

## 常用英語語法 II 基礎證書 (兼讀制)

### Foundation Certificate in Basic English Grammar II (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 more basic English grammar and usage to trainees, and enable them to understand 6 basic tenses (Present, Past, Present Continuous, Present Perfect, Past Continuous & Future) and 4 basic question types which can be used in the context of workplace and daily life.

**Entry Requirements:**

- Holder of “Foundation Certificate in Basic English Grammar 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:**

<b>Module</b>	<b>Content</b>	<b>Training Hours</b>
<b>(A) Skills Training (28.5 hours)</b>		
1. Understanding of basic tenses	(i) Basic Tenses (Present Tense, Past Tense, Present Continuous Tense, Present Perfect Tense, Past Continuous Tense, Future Tense) (ii) Time Indicators, Verb Tenses, Question and Negative Forms (iii) Related basic sentence structures (iv) Common mistakes	9
2. Understanding of basic question types	(i) Question types - Yes/no questions - Wh questions - Choice questions - Tag questions (ii) Related basic sentence structures (iii) Common mistakes	6
3. Understanding the contextual applications in simple workplace correspondence	(i) Purchase orders and sales invoices (ii) Short internal notice / circulars and memorandums (memos) (iii) Short internal forms	4
<b>(B) Course Assessment (1 hour)</b>		
4. Course Assessment	Final Written Examination	1
	<b>Total:</b>	<b>20</b>

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

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. ]