

## 常用英語語法 I 基礎證書 (兼讀制)

### Foundation Certificate in Basic English Grammar I (Part-time)

**Target Trainees:** Trainees who possess basic English knowledge and wish to enhance basic English grammar and usage in order to understand simple communication in workplace

**Course Objectives:** The course aims to introduce basic English grammar and usage to trainees, and enable them to understand several parts of speech (e.g. Noun, Pronoun & Verb) and basic sentence structures which can be used in the context of workplace and daily life.

**Entry Requirements:**

- Holder of “Foundation Certificate in Basic English Vocabulary in Use I (Part-time)” of ERB; or
- Pass the entry test

**Course Duration:** 20 hours

**Teaching and Learning Activities:** Lecture, discussion

**Graduation Criteria:** Trainees will be awarded the certificate if they have fulfilled the following course requirements:

- i. Attain an attendance of 80% or above; and
- ii. Pass the overall assessment (50%); and
- iii. Pass the final examination (50%)

**Training Content:**

Module	Content	Training Hours
<b>(A) Skills Training (28.5 hours)</b>		
1. Understanding of parts of speech	(i) Nouns - Countable/uncountable nouns - Individual (singular/plural nouns) / Collective nouns - Plural forms (regular/irregular nouns) - Possessive case of nouns (ii) Pronouns - Personal pronoun - Possessive pronoun - Reflexive pronoun - Demonstrative pronoun (this, that, these, those) (iii) Verbs - Action verb (transitive/ intransitive verb) - Linking verb (iv) Articles - Indefinite and definite articles, and no article (v) Related basic sentence structures (vi) Common mistakes	15
2. Contextual applications in job searching	(i) Reading and understanding of job advertisements (ii) Filling in application forms (iii) Understanding the basic structure of a CV (iv) Understanding the basic structure of a cover letter	4
<b>(B) Course Assessment (1 hour)</b>		
3. Course Assessment	Final Written Examination	1
Total:		<b>20</b>

**Assessments:** Continuous assessment (40%) and final examination (60%)

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

[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. ]