

**REGULATIONS FOR THE DEGREE OF  
BACHELOR OF EDUCATION IN LANGUAGE EDUCATION  
(BEd[LangEd])**

*(See also General Regulations and Regulations for First Degree Curricula)*

The degree of Bachelor of Education in Language Education (BEd[LangEd]) is awarded for the satisfactory completion, on a full-time basis, of a prescribed programme of study in one of the following fields: Chinese Language & Literature; English Language.

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**Ed116 Admission to the degree**

To be eligible for admission to the degree of Bachelor of Education in Language Education, candidates shall

- (a) comply with the General Regulations;
  - (b) comply with the Regulations for First Degree Curricula; and
  - (c) comply with the Regulations set out below and pass courses worth not less than 240 credits.
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**Ed117 Length of study**

The curriculum shall normally require eight semesters of full-time study spread over four academic years.

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**Ed118 Progression**

Candidates shall follow instruction in the syllabuses prescribed and shall normally be required to complete all the requirements in each year before progressing to the next year of study.

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**Ed119 Assessment and grades**

- (a) Grades shall be awarded in accordance with UG 5 of the Regulations for First Degree Curricula;
  - (b) Candidates shall not be permitted to repeat for upgrading purposes a course for which they have received a pass grade.
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**Ed120 Examinations**

Candidates who are unable because of illness to be present for any written examinations, may be permitted to present themselves for re-examination, prior to the beginning of the following academic year. Any application for such permission shall be made within two weeks of the first day of absence from any written examination.

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**Ed121** Candidates who have failed in courses worth more than 15 credits in any one year of study at the first attempt shall not be permitted to present themselves for re-examination, and shall be recommended for discontinuation of studies under the provisions of General Regulation G12.

**Ed122** Candidates who have failed in courses worth not more than 15 credits in any one year of study at the first attempt shall be permitted to present themselves for re-examination prior to the beginning of the following academic year, except candidates who have failed in a course as prescribed under regulation UG3(a) (iii) and (iv) of the Regulations for First Degree Curricula. Those candidates shall be permitted either to present themselves for re-examination in the failed course, or to repeat the failed course, or to take another course, as prescribed under regulation UG3(a) (iii) and (iv), of equivalent number of credits. Candidates who fail to satisfy the examiners at a re-examination shall normally be:

- (a) required to repeat the whole or part of the year of the programme; or
  - (b) permitted to progress to the following year of study and to present themselves for re-examination in the failed courses if they are of not more than 6 credits in total, in any prescribed form of examination; or
  - (c) required to discontinue their studies.
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**Ed123**

- (a) Candidates who are required to present themselves again for examination in any written and/or practical assignments, or any other prescribed examinations in the Second, Third or Fourth year of the curriculum or in the dissertation shall not be eligible for an award higher than grade D in the re-examined paper(s);
  - (b) Courses in which candidates are given an F grade will not be counted towards the degree or the calculation of the cumulative Grade Point Average, but shall be recorded on the transcript of the candidate.
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**Ed124 Degree classification**

The degree shall be classified in five divisions: First Class Honours; Second Class Honours Division One; Second Class Honours Division Two; Third Class Honours; Pass.

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**SYLLABUSES FOR THE DEGREE OF  
BACHELOR OF EDUCATION IN LANGUAGE EDUCATION**

The following fields of study will be offered: Chinese Language and Literature, and English Language. Candidates are required to complete courses totalling not less than 240 credits.

