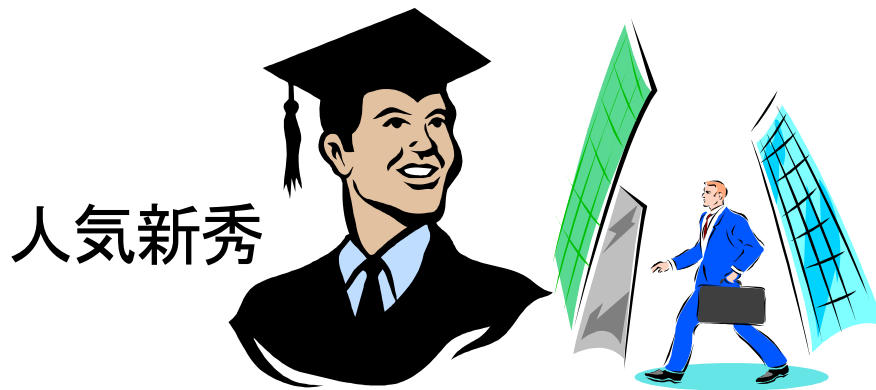


Becoming a Preferred Graduate in English for Business Communication



人気新秀

Are you the one?

Preferred Graduate Checklist + Reflective Note
= Your Story of Becoming a Preferred Graduate

Your Story of Becoming a Preferred Graduate

Monitoring your development and reflecting on your experience help you become better. The checklists and templates in this document are specially designed to help you monitor and reflect on your status as a preferred graduate.

How?

1. Use the *preferred graduate checklist* to check your status as a preferred graduate at regular intervals (e.g. every year / semester)
2. *Reflect* – the guidelines in the reflection templates will help you – and write down your reflections, thoughts, ideas, plans...

Write your story,

Live your story!



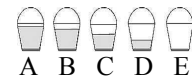
Preferred Graduate Checklist



*What is a Preferred Graduate in English for Business Communication? See table below.
Why are the qualities of a Preferred Graduate important? Read the first column carefully.*

Nature of Professional Life in HK	Qualities of the Preferred Graduates in English for Business Communication	<i>How far am I from being a Preferred Graduate?</i>
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'How much water would there be in your bucket?'



