

CAES

Centre for
Applied English Studies
The University of Hong Kong



English Course for the

FACULTY OF BUSINESS AND ECONOMICS

English Course for the FACULTY OF BUSINESS AND ECONOMICS

CAES9920

Academic Communication for Business and Economics *

This course aims to enhance students' academic and professional literacy specifically for the study of business and economics. This course will help you communicate clearly and confidently in an appropriate manner for various business and economics audiences.

When will I take it?

In your 2nd year of study at HKU.

Why do I need to take it?

The course enhances students' communication skills required in academic and professional contexts. This course is a university requirement.

How will I learn?

- 🕒 By analysing how academics and professionals in your discipline communicate
- 🕒 By collaborating with classmates to write and evaluate written and spoken texts
- 🕒 By participating in interactive classroom activities such as self and peer assessment
- 🕒 By getting peer and teaching feedback on assignments and using this to improve your work



For more
information
about the
courses

*This is a **CI-badged (Communication Intensive)** course that explicitly develops students' communication-related knowledge, skills, and attributes. Find out more about CI-badged courses at <http://cics.hku.hk/>.

For enquiries, please contact **Kevin Pat**, the Programme Coordinator for CAES course for the Faculty of Business and Economics: kevinpat@hku.hk.



香港大學
THE UNIVERSITY OF HONG KONG

CAES
The University of Hong Kong

ENROLL IN **CAES1000**

CORE UNIVERSITY ENGLISH



Write & Speak Academically

Avoid Plagiarism

First Year of Study

Cite & Reference Correctly

6-Credit Course

Discuss & Debate Confidently

Critical Reading



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For more information about CAES1000 Core University English course, please visit the course website.





Centre for Applied English Studies (CAES)

COMMUNICATION SUPPORT SERVICES

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 **CSS**
Communication
Support Services

COMMUNICATION SUPPORT SERVICES



Communication Support Services (CSS) is here to help you develop your academic, professional, and social communication skills. Our goal is to help you become a self-directed communicator and author of written, spoken, and multimedia texts. CSS achieves this through 1:1 consultations, workshops, discussions, and social events provided by our Digital Literacy Lab, Speaking Studio and Writing Centre primarily in Zones R and S, 2/F, Chi Wah Learning Commons.

Our team of CAES lecturers, communication advisors, and selectively-recruited, trained, and paid peer consultants are keen to serve all students of HKU's UGC-funded programmes. Book a consultation on our site today, and come talk to us about your communication project or long-term language learning needs!

Digital Literacy Lab helps you improve your ability to effectively communicate with digital media. We provide:

- consultations and feedback on projects involving digital media (e.g. videos, vlogs, visuals, recorded audio, etc.)
- advice on facilities, hardware and software tools required for the capture and assembly of digital media work
- assistance in locating and booking these resources directly from the DLL as well as other service providers at HKU
- support to help you develop your technical and digital literacies

In addition to the support services offered across CSS, DLL can provide access to studio spaces, production equipment and software.

Speaking Studio



Speaking Studio aims to help you become a confident and competent speaker in academic, professional and social contexts, such as:

- speaking assignments (e.g. online presentations, poster presentations)
- public speaking
- voice over recordings
- tutorial discussions
- job interviews
- language test preparation (e.g. IELTS)

We encourage you to upload your assessment guidelines, scripts, and recorded rehearsals before your consultation to get detailed feedback on your performance.

Writing Centre



Postgraduate and undergraduate consultants from a wide range of academic backgrounds are keen to help you with any writing project, including:

- undergraduate and postgraduate academic writing assignments
- professional texts (e.g. CVs, cover letters and personal statements)
- language exam writing
- blogs
- creative writing

To get the most from your 1:1 consultation, upload assignment instructions, written work, or readings two days before your appointment, and try to come early in the writing process.

Communication Support Services

2/F, Zone R and S,
Chi Wah Learning Commons
Centennial Campus, HKU

caescss@hku.hk

caescss.hku.hk

 CAESCSS

 caescss

Need help with your writing projects?

Want help with your pronunciation and fluency?

Have a project involving digital or multimedia skills?



Book online today
using this QR code