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**FIRST YEAR**

Candidates shall normally take 60 credits and pass the IT proficiency test as specified in UG 3(b) of Regulations for First Degree Curricula. The 60 credits will be made up of:

- 9 credits in Language Studies courses as required by UG 3(a)(i) and (ii) of Regulations for First Degree Curricula, namely 6 credits in English Language Enhancement and 3 credits in Chinese Language Enhancement
- 3 credits in Information Technology course
- 9 credits in Core Educational Studies courses
- 36 credits in Core Main Subject courses (Chinese Language and Literature *or* English Language)
- 3 credits in Core School Experience courses

## SECOND YEAR

Candidates shall normally take 60 credits, comprising:

- 6 credits in General Studies courses as required by UG 3(a)(iii) and (iv) of Regulations for First Degree Curricula
  - 6 credits in Core Educational Studies courses
  - 18 credits in Core Main Subject courses (Chinese Language and Literature *or* English Language)
  - 9 credits in Core Professional Studies courses (Chinese Language and Literature *or* English Language)
  - 6 credits in Core School Experience courses
  - 12 credits in Core External Experience courses
  - 3 credits in Elective courses<sup>1</sup>
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## THIRD YEAR

Candidates shall normally take 60 credits, comprising:

- 9 credits in Core Educational Studies courses
  - 15 credits in Core Main Subject courses (Chinese Language and Literature *or* English Language)
  - 9 credits in Core Professional Studies courses (Chinese Language and Literature *or* English Language)
  - 15 credits in Core School Experience courses
  - 12 credits in Elective courses<sup>1</sup>
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## FOURTH YEAR

Candidates shall normally take 60 credits, comprising:

- 6 credits in Core Educational Studies courses
  - 15 credits in Core Main Subject courses (Chinese Language and Literature *or* English Language)
  - 9 credits in Core Professional Studies courses (Chinese Language and Literature *or* English Language)
  - 15 credits in Core School Experience courses
  - 6 credits in Elective courses<sup>1</sup>
  - 9 credits in a Dissertation on an approved topic
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## LANGUAGE ENHANCEMENT COURSES

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### *English Language Enhancement*

#### **ECEN1401. Academic writing for education students** (3 credits)

This course provides the opportunity for students to develop their English writing skills for academic purposes. The following skills are taught: grammar, reference skills, reading, note-making and academic writing. Assessment is wholly by coursework.

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<sup>1</sup> Elective courses can be selected from the electives offered by the Faculty, and/or Broadening courses/Inter-Faculty electives offered by the University.

**ECEN1402. General English for education students** (3 credits)

This course provides the opportunity for students to enhance their English proficiency skills for general purposes. The following skills are taught: pronunciation, vocabulary, conversation, discussion and presentation. Assessment is wholly by coursework.

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*Chinese Language Enhancement***CEDU1002. Practical Chinese language course for BEd(LangEd) students** (3 credits)

*(See Annex I)*

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**CEDU1004. Putonghua course for BEd(LangEd) students<sup>2</sup>** (3 credits)

*(See Annex II)*

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**INFORMATION TECHNOLOGY****CURR0050. Information technology for language education** (3 credits)

This course aims at developing basic competencies in information technology and familiarizing students with the various uses of information technology in education and computer-mediated communications.

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**YITC1002. Information technology proficiency test**

*(Details refer to the Regulations and Syllabuses for Broadening Courses)*

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**BROADENING COURSES/INTER-FACULTY ELECTIVES**

Candidates are required to fulfill the following requirements:

- (a) Successful completion of a 3-credit course in Science and Technology Studies; and
  - (b) Successful completion of a 3-credit course in *either* Culture and Value Studies; *or* an area of study outside those of the candidates' own degree curricula, as an elective course.
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**CORE EDUCATIONAL STUDIES COURSES****CURR0001. The Hong Kong education system** (3 credits)

This course describes the structure and operation of the system at all levels. It explains the processes of policy-making and resource allocation, and analyses the achievements and shortcomings of the last few decades. It includes reviews of the work of such bodies as the Education Commission, the Board of Education, and the UGC. To highlight certain features, the Hong Kong system is compared and contrasted with systems elsewhere.

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<sup>2</sup> For Chinese stream only.

**CURR0002. Social perspectives in education** (3 credits)

The purpose of this course is to enable students to understand better the demands placed upon teachers in a changing society. The roles of the teacher in the classroom, in the school and in society are examined. The course explores how social factors enter into the process of schooling in Hong Kong. The following issues are covered:

- the classroom as a social system
  - the organization and environment of schooling
  - schools within a changing society
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**CURR0003. Childhood and adolescence** (3 credits)

This course reviews major theories, concepts and research on the development and behaviour of children and adolescents. Its topics include physical, cognitive, personality, and language development as well as social relationships.

