

職業英語 (閱讀及寫作) I 基礎證書 (兼讀制)
Foundation Certificate in Workplace English (Reading & Writing) I
(Part-time)

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

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 understand and handle short and simple written communication by using basic grammar and sentence structures, and to read and write common workplace documents and simple business correspondences such as forms, tables, records, notices, emails, memos and faxes.

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 and presentation.

Graduation Criteria: A certificate will be awarded to trainees with pass (50%) in both overall assessment and final examination, with attendance attaining 80% or above.

Course outline:

Topic	Training Hours
English Grammar - Articles (a – an – the – x) - Modals - Active tenses of past, present and future - Passive tenses of past, present and future	9
Sentence Structure - Sentence structure - Sentence errors - Clauses	6
Written Communication in the workplace - Introduction to written communication in the workplace	16

Topic	Training Hours
- Workplace forms and documents, such as forms, log books, notices and meeting agendas	
Business Correspondence - Introduction to business correspondence - Business correspondence, such as short notes, emails, memos and faxes	24
Revision	3
Final Examination	2
Total Course Hours	60

- Assessments:**
1. Continuous assessment (40%): Class assignments and Class participation.
 2. Final examination (60%): Written 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.]