part I Course Overview

Course Title

English Communication Skills for Computing

Subject Code

EN - English

Course Number

4262

Academic Unit

English (EN)

College/School

College of Liberal Arts and Social Sciences (CH)

Course Duration

One Semester

Credit Units

2

Level

B1, B2, B3, B4 - Bachelor's Degree

Medium of Instruction

English

Medium of Assessment

English

Prerequisites

GE1401 University English & GE2410 English for engineering

Precursors

Nil

Equivalent Courses

Nil

Exclusive Courses

Nil

Part II Course Details

Abstract

This course aims to develop students' fluency in written and spoken English for academic research communication in the field of computer science, and in particular to instruct student in developing research reports and oral presentations of their final year projects. Students enrolled on EN4262, therefore, must also be concurrently enrolled on a Final Year Project course. Students involved in an equivalent project, such as Research Mentorship Scheme (RMS) or Guided Study project (CS4552), may also enroll with special permission from their home departments.

Course Intended Learning Outcomes (CILOs)

CILOs	Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1 compile end-text references according to the conventions used in the field of computer science;	10	x	x	
2 produce academic prose that draws on other texts appropriately cited according to the conventions used in the field of computer science;	20	x	x	x
3 produce an effectively organized and well-documented Final Year Project Report;	40	x	x	x
4 deliver effectively an intellectually engaging oral presentation of a research project and skilfully address questions raised in the question and answer session.	30	x	x	x

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to self-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

Teaching and Learning Activities (TLAs)

3	Producing a Final Year Project Report	Students will learn to produce a Final Year Project Report mainly by reading and analyzing some sample Final Year Project Reports and Research Articles published in journals of Computer Science. In particular, they will be guided to identify the format, organization and genre-specific language of the Final Year Project Report. They will also be provided exercises and short writing tasks that draw on authentic materials to reinforce their learning that prepare them to produce a Final Year Project Report.	2, 3	10 hours
4	Making an intellectually engaging oral presentation of a research project and handling in the answer and question time	Students will be shown a short video clip illustrating oral presentation skills that can effectively engage the audience. Students will be guided to explore the communicative purposes of research presentations for assessment purposes. Students will also be guided to analyze the language used in different parts of a presentation and how they should interpret and handle questions raised by the audience.	2, 4	10 hours

Assessment Tasks / Activities (ATs)

	ATs	CILO No.	Weighting (%)	Remarks
1	Students will produce a part draft of a Final Year Project Report.	1, 2, 3, 4	65	Individual work
2	Students will make intellectually engaging presentations of their final year projects and skilfully address questions raised in the question and answer session	2, 4	30	Individual work

3	Class attendance and in class participation	1, 2, 3, 4	5	Individual work
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Continuous Assessment (%)

100

Examination (%)

0

Assessment Rubrics (AR)**Assessment Task**

Part draft of Final Year Project Report

Criterion

Content & Organization

Excellent (A+, A, A-)

A focused and well-balanced survey of the literature is provided. The survey is well-connected to the project. An elaborate and a cogent critique(s) of the literature is provided. The critique(s) translates well into a convincing justification for the project being undertaken. The writing is very well-developed. Logical/thematic jumps are almost non-existent. The writing is well-sectioned. Well-designed graphics are provided. The graphics are provided with useful commentaries.

Good (B+, B, B-)

A fairly well-focused and fairly well-balanced survey of the literature is provided. The survey is fairly well-connected to the project. A fairly elaborate and somewhat cogent critique of the literature is provided. The critique somehow leads to the justification of the project being undertaken. The writing is fairly well-sectioned. The ideas are in general quite logically developed. Occasional logical/thematic jumps are evident. Graphics are used. Most of the graphics are effectively/ fairly effectively designed. Most of the graphics are provided with commentaries.

Fair (C+, C, C-)

A survey of literature is provided. A few major parts of the survey are irrelevant to the project. A rather short critique of the literature is provided. The critique in general lacks cogency. The writing on the whole is adequately sectioned. The writing is somewhat organized. A noticeable number of logical jumps are observed which make the piece somewhat difficult to follow. Graphics are provided. Few of the graphics are accompanied by commentaries that are needed.

Marginal (D)

A survey of the literature is provided. The survey lacks a clear focus. The survey bears a very weak link to the project. An extremely short critique of the literature is provided. The critique is poorly developed. The writing is poorly sectioned. Ideas are on the whole poorly developed, which makes the piece quite difficult to follow. Graphics are poorly designed and no commentaries are provided.