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**CURR0004. Psychology of teaching and learning** (6 credits)

An introduction to theory, concepts, and research in the field of institutional learning is provided in this course which examines the impact of learner characteristics (social, cognitive and affective), teacher characteristics and the interaction between the two on the effectiveness of classroom learning. Emphasis will be placed on the application of this knowledge to students' future work in the Hong Kong context.

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**CURR0005. Curriculum concepts and issues** (3 credits)

This course examines the key elements or components of school curricula and the critical questions which need to be asked about those components. The influence of social, political and economic factors on the design and implementation of the curriculum are also analysed.

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**CURR0006. Educational enquiry and assessment** (3 credits)

The course helps teachers to design and conduct systematic studies and analyses of their effects on students. At the same time, the course will also discuss methods of assessing the abilities and the achievements of students. At the end of the course, students are expected to be able to, at least, understand educational research reports and to design educational assessment instruments.

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**CURR0007. Concepts and values in education** (3 credits)

The purpose of this course is to introduce students to conceptual understanding of the nature and process of education as well as its values in society. Topics concerning the nature of education include definitions of education, and aims of education. Topics concerning the values of education in society include the justification of education, educational values, and human nature and potential. Topics concerning the process of education include education and personal relationships, teaching and learning, freedom and authority, and punishment and discipline. Students are asked to discuss these issues in the context of Hong Kong education.

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**CURR0008. Children with learning difficulties** (3 credits)

This course considers the definition, the characteristics and the different strategies of helping children with learning difficulties. It addresses the origins of learning difficulties in children, in schools and in systems; referral procedures and means of identifying children with special needs; and the provision of services for these children.

**CURR0009. Guidance and counselling** (3 credits)

This course provides an introduction to guidance and counselling. It examines the rationale underlying the provision of guidance and counselling services in schools. It is also offered as an introduction to the knowledge and skills that are basic to counselling and guidance.

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**CORE MAIN SUBJECT COURSES**

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**Chinese Language and Literature**

A. The following courses are on Chinese language and proficiency.

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**CURR0051. Modern Chinese language** (3 credits)

This course is designed to enhance the ability to read modern Chinese texts through a study of the general characteristics and the development of modern Chinese (after the May Fourth Literary Movement) in both its spoken and written form.

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**CURR0052. Classical Chinese language** (6 credits)

This course is designed to enhance the students' ability to read classical Chinese texts, and to investigate the relationship between modern Chinese and classical Chinese through an analysis of the general characteristics and the development of classical Chinese (before the May Fourth Literary Movement).

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**CURR0053. Putonghua** (6 credits)

This course aims at developing the students proficiency in Putonghua and enabling them to distinguish the linguistic differences between Cantonese and modern standard Chinese.

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**CURR0054. Language for classroom and professional purposes (Chinese reading and writing)**  
(6 credits)

This course will provide Chinese majors with the opportunity to develop professional reading and writing abilities to the benchmark standard for Chinese language teachers.

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B. The following courses are on Chinese linguistics.

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**CURR0061. Pedagogic grammar** (3 credits)

This course is a study of the structure, scope, general characteristics and the development of pedagogic grammar. Methods of teaching pedagogic grammar will also be covered.

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**CURR0062. Psycholinguistics** (3 credits)

This course includes topics such as: introduction to the psycholinguistic studies related to the Chinese language, recognizing Chinese characters and words, sentence comprehension in Chinese, understanding text in Chinese and language production.

**CURR0063. Sociolinguistics** (3 credits)

This course reviews and extends students' understanding of varieties of language; accent and dialect, domains of use and register; language shift and language change, bilingualism and diglossia; code mixing and code switching; language and education.

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**CURR0064. Phonetics** (3 credits)

This course focuses on the study of the phonemic system and development of Chinese language.