A B C D E

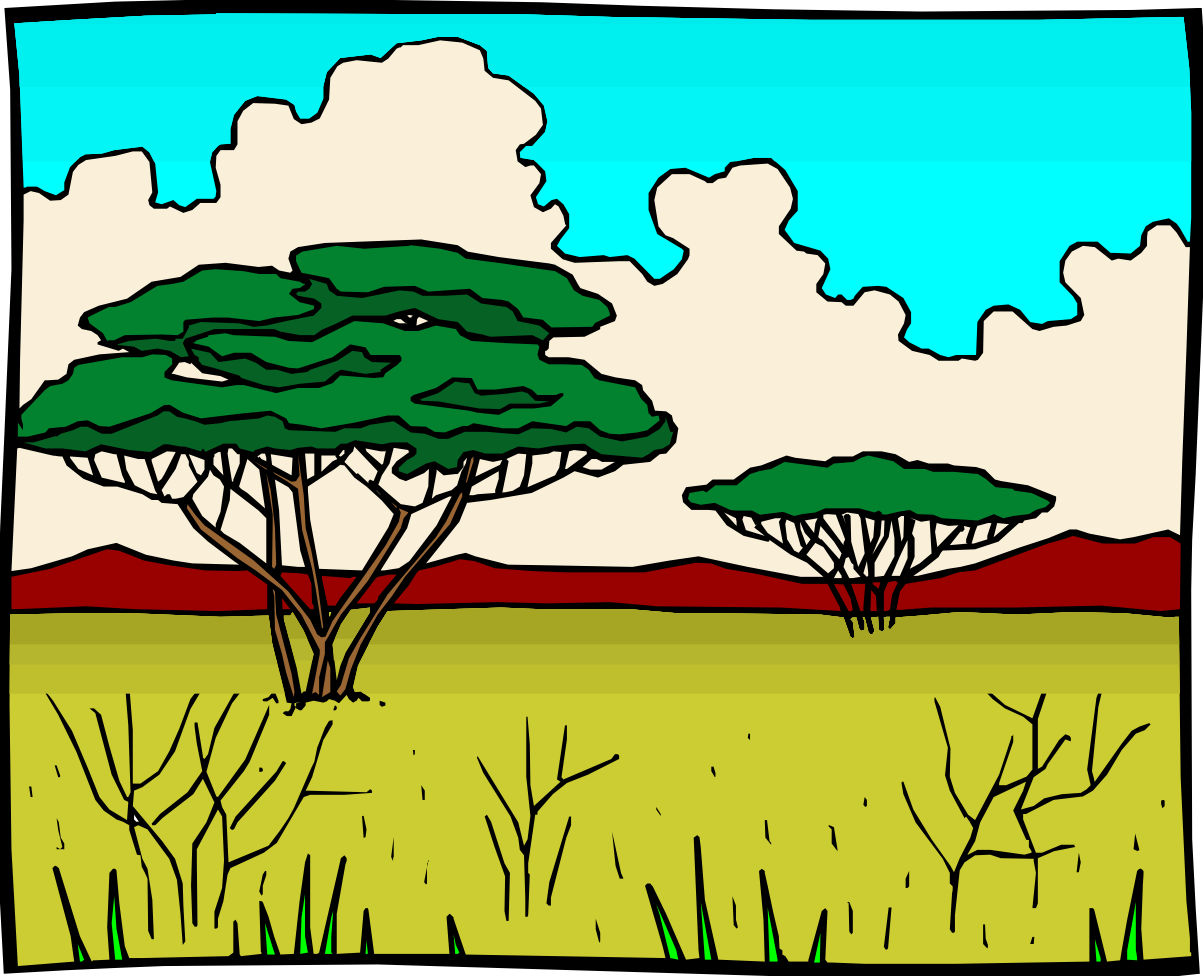
Circle one.

Professionals in HK are expected to become increasingly confident in communicating through English.	Able to communicate effectively in English with familiar people in familiar situations.	A B C D E	1
	Able to communicate effectively in English with un familiar people in un familiar situations.	A B C D E	2
	Enthusiastic about finding ways to communicate ever more effectively in English.	A B C D E	3
Professionals in HK are expected to be familiar with the continuous development of information technology.	Familiar with the current use of information technology in business communication.	A B C D E	4
	Able to foresee and discuss future changes in information technology in business communication.	A B C D E	5

Continued on the next page...

Nature of Professional Life in HK	Qualities of the Preferred Graduates in English for Business Communication	<i>How far am I from being a Preferred Graduate?</i>
Professionals in HK are expected to co-operate with specialists from diverse technical, cultural and linguistic backgrounds.	Able to identify the professional requirements of individuals from very diverse backgrounds.	A B C D E 6
	Able to communicate effectively your own preferences to professional colleagues.	A B C D E 7
	Able to bridge effectively professionals from different specialisms and diverse cultural and linguistic backgrounds.	A B C D E 8
	Able to act creatively when handling competing professional requirements.	A B C D E 9
Professionals in HK are expected to be aware of the common socio-linguistic characteristics of English in business communication.	Able to use a variety of academic tools to describe and analyse English in business communication.	A B C D E 10
Professionals in HK are expected to be effective team leaders and co-operative team members.	Able to lead a team effectively towards achieving its goal.	A B C D E 11
	Able to contribute effectively as a member of a team.	A B C D E 12
Professionals in HK act to keep up with the changing knowledge in their own fields and are committed to continuous professional development (CPD).	Be an independent and autonomous life-long learner.	A B C D E 13
Professionals in HK are expected to explore alternative solutions to problems.	Able to exercise creativity, critical thinking and analytical problem-solving skills.	A B C D E 14
Local professionals are sensitive to the international role of the HKSAR.	Be oriented towards thinking global and acting local.	A B C D E 15

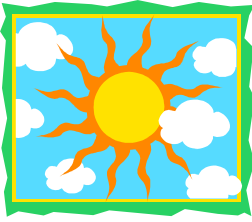
Turn to the next page...



