

常用英語語法 III 基礎證書 (兼讀制)

Foundation Certificate in Basic English Grammar III (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 further introduce more basic English grammar and usage to trainees, and enable them to understand other parts of speech (e.g. Preposition, Adjective, Adverb, Conjunction & Interjection) and Perfect tenses which can be used in the context of workplace and daily life.

Entry Requirements:

- Holder of “Foundation Certificate in Basic English Grammar II (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
(A) Skills Training (28.5 hours)		
1. Understanding of parts of speech	(i) Prepositions <ul style="list-style-type: none"> • Prepositions of time and place • Prepositions with nouns, pronouns, adjectives and adverbs • Phrasal verbs (ii) Adjectives <ul style="list-style-type: none"> • Positive, negative, comparative and superlative adjectives • Adjectives with -ed and -ing (iii) Adverbs <ul style="list-style-type: none"> • Adverbs of place, time and degree • Positive, negative, comparative and superlative adverbs (iv) Conjunctions <ul style="list-style-type: none"> • Coordinating and subordinating conjunctions (v) Interjections (vi) Related basic sentence structures (vii) Common mistakes	9
2. Understanding of perfect tenses	(i) Perfect Tenses (Present Perfect Tense, Past Perfect Tense & Future Perfect Tense) (ii) Time Indicators, Verb Tenses, Question and Negative Forms (iii) Related basic sentence structures (iv) Common mistakes	6
3. Understanding the contextual applications in simple workplace correspondence	(i) Meeting agendas (ii) Internal procedures and records (iii) Invitation and thank you letters	4
(B) Course Assessment (1 hour)		
4. Course Assessment	Final Written Examination	1
Total:		20

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.]