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**CURR0065. Discourse analysis** (3 credits)

This is an introduction to the creation and organization of written and spoken discourse. Students are introduced to the analytical tools used to investigate the ways in which writers and speakers create discourse. The relevance of these analyses for language teaching is examined.

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**CURR0066. Rhetoric** (3 credits)

This course focuses on the study of the theories and methodology of Chinese rhetoric, its development and application.

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**CURR0067. Etymology** (3 credits)

This course is a study of the evolution of Chinese characters and the essential features and principles underlying their construction.

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C. The following courses are on Chinese literature.

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**CURR0071. History of Chinese literature** (6 credits)

This is designed to extend students' understanding of the historical development of classical Chinese literature, and to introduce them to the in-depth analysis of different literary forms.

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**CURR0072. The Book of Songs (Shijing) and Chu Prose (Chuci)** (3 credits)

This is an in-depth study of Pre-Qin and Han classical works. Students will study The Book of Songs (Shijing) and Chu Prose (Chuci) in this course. A critical study of the thoughts and styles of the respective writers and their influences is included.

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**CURR0073. The Book of History (Shiji) and History of the Han Dynasty (Hanshu)** (3 credits)

This is an in-depth study of Pre-Qin and Han classical works. Students will study The Book of History (Shiji) and History of the Han Dynasty (Hanshu) in this course. A critical study of the thoughts and styles of the respective writers and their influences is included.

**CURR0074. Chinese poetry - Shi** (3 credits)

This is a detailed study of the Chinese poetry (Shi) of selected authors especially of the Tang period.

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**CURR0075. Chinese poetry - Ci** (3 credits)

This is a detailed study of the Chinese poetry (Ci) of selected authors especially of the Song Dynasty.

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**CURR0076. Chinese drama** (3 credits)

This is a detailed study of the classical Chinese drama of selected authors from the Yuan to the Qing period.

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**CURR0077. Chinese prose** (3 credits)

This is a detailed study of the selected Chinese essayists especially of the Tang and Song periods.

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**CURR0078. Modern Chinese literature** (6 credits)

This is an in-depth study of some of the following genres in modern Chinese literature (1917-1949): poetry, drama, essay, novel and short story. Students are also guided to study selected works of major authors of different schools for the purpose of cultivating their ability in literary analysis and appreciation.

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**CURR0079. Contemporary Chinese literature** (6 credits)

This is a detailed study of some of the following genres in contemporary Chinese literature since 1949: poetry, drama, essay, novel and short story.

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D. The following courses are on Chinese culture and skills.

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**CURR0086. Chinese bibliography and references** (3 credits)

This course introduces the methods for studying Chinese bibliographies and references. It also introduces the basic references for teachers of Chinese subjects and demonstrates how these references should be utilized.

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**CURR0087. Information and communication technology for Chinese language education** (3 credits)

This course introduces a range of Computer-based multimedia and communication tools and materials for Chinese language teaching and learning.



## English Language

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### **CURR0101. Language proficiency and awareness I** (12 credits)

This course aims to develop students' explicit knowledge of English grammar.

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### **CURR0102. Language proficiency and awareness II** (9 credits)

This course aims to develop students' awareness and understanding of English words, and their pronunciation ability.

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### **CURR0103. English literature** (9 credits)

This course introduces students to the three major genres of literature: poetry, the novel and drama, particularly in the context of the personal reactions of the students to established and lesser-known works from an international and Asian perspective and their attempts to begin creative writing in one or more of the genres.

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### **CURR0104. First and second language acquisition I** (6 credits)

This course deals with the linguistic and psychological background to the study of first language acquisition, and with the processes and stages of first language acquisition. It also provides an introduction to the study of second language acquisition.

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### **CURR0105. Phonetics, phonology and the teaching of pronunciation** (6 credits)

This course provides an introduction to the articulatory and auditory aspects of the sounds of language, the sound system of English and the implications of the study of phonetics and phonology for the teaching of pronunciation.

