

**職業英語（聽力及會話）I 基礎證書（兼讀制）**  
**Foundation Certificate in Workplace English (Listening & Speaking) I**  
**(Part-time)**

**Target Trainees:** Trainees who wish to enhance their competitiveness and employment sustainability through training on foundation skills in English Communication.

**Course Objective:** This course aims at helping English learners of lower intermediate level who have a need for workplace English: people either in, or training for, jobs in the business world, to participate in short and simple conversations in daily life and workplace by using simple and basic vocabulary, comprehension of simple questions, application of basic grammar, pronunciation techniques and inference skills, in a limited range of familiar contexts.

**Entry Requirements:**

- Form Three and pass the entry test; or
- Holder of “Foundation Certificate in Basic English Vocabulary in Use III (Part-time)” of ERB, or equivalent

**Course Duration:** 60 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, role play, listening to audio recordings. Trainees will be asked to work individually, in pairs and in small groups to perform role-plays and oral presentation.

**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:**

Topic	Training Hours
Understanding and Initiating Social Talks - Introduction and Greetings - Asking Questions - Job Routines - Simple Social Talks	17.5
Describing People and Things - Short Telephone Conversations	21

<b>Topic</b>	<b>Training Hours</b>
<ul style="list-style-type: none"> <li>- Describing People</li> <li>- Inference Skills and Describing Places</li> <li>- Listening for Details and Describing products</li> <li>- Comparing</li> <li>- Making Simple Presentations</li> </ul>	
Listening and Speaking for Workplace Situations <ul style="list-style-type: none"> <li>- Common Pronunciation Mistakes</li> <li>- Asking for information and directions</li> <li>- Suggesting, proposing and advising</li> <li>- Offering, accepting and refusing</li> <li>- Requesting and replying</li> <li>- Complaining, apologizing and forgiving</li> </ul>	21
Final Examination <ul style="list-style-type: none"> <li>- Written Examination</li> <li>- Oral Examination*</li> </ul>	0.5
<b>Total Course Hours</b>	<b>60</b>

\* 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 and Class participation.
  2. Final examination (60%): Listening examination, Individual Presentation and Role Play.

**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. ]