Failure (F)

Many of the content requirements set for the assignment are not met. Ideas discussed are in general irrelevant to the project. No sectioning is evident. There is a serious lack of coherence in the writing. The flow and/or logic of the writing is extremely difficult to follow.

Assessment Task

Part draft of Final Year Project Report

Criterion

Citations

Excellent (A+, A, A-)

An impressive number (well above 7) of recognized sources are cited. Ideas cited are well-integrated. No sign of plagiarism is detected. Syntactical forms and citation verbs are effectively used. A consistent style of citation is applied. All in-text citations are accurately and properly documented. All end-text references are accurately and properly documented. The piece on the whole reflects a very sophisticated mastery of citation skills and citation language.

Good (B+, B, B-)

Seven recognized sources are cited. Ideas cited are fairly well-integrated. No sign of plagiarism is detected. Syntactical forms and citation verbs are fairly effectively used. Occasional and minor inconsistencies in the style of citation are evident. Occasional errors made in in-text and end-text citations. The piece on the whole reflects a good mastery of citation skills and citation language.

Fair (C+, C, C-)

Only 4 to 6 sources are cited. Ideas cited are adequately integrated; No sign of plagiarism is detected. Syntactical forms and citation verbs are adequately used. A fair amount of inconsistency in the style of citation is observed. A fair amount of errors are made in individual in-text and end-text citations. On the whole, the piece reflects the writer's partial mastery of citation skills and citation language.

Marginal (D)

Only 1 to 3 sources are cited. Cited ideas are poorly integrated. No sign of plagiarism is detected. Syntactical forms and citation verbs are inappropriately used. A great deal of inconsistency in the style of citation is observed. A great number of errors are made in individual in-text and end-text citations. The piece reflects a poor mastery of citation skills and language.

Failure (F)

No source is cited. Extensive plagiarism is detected.

Assessment Task

Part draft of Final Year Project Report

Criterion

Language

Excellent (A+, A, A-)

Ideas are communicated very clearly, effectively and succinctly. The writing is well-proofread and in general displays a close-to-perfect and very sophisticated mastery of the English syntax. Words and expressions are used very appropriately. The piece on the whole suggests that the student possesses an impressive size of vocabulary. The piece reflects a very advanced mastery of the academic register. No sign of plagiarism is detected.

Good (B+, B, B-)

Ideas are communicated quite clearly. The writing displays a good mastery of the English syntax. Most of the words and expressions are used quite appropriately. The piece on the whole reflects a good mastery of the academic register. No sign of plagiarism is detected.

Fair (C+, C, C-)

Some crucial ideas are somewhat vaguely communicated. The piece lacks careful proofreading or displays only an adequate mastery of the English syntax. A noticeable amount of words and expressions are inappropriately used. The piece on the whole displays a satisfactory mastery of the academic register. Some signs of plagiarism are detected (20-30% excluding the properly cited parts).

Marginal (D)

Many crucial ideas are vaguely communicated. The piece displays a poor mastery of the English syntax. Most of the words and expressions are inappropriately used. The piece also displays a poor mastery of the academic register. Some signs of plagiarism are detected (31-40%, excluding the properly cited parts).

Failure (F)

Extensive plagiarism is detected (41 % or above). OR The piece displays an extremely poor mastery of the English language, which makes the writing extremely difficult to comprehend.

Assessment Task

Part draft of Final Year Project Report

Criterion

Formatting

Excellent (A+, A, A-)

The piece, including its graphics, is very effectively and professionally formatted. The formatting meets all the requirements set for the assignment.

Good (B+, B, B-)

The piece, including its graphics, is quite effectively and professionally formatted. The formatting meets all the requirements set for the assignment.

Fair (C+, C, C-)

The piece, including its graphics, is adequately formatted. A few of the formatting requirements are not met.

Marginal (D)

The piece, including its graphics, is poorly formatted. A few of the formatting requirements are not met.

Failure (F)

The piece, including its graphics, is extremely poorly formatted. Many of the formatting requirements are not met.

Assessment Task

Oral Presentation

Criterion

Content

Excellent (A+, A, A-)

Background of project & report of the progress succinctly provided. Novel and interesting aspects of the solutions presented Ideas very clearly presented. Audience' s attention captured throughout. Lively discussions attracted. Very appropriate time allocation for background and core information

Good (B+, B, B-)

Background and report of progress fairly succinctly provided. Aspects of the solutions presented Ideas fairly and clearly presented. Ideas fairly interesting to the audience. A fair amount of discussions attracted. Fairly appropriate allocation of time for background and core information

Fair (C+, C, C-)

Only background or progress provided. Some aspects of the solutions highlighted. Some ideas presented somewhat unclear. Ideas presented on the whole rather dry and not much audience attention captured. Not much discussion is attracted in the Q/A time. Adequate allocation of time for background/core information. The presentation overrun by 2-3 minutes

Marginal (D)

Progress or background of project vaguely provided. Not much of the solutions presented. Ideas presented on the whole unclear. Ideas presented on the whole very dry, capturing very little audience' s attention. Very little discussion attracted in the Q/A time. Overrun by 4-5 minutes.