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### **CURR0106. First and second language acquisition II** (3 credits)

This course deals with second language acquisition. It examines linguistic, psychological and sociological aspects; major theories of second language acquisition; and recent developments in second language acquisition research.

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### **CURR0107. Written discourse** (6 credits)

This course deals with different types of written discourse, their functions and organisation, their production and comprehension. It also looks at different approaches to written discourse analysis.

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### **CURR0108. Sociolinguistics** (3 credits)

This course provides an introduction to the social dimensions of language at the macro as well as the micro-level. Topics covered include language variation, code-mixing and code-switching, language and gender as well as language and inequality.

**CURR0109. English sentence structure** (9 credits)

This course provides an introduction to the practical analysis of English sentence structure. It also examines different theoretical approaches to the description of English syntax.

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**CURR0110. Lexis, semantics and vocabulary teaching** (6 credits)

This course provides an introduction to the study of lexis and semantics and deals with the implications of the study of lexis and semantics for the teaching and learning of vocabulary.

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**CURR0111. Pedagogic grammar** (6 credits)

This course explores the relationship between descriptions of English grammar and the teaching of English grammar.

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**CURR0112. Spoken discourse** (6 credits)

This course deals with the structures and organizations of different types of spoken discourse, including highly structured discourse and desultory conversation. Approaches to the analysis of spoken discourse will be discussed.

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**CURR0113. The teaching of English literature** (3 credits)

This course introduces students to the teaching of English literature in the secondary school.

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**CORE PROFESSIONAL STUDIES COURSES**

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**Chinese Language and Literature**

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**CURR0151. The teaching of reading I** (3 credits)

This course focuses on introducing theories and methods of teaching reading and basic linguistic knowledge to secondary school students.

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**CURR0152. The teaching of reading II** (3 credits)

This course is a continuation of **The teaching of reading I**.

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**CURR0153. The teaching of writing I** (3 credits)

This course covers theories of teaching writing, the psychology of writing and diagnosing writing problems. Students learn to master basic approaches in teaching writing.

**CURR0154. The teaching of writing II** (3 credits)

This course is a continuation of **The teaching of writing I**.

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**CURR0155. Microteaching** (3 credits)

This course focuses on developing and improving the basic teaching skills of the students.

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**CURR0156. Educational technology practical** (3 credits)

This course focuses on developing students' skills in the preparation of teaching resources in both conventional as well as digital media and making use of them effectively in the classroom.

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**CURR0157. The teaching of advanced supplementary Chinese language and culture** (6 credits)

This course focuses on the syllabus and the techniques in the teaching of the subject matter in secondary schools in Hong Kong.

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**CURR0158. The teaching of oral and listening skills** (3 credits)

This is an in-depth study of the theories and methods of teaching oral and listening skills in the secondary school classroom.

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**English Language**

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**CURR0201. Professional studies I** (9 credits)

This course prepares students to cope with the demands of teaching English in Hong Kong schools. It focuses on planning for teaching, pedagogical techniques, classroom management and teacher talk.

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**CURR0202. Professional studies II** (9 credits)

This course presents and practises techniques in operationalising the English Language syllabus, designing teaching plans and schemes of work, handling teaching materials effectively and developing skills in classroom observation and evaluation.

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**CURR0203. Professional studies III** (9 credits)

This course is concerned with broadening students' experience of pedagogical approaches, developing effective teaching and testing materials, and coping with curriculum change.

**CORE SCHOOL EXPERIENCE COURSES**

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**CURR1001. School experience I** (3 credits)

This course consists of a series of visits made to schools throughout the year during which students will carry out a series of tasks involving observation and follow-up discussions with classroom teachers.

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**CURR2001. School experience II** (6 credits)

Students spend three weeks of supervised practical teaching in a school.

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**CURR3002. Teaching practice I** (15 credits)

Students spend 8 weeks in a Hong Kong secondary school carrying out supervised teaching duties.

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**CURR4002. Teaching practice II** (15 credits)

Students spend 8 weeks in a Hong Kong secondary school carrying out supervised teaching duties.

