

常用英語詞彙應用 III 基礎證書 (兼讀制)

Foundation Certificate in Basic English Vocabulary in Use III (Part-time)

- Target Trainees:** Trainees who wish to enhance their competitiveness and employment sustainability through training on foundation skills in English communication.
- Course Objectives:** The course aims to help trainees understand and acquire more English vocabulary on the common topics relating to the workplace. Upon the completion of the course, they are expected to be able to use such vocabulary to interact socially in the contexts on such common topics.
- Entry Requirements:**
- Primary Six with no less than two years' work experience, and pass the entry test; or
 - Holder of “Foundation Certificate in Basic English Vocabulary in Use II (Part-time)” of ERB, or equivalent.
- Course Duration:** 45 hours
- Teaching and Learning Activities:** In this course a wide variety of learning activities will be used in class to enable the trainees to achieve the intended learning outcomes. They include, but not exclusively, lecture, discussion, and oral practice. Trainees will also be given reading and writing exercises.
- Graduation Criteria:** A certificate will be awarded to trainees with pass in both overall assessment and final examination, with attendance attaining 80% or above.

Course Outline:

Module	Content	Training Hours
(A) Skills Training	1. Basic English grammar 2. Greetings and self-introduction 3. Introducing your job and company/workplace 4. Making requests and giving instructions 5. Use of dictionary 6. Comprehension, time and the clock, and making appointment 7. Comprehension, weather and transportation 8. Places and locations 9. Numbers and shopping 10. Talking about eating 11. IT, office furniture & equipment and writing simple messages 12. Telephoning	43.5
(B) Course Assessment	Final Examination includes: - Written examination - Oral examination*	1.5
Total :		45

* Final Oral Examination is not included in training hours. Trainees are required to sit for the final oral examination beyond training hours.

Assessments:

1. Continuous assessment (40%): Class assignments
2. Final examination (60%): Written and Oral examination

Remarks:

1. Training materials are provided in English only.

[The content of this course outline would be updated in accordance with the comments received from HKCAAVQ, amendments made in relevant legislation, license or industry certification requirements. The latest version of the course outline published by Employees Retraining Board shall prevail.]