Failure (F)

No background or progress provided. Ideas very dry. Failing to capture the audience's attention. No discussion attracted during the Q/A time. Seriously overrun. A severe lack of clarity throughout.

Assessment Task

Oral Presentation

Criterion

Overall structure/ coherence

Excellent (A+, A, A-)

Very well-organized with a creative opening remark; an effectively sectioned body; a thoughtful conclusion. The ideas very logically developed and well-connected

Good (B+, B, B-)

Quite well-organized with a fairly creative opening remark; a fairly well-sectioned body; a fairly thoughtful conclusion. Ideas fairly logically developed with some minor digression

Fair (C+, C, C-)

Adequately organized with a very brief/dry opening remark; a body; a very short conclusion. Some major ideas not logically developed or not connected

Marginal (D)

Poorly structured. No opening remark. No thoughtful conclusion. Ideas mostly poorly developed or not logically connected

Failure (F)

There is no structure to the presentation. Ideas are not logically connected at all

Assessment Task

Oral Presentation

Criterion

Design of visuals/other forms of medium

Excellent (A+, A, A-)

A variety of visuals/media used. Very concise. Very focused. Appropriate sizes of images/texts used. Effectively illustrating, supporting or complementing what the presenter orally presents. Creatively designed. Very professionally designed

Good (B+, B, B-)

A fair amount/variety of visuals/media used. A few visuals somewhat wordy, cluttered. Somewhat appropriate sizes of images/texts. Somewhat redundant. Visuals fairly creatively designed

Fair (C+, C, C-)

A very limited variety used Few images/graphics used. A noticeable number of visuals somewhat wordy, cluttered. Somewhat inappropriate sizes images/ texts. Visuals mostly redundant. Little creativity reflected

Marginal (D)

Variety lacking in general. Few images/graphics used. Visuals mostly wordy, cluttered. Very inappropriate sizes of images / texts. Many visuals carrying mostly the presenter's script. Very little creativity reflected

Failure (F)

Few visuals/media used. No images or graphics used. Visuals all very wordy, extremely cluttered. Sizes of images and texts too small/inappropriate. Visuals all redundant. No creativity reflected

Assessment Task

Oral Presentation

Criterion

Non-verbal delivery

Excellent (A+, A, A-)

Very assertive, relaxed and natural throughout. Effective and explicit reference made to specific parts of visuals. Audience allowed enough time to browse crucial parts of the visuals. Natural /sufficient eye contact and body language. Very effective non-verbal communication throughout

Good (B+, B, B-)

Quite assertive and natural most of the time. Explicit references made to their specific parts somewhat frequently. Rushing through some visuals. Attempts made to communicate with the audience through eye contact and body language. Somewhat effective non-verbal communication in certain parts

Fair (C+, C, C-)

Somewhat nervous and quite unnatural. Reading somewhat frequently from slides / notes. Occasional explicit references made to specific parts of visuals. Rushing through most visuals. Infrequent eye contact and little body language. Somewhat ineffective non-verbal communication in a noticeable number of parts

Marginal (D)

Very nervous and very unnatural. Quite frequent reading from slides / notes. Very few explicit references made to specific parts of visuals. Lacking eye contact and body language. Very ineffective non-verbal communication throughout

Failure (F)

Presenter seriously lacking confidence and appearing extremely uneasy. Reading from slides / notes throughout. No explicit reference made to specific parts of visuals. A severe lack of eye contact and body language. Lacking non-verbal communication with the audience throughout.

Assessment Task

Oral Presentation

Criterion

Handling the Q/A time

Excellent (A+, A, A-)

Very natural, assertive and well-composed. Providing well-elaborated and sensible responses. Responses all very sensible. Providing very effective back channels, and doing so in very assertive/sophisticated manner

Good (B+, B, B-)

Quite assertive and well-composed. Providing somewhat elaborate and sensible responses. Providing somewhat effective back channels

Fair (C+, C, C-)

Somewhat uneasy, nervous and defensive at times. Attempts made to provide elaborate and sensible responses but with some struggles. Displaying somewhat limited or inappropriate back channels

Marginal (D)

Very uneasy and nervous. Somewhat over-defensive Providing clipped responses. Displaying very few or very inappropriate back channels