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**CORE EXTERNAL EXPERIENCE COURSES**

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**CURR0251. External experience (Chinese)** (12 credits)

Students travel outside Hong Kong to a country where Putonghua is the mother tongue, for a mixture of courses, cultural orientation and experience; or the equivalent.

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**CURR0252. External experience (English)** (12 credits)

Students travel to an overseas country where English is the mother tongue, for a mixture of courses, cultural orientation and experience; or the equivalent.

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**ELECTIVE COURSES**

The following are samples of electives that may be offered in Years 2, 3 and 4. A list will be determined yearly.

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**CURR0301. Language and learning** (3 credits)**CURR0302. Home, school and community** (3 credits)**CURR0303. Contemporary debates in Hong Kong educational policy** (3 credits)

**CURR0304. Education in contemporary China** (3 credits)

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**CURR0305. Advanced information technology for language education** (3 credits)

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**CURR0306. Language for classroom and professional purposes (Chinese – classroom communication)** (6 credits)

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**CURR0307. Language for classroom and professional purposes (Putonghua)** (6 credits)

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**CURR0308. Language for classroom and professional purposes (English) I** (6 credits)  
(Available in Year 2/3)

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**CURR0309. Language for classroom and professional purposes (English) II** (6 credits)  
(Available in Year 4)

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**CURR0310. Putonghua** (3 credits)

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**CURR0311. Theory & practice of calligraphy (Chinese)** (3 credits)

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**CURR0312. Semantics (Chinese)** (3 credits)

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**CURR0313. Literary criticism (Chinese)** (3 credits)

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**CURR0314. The teaching of Chinese literature (Minor)** (3 credits)

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**CURR0315. The teaching of Chinese history (Minor)** (3 credits)

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**CURR0316. The teaching of Putonghua (Minor)** (3 credits)

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**CURR0317. Special topic in Chinese literature** (3 credits)

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**CURR0318. Special topic in Chinese culture** (3 credits)

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**CURR0319. Special topic in Chinese language and linguistics** (3 credits)

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**CURR0320. Issues in Chinese language education in Hong Kong** (3 credits)

**CURR0321. Literary theory and appreciation (Chinese)** (3 credits)

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**CURR0322. Famous Chinese fiction and novels** (3 credits)

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**CURR0323. Assessment and evaluation in Chinese language** (3 credits)

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**CURR0324. Literature and creative writing (English)** (6 credits)

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**CURR0325. Drama (English)** (6 credits)

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**CURR0326. Language curriculum & assessment** (6 credits)

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**CURR0327. Advanced spoken discourse analysis (English)** (3 credits)

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**CURR0328. Introduction to teaching and learning methods** (3 credits)

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**CURR0329. Teacher personal development** (3 credits)

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**CURR0330. Teacher pupil interaction** (3 credits)

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**CURR0331. Teaching mainstreamers with learning and behavioural difficulties** (3 credits)

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**CURR0332. Understanding the Hong Kong education system** (3 credits)

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**CURR0333. Civic education** (3 credits)

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**CURR0334. Computer studies** (3 credits)

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**CURR0335. Adolescent psychology** (3 credits)

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**CURR0336. Civic education, values and ethics** (3 credits)

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**CURR0337. Educational reforms in PRC** (3 credits)

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**CURR0338. Human rights education through multimedia** (3 credits)

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**CURR0339. Teacher development** (3 credits)

**CURR0340. Applied mathematics** (3 credits)

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**CURR0341. Computer education** (3 credits)

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**CURR0342. Benchmark proficiency (English)** (3 credits)

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**CURR0343. Guiding the gifted student** (3 credits)

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**CURR0344. Assessing English language development** (3 credits)

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**CURR0345. Towards benchmarking for teachers of English** (3 credits)

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**CURR0346. Career guidance and counselling** (3 credits)

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**CURR0347. Critical thinking** (3 credits)

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**CURR0348. Dealing with cross-curricular demands across the school curriculum** (3 credits)

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**CURR0349. Drama for teachers** (3 credits)