Your first time... with the preferred graduate checklist

Now that you have completed the preferred graduate checklist for the first time, what have you learnt about your discipline? What have you learnt about *yourself* as a future professional in that discipline? How prepared are you? What do you need to work on? How...

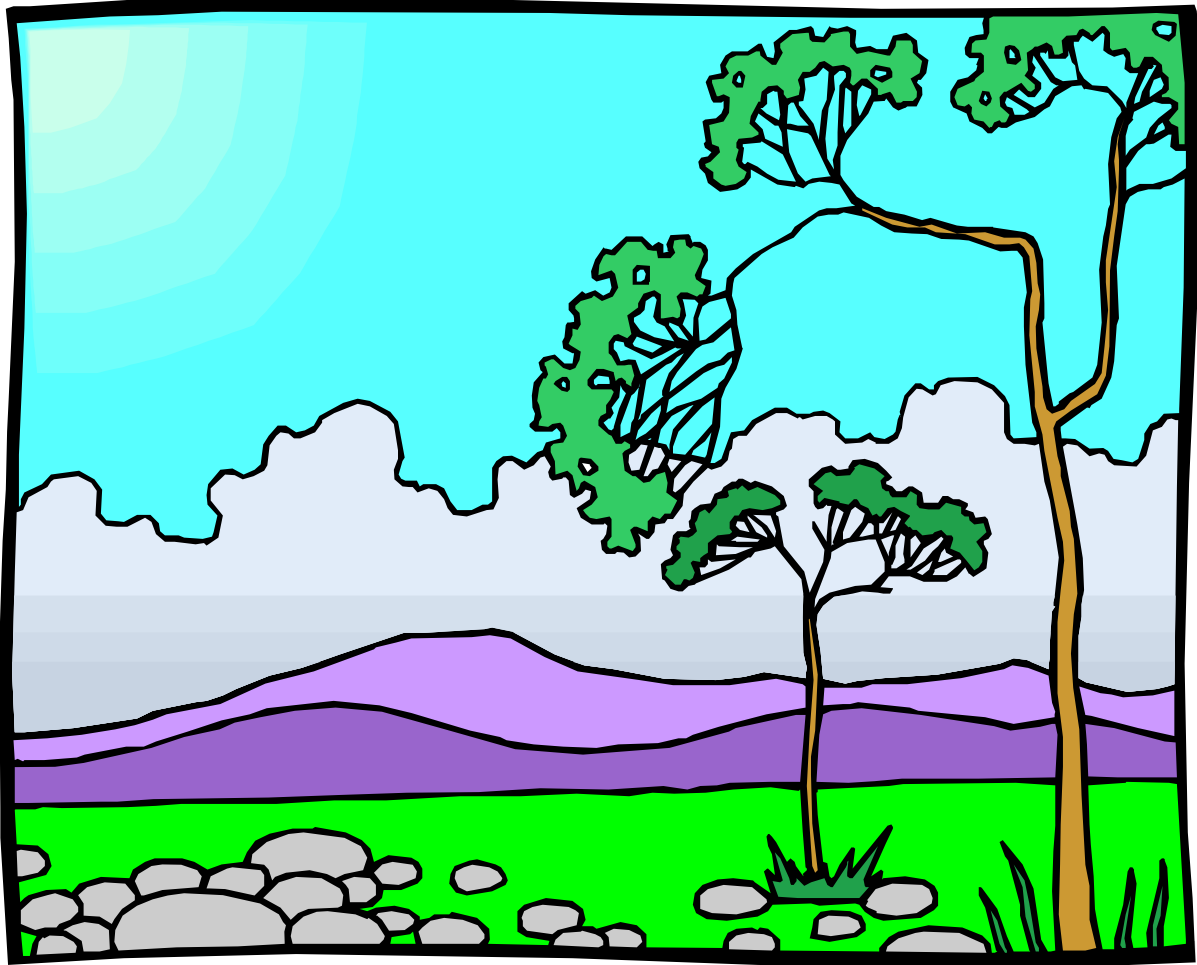
- 1) Assess your status as a preferred graduate by completing the preferred graduate checklist.
- 2) Write on next page your reflections and plans regarding your development as a preferred graduate.