Failure (F)

Extremely uneasy and nervous. Extremely defensive. Unable to provide any response. Displaying no back channel at all or displaying inappropriate back channels all the time

Assessment Task

Oral Presentation

Criterion

Language

Excellent (A+, A, A-)

Very spontaneous; no scripted speech. Very fluent throughout. Demonstrating a close-to-perfect and very sophisticated mastery of the following aspects of the English language: the syntax, the phonology, the vocabulary of the language, the register of research presentations, pragmatics needed in the Q/A time

Good (B+, B, B-)

Very spontaneous. No scripted speech. Quite fluent throughout. Demonstrating an intermediate to advanced mastery of the following aspects of the English language: the syntax, the phonology, the vocabulary, the register of research presentations, pragmatics needed in the Q/A time

Fair (C+, C, C-)

The presentation somewhat spontaneous. Occasional reading from notes/slides. Lacking fluency in a number of parts. Displaying a fairly acceptable mastery of the following aspects of the English language: the syntax, the phonology, the vocabulary, the register of research presentations, pragmatics needed in the Q/A time

Marginal (D)

The presentation not very spontaneous. Frequent reading from notes/slides. Lacking fluency in most parts. Displaying a poor mastery of the following aspects of the English language: the syntax, the phonology, the vocabulary, the register of research presentations, pragmatics needed in the Q/A time.

Failure (F)

Lacking spontaneity severely Presentation scripted entirely OR Lacking fluency throughout. Displaying a severely poor mastery of the following aspects of the English language: the syntax, the phonology, the vocabulary, the register of research presentations, pragmatics needed in the Q/A time

Assessment Task

Oral Presentation

Criterion

Language

Excellent (A+, A, A-)

Very clear pronunciation. Voice well-projected and very audible

Good (B+, B, B-)

Quite clear. Voice well-projected and quite audible. Grade of the assignment is capped at most B

Fair (C+, C, C-)

Unclear pronunciation occasionally. Somewhat satisfactory projection and speech somewhat audible Grade of the assignment is capped at most B-

Marginal (D)

Frequent slurring. Poor voice projection and some parts inaudible. Grade of the assignment is capped at C+

Failure (F)

Slurring all the time. Extremely poor voice projection and speech almost entirely inaudible. Grade of assignment is capped at D

Assessment Task

Oral Presentation

Criterion

Overall evaluation

Excellent (A+, A, A-)

Highly intellectually engaging

Good (B+, B, B-)

Quite intellectually engaging

Fair (C+, C, C-)

Fairly intellectually engaging

Marginal (D)

Not intellectually engaging

Failure (F)

Not engaging at all

Assessment Task

Class attendance and participation

Criterion

Attendance & punctuality

Excellent (A+, A, A-)

Attended all classes. Punctual all the time

Good (B+, B, B-)

Attended 90-99% of the classes. Punctual for 90-99% of the lessons

Fair (C+, C, C-)

Attended 80-89 % of the classes. Punctual for 70-89% of the lessons

Marginal (D)

Attended 80 to 89 % of the classes. Punctual for 50-69% of the lessons

Failure (F)

Attended less than 80% of the classes. Punctual for less than 50% of the lessons

Assessment Task

Class attendance and participation

Criterion

Participation in class and group activities

Excellent (A+, A, A-)

Very proactive. Very frequent. Made excellent contributions in class discussions

Good (B+, B, B-)

Quite frequent. Made good contributions in class discussions

Fair (C+, C, C-)

Occasional. Made adequate contributions in class discussions

Marginal (D)

Seldom. Made few contributions in class discussions

Failure (F)

Never. Made no contributions in class discussions

Assessment Task

Class attendance and participation

Criterion

Use of English

Excellent (A+, A, A-)

Always spoke in English in class.

Good (B+, B, B-)

Frequently spoke in English and seldom spoke in languages other than English in class.

Fair (C+, C, C-)

Often spoke English and occasionally spoke in languages other than English in class.

Marginal (D)

Frequently spoke in languages other than English and some use of English in class.

Failure (F)

Always spoke in languages other than English and never spoke in English in class.

Part III Other Information

Keyword Syllabus

Final year project reports, oral presentations, citation, research writing in Computer Science

Reading List

Compulsory Readings

Title	
1	Weissberg, R. & Buker, S. (1990). Writing Up Research : Experimental Research Report Writing for Students of English Prentice-Hall : London.

Additional Readings

Title	
1	Collins COBUILD English Language Dictionary. (2006). London: Collins.
2	Longman Dictionary of Contemporary English. (2005). Harlow, Essex: Longman.