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**CURR0350. Effective and assertive classroom discipline** (3 credits)

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**CURR0351. Enhancing students' self-esteem: strategies and skills** (3 credits)

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**CURR0352. Internet for teaching and learning** (3 credits)

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**CURR0353. Management in school** (3 credits)

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**CURR0354. Managing information technology in schools** (3 credits)

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**CURR0355. Sociology of education: an introduction** (3 credits)

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**CURR0356. Understanding the Hong Kong education system: learning from comparing**  
(3 credits)

**CURR0357. Use of computers in education** (3 credits)

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**CURR0358. Economic and public affairs** (3 credits)

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**CURR0359. Mathematics** (3 credits)

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**CURR0360. Science** (3 credits)

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**CURR0361. The contemporary world** (3 credits)

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**CURR0362. The personal development of teachers** (3 credits)

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**CURR0363. Meeting the needs of new immigrant students with learning difficulties** (3 credits)

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**SCHOOL BASED PROJECT**

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**CURR4398. School Based Project** (6 credits)

Candidates are required to complete a school based project on an approved topic in their final year of study.

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OR

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**DISSERTATION**

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**CURR4399. Dissertation** (9 credits)

Candidates are required to complete a dissertation on an approved topic in their final year of study.



**CEDU1002. Practical Chinese Language Course for BEd(LangEd) Students**  
教育學院實用中文課程（二）

**Syllabus**

1. Practical Chinese Writing Skills 實用中文寫作技巧 (3 lectures)
  - (a) *Pai-hua* or literary Chinese 白話或文言
  - (b) Some characteristics of the Chinese language and communication skills 漢語特性和語文運用
  - (c) Special characteristics of the language of practical Chinese 實用中文的寫作特點
2. Chinese Characters 漢字 (3 lectures)
  - (a) Standardized form of Chinese characters 規範漢字
  - (b) Different scripts and simplified Chinese characters 異體字與簡化字
3. Letter-writing 書信 (3 lectures)
  - (a) Personal, official and business letters 私人、公務、事務書信的格式與特點
  - (b) Business letters for Education students: objectives and techniques 事務書信的撰寫技巧
4. Office Documents 辦公室文書 (3 lectures)
  - (a) An introduction 辦公室文書簡介
  - (b) Notices and announcements 啟告類文書
  - (c) Proposals, minutes and reports 建議書及會議文書
5. Chinese for Special Purposes (Education) 專業中文 (6 lectures)
  - (a) Chinese culture and education 中國文化與教育
  - (b) Target-oriented writing: instructions, brochures and leaflets 目標為本寫作
  - (c) The art of persuasion in writing 說服性文章的撰寫技巧
  - (d) The language of education journals 教育期刊常用句式及詞語
6. Public Speaking 演說 (2 lectures)
  - (a) Communication and presentation techniques 表達與溝通技巧
  - (b) Speech writing 演講辭的撰寫技巧

**CEDU1004. Putonghua Course for BEd(LangEd) Students -  
Special Training in Putonghua Pronunciation and Listening Skills**

- I. 3 credit-unit course.
- II. Admission: Students must have completed Elementary Putonghua Course (Module 1) offered by the Department of Curriculum Studies during the first semester.

III. Syllabus

Part A. Pronunciation Skills

1. The four tones
2. The initials
3. The finals
4. Tone sandhi
5. The neutral tone
6. The “er” suffix

Part B. Listening Skills

1. Listening exercise: tell syllables apart
2. Listening comprehension: phrases and sentences
3. Listening comprehension: paragraphs and short articles
  - (a) Day-to-day conversation
  - (b) Topical discussion
  - (c) News broadcasts
  - (d) Special lectures on language teaching

IV. Curriculum

- One semester only
- 2 class-contact hours per week
- Class size: 20 students per group
- Assessment
  1. 2 assignments (40%)
  2. Examination (60%)
    - (a) Oral: reading aloud (10 minutes per student)
    - (b) Written: listening comprehension (50 minutes)