

職業英語 (聽力及會話) II 基礎證書 (兼讀制)
**Foundation Certificate in Workplace English (Listening & Speaking) 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 developing speaking and listening 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 developing listening and speaking skills for socializing; making a short speech; telephoning and exchanging opinions in workplace.
- Entry Requirements:**
- Form 5 and pass the entry test; or
 - Holder of “Foundation Certificate in Workplace English (Listening & Speaking) 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, 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
Listening Skills - Listening to Respond - Dialogues - Listening for key information - Telephone Conversations: Taking a message	15
Oral Presentation - Social Talks - Listing - Sequencing - Generating Ideas - Presentation Aids & Body Language	20.5
Discussion & Meetings - Phonetics symbols - Stress and intonation - Agreeing & Disagreeing - Supporting Your Opinion - Building Consensus - A Simulated Problem-solving Meeting	21
Revision	3
Final Examination: - Written examination - Oral examination*	0.5
Total Course Hours	60

* 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%): Written examination and Group Discussion.

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.]