


Research Communication (Graduate) – Basic Written– 9 wks * 2hrs/wk

	Course ID:	English Name:	
Chinese Name (中文字)	Chinese Name (pinyin):	Student ID:	
Email: @		Hand or home phone:	
Hopes for this Course:		Line/Chat ID:	
Birthplace:	(Circle) city village countryside	Birth date (Year/month/day)	
Professional Interests:	Personal interests, e.g. hobbies, sports:		
High School (city):	University/Department:		
Research Supervisor (Department)	Research Topic:		
Other:			

Classroom participation (DO NOT WRITE BELOW HERE -- OFFICE USE ONLY)

1	A	2	A	3	A	4	A	5	A	6	A	7	A	8	A	9	A
H	+/-	H	+/-	H	+/-	H	+/-	H	+/-	H	+/-	H	+/-	H	+/-	H	+/-
10	A	11	A	12	A	13	A	14	A	15	A	16	A	17	A	18	A
H	+/-	H	+/-	H	+/-	H	+/-	H	+/-	H	+/-	H	+/-	H	+/-	H	+/-

Turn Over

Informal Letter of Introduction

Item	Comments	Pnts
Cluster-diagram		/30
Macro-level		/20
Micro-level		/10
(I) Total:		/60

Formal Cover Letter and Resume

Section	Item	Pnts	
Complete	Cover letter & resume in required electronic formats	/10	
Cover Letter	Macro-	Correct format (formal letter):	/10
		Meaning clear, contents appropriate:	/10
		Well organized style:	/20
	Interesting:	/10	
	Micro-	Correct grammar, spelling, punctuation:	/10
Resume	(information complete, good format, 1 page)	/20	
F: Total		/90	
Comments			

Reading Speed Test

Test	Gross wpm	Errors	Net wpm
Pre			
Post			
(R) Total			/100

Mark Calculation for this Module

CG raw(from Front):		CG scaled	/15
JE raw		JE Scaled	/10
Objective Grading Total ((I+F+R)/10):			/25
Total Points For this Module			/50