My Reflections...

Today is _____

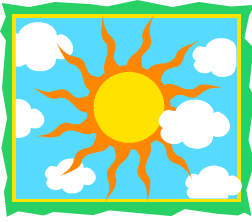
- ☉ Is being a professional in your field like what you have expected?
- ☉ What qualities do you need? What qualities do you have?
- ☉ How do you plan to develop the qualities you need?



One year has gone... How far have you gone?

It has been some times since you last completed a preferred graduate checklist, how far have you progressed since then? What qualities have you developed or need to develop? What new goals will you set for the coming year?

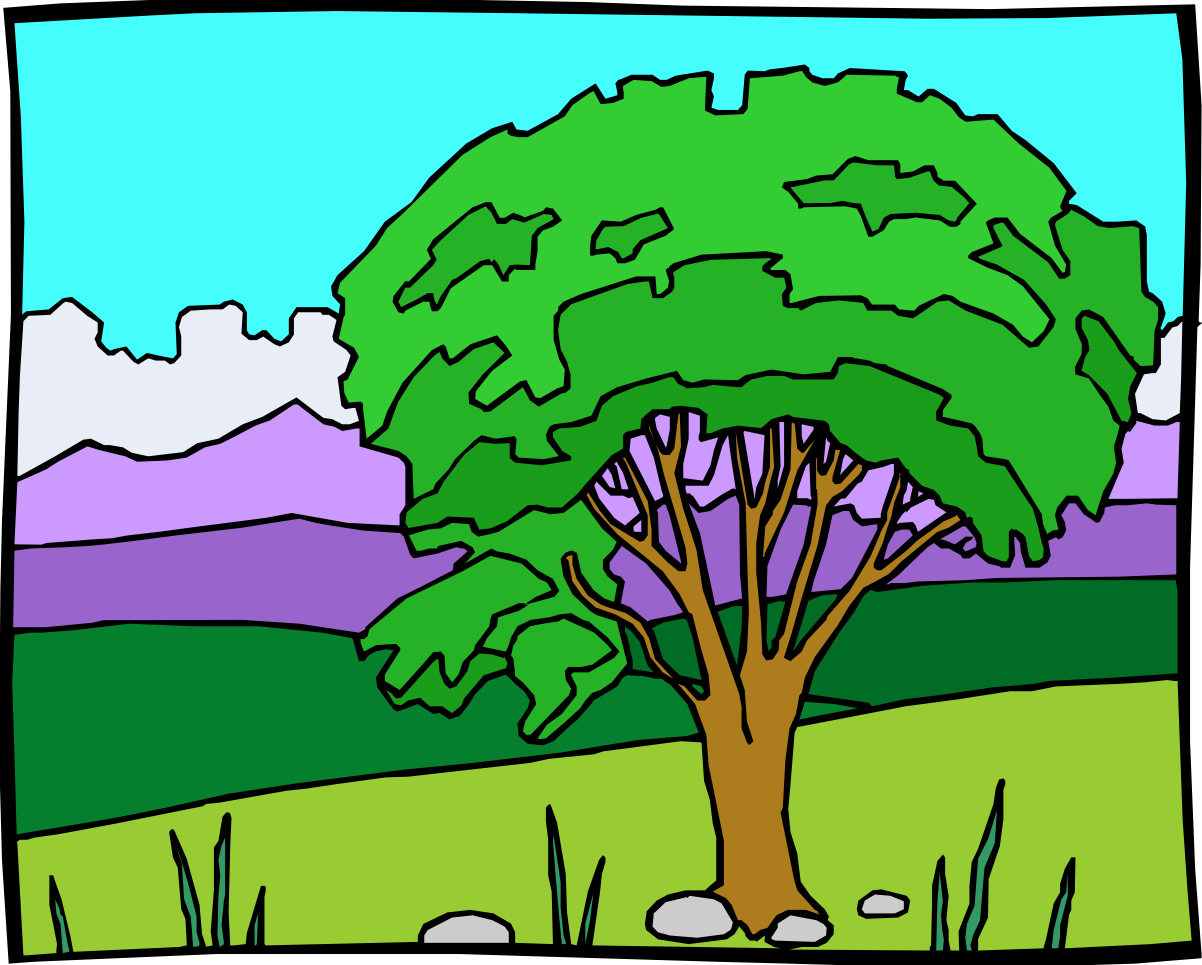
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My Reflections...

