

職業英語 (閱讀及寫作) II 基礎證書 (兼讀制)
Foundation Certificate in Workplace English (Reading & Writing) II
(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 further developing reading and writing skills of English learners of intermediate level who have a need for workplace English: people either in, or training for, jobs in the business world. It aims at further developing reading and writing skills for complex messages and instructions in the workplace.

Entry Requirements:

- Form Five and pass the entry test; or
- Holder of “Foundation Certificate in Workplace English (Reading & Writing) I (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 in both overall assessment and final examination, with attendance attaining 80% or above.

Course outline:

Topic	Training Hours
English Grammar - Modal perfect - Infinitives and gerunds - Reported speech - Conditionals - Relative clauses - Time clauses	15
Business Writing - Introduction to business writing - Writing rules - Types of business writing, such as emails and instructions, meeting agendas and minutes, persuasive letters and reports	39

Topic	Training Hours
Revision	3
Final Examination	3
Total Course Hours	60

- Assessments:**
1. Continuous assessment (40%): Class assignments.
 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.]