Today is _____

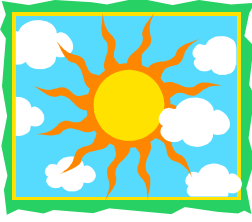
- Have you achieved the goals that you set last time?
- Are the strategies that you have used to develop relevant qualities effective?
- What do you need to work further on?



The time is coming closer... Let's give it the finishing touch

You are now only one year from your becoming a professional, how far left do you have to go? What steps do you need to take to get there (in terms of competence rather than qualification)? What would be your focuses this year?

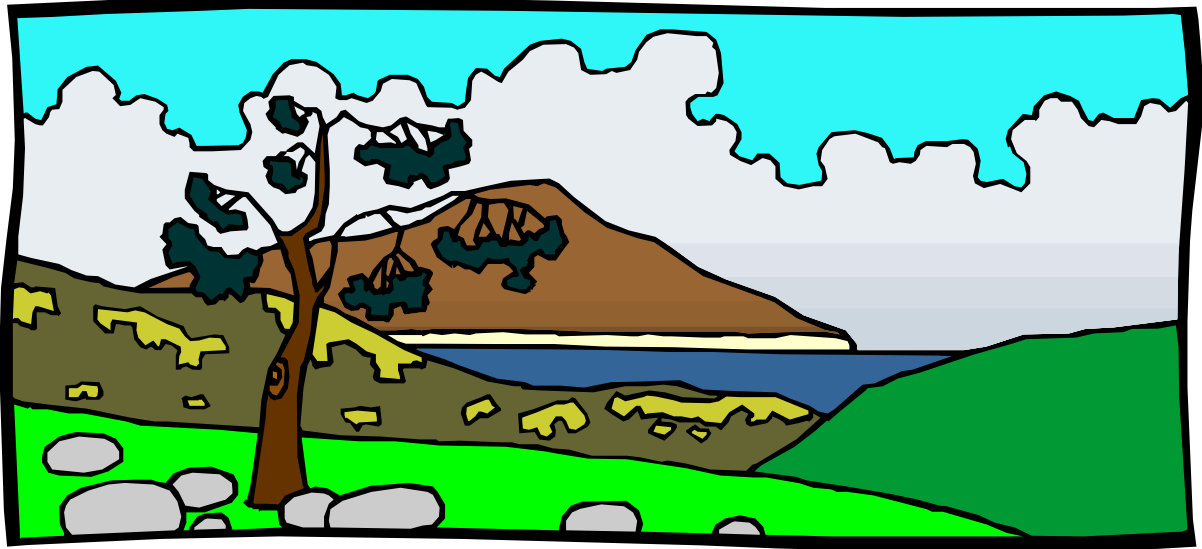
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My Reflections...

Today is _____

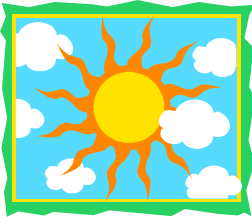
- ④ What qualities remained to be developed?
- ④ What learning difficulties have you encountered? How could they be overcome?
- ④ How would you plan this year in relation to your career development?



Finale... Are you ready?

At last, you are here, up on a hill looking at the prospect that lies in front of you, seeing all the challenges and opportunities. After all these years, what have you learnt about yourself? Are you ready?

- 1) Assess your status as a preferred graduate by completing the preferred graduate checklist.
- 2) Write on next page your reflections and plans regarding your development as a preferred graduate.



My Reflections...

Today is _____

- ④ What do you know about your strengths and weaknesses?
- ④ How well do you know yourself as a learner, a professional, and a person?
- ④ What will you bring with you from your university life into your working life?