

Course: Applied Learning (Vocational English) - English Communication

Mode: Mode 1 Class: HD

Venue: IVE(Haking Wong)

702 Lai Chi Kok Rd, Cheung Sha Wan

Lesson	Date	Start Time	End Time	Learning Topic	Assessment Task Due	Learning Hours		
Secondary <four> Module 1: Listening and Speaking (OF Level 2)</four>								
1	16.0 2022.(0.1)	14:00	17:00	Course Orientation and Describing		3		
1	16-Sep-2023 (Sat)	14:00	17:00	Product Features		3		
2	23-Sep-2023 (Sat)	14:00	17:00	Giving Product Demonstrations		3		
3	7-Oct-2023 (Sat)	14:00	17:00	Making Offers and Suggestions in a Product Presentation		3		
4	14-Oct-2023 (Sat)	14:00	17:00	Getting Ready for a Complete Product Presentation		3		
5	21-Oct-2023 (Sat)	14:00	17:00	Workplace Telephone Conversations		3		
6	28-Oct-2023 (Sat)	14:00	17:00	Workplace Health and Safety		3		
7	4-Nov-2023 (Sat)	14:00	17:00	Manpower Issues		3		
8	11-Nov-2023 (Sat)	14:00	17:00	Job Interviews		3		
9	18-Nov-2023 (Sat)	14:00	17:00	Script Editing and Making Decisions		3		
10	25-Nov-2023 (Sat)	14:00	17:00	Boosting Business		3		
11	2-Dec-2023 (Sat)	14:00	17:00	Getting Ready for Shooting and Uploading Video + Practice Paper I & II		3		
12	9-Dec-2023 (Sat)	14:00	17:30	Promoting Your Products	AT1 (Mini-project)	3		
13	16-Dec-2023 (Sat)	14:00	16:00	Case Study / Practice Paper III		2		
14	6-Jan-2024 (Sat)	14:00	16:00	Revision	AT2 (Oral Test)	2		
					Total	40		



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Secondary <four> Module 2: Reading and Writing (QF Level 2)</four>							
15	13-Jan-2024 (Sat)	14:00	17:00	Trade Fairs & Exhibitions		3	
16	20-Jan-2024 (Sat)	14:00	17:00	Booking a Booth for a Business Event		3	
17	27-Jan-2024 (Sat)	14:00	17:00	Selecting Products to Promote		3	
18	3-Feb-2024 (Sat)	14:00	17:00	Choosing a Hotel for a Business Trip		3	
19	17-Feb-2024 (Sat)	14:00	17:00	Promoting a Business Event		3	
20	24-Feb-2024 (Sat)	14:00	17:00	Choosing a Free Gift for a Promotion		3	
21	2-Mar-2024 (Sat)	14:00	17:00	Written Business Communication	Assessment Task 3b (Written Test) (20th hour)	3	
22	9-Mar-2024 (Sat)	14:00	17:00	Office Supplies Fair		3	
23	16-Mar-2024 (Sat)	14:00	17:00	Office Expansion		3	
24	23-Mar-2024 (Sat)	14:00	17:00	Business Events		3	
25	13-Apr-2024 (Sat)	14:00	17:00	Planning a Business Trip		3	
26	20-Apr-2024 (Sat)	14:00	17:00	Opening a New Branch	Assessment Task 3a (EP)	3	
27	27-Apr-2024 (Sat)	14:00	16:00	Case Study		2	
28	4-May-2024 (Sat)	14:00	16:00	Revision	Assessment Task 4 (Written Test)	2	
					Total	40	

^{*}Task 3a deadline subject to further confirmation



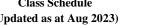
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Lesson	Date	Start Time	End Time	Learning Topic	Assessment Task	Learning Hours	
Secondary <five> Module 3: Listening and Speaking (QF Level 3)</five>							
29		10:00	13:00	Opening and body of a Presentation		3	
30		14:00	17:00	Key Elements of an Effective Presentation		3	
31		10:00	13:00	Using Body Language		3	
32		14:00	17:00	Handling Visual Aids		3	
33		10:00	13:00	Concluding a Presentation		3	
34		14:00	17:00	Basic Telephoning Skills		3	
35		14:00	17:00	Handling Enquiries		3	
36		14:00	17:00	Basic Face-to-Face Communication Skills		3	
37		14:00	17:00	Handling Late Payment and Delivery		3	
38		14:00	17:00	Matching Products with Customers		3	
39		14:00	17:00	Describing Products		3	
40		14:00	17:00	Script Editing and Persuasion Skills		3	
41		14:00	17:00	Case Study		3	
42		14:00	17:00	Project Rehearsal	AT5 (Mini-project)	3	
43		14:00	17:00	Handling Problems		3	
44		14:00	17:00	Case Study		3	
45		14:00	16:00	Revision	AT6 (Oral Test)	2	
					Total	50	





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IVE(Haking Wong) Venue:

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Lesson	Date	Start Time	End Time	Learning Topic	Assessment Task	Learning Hours	
Secondary <five> Module 4: Reading and Writing (QF Level 3)</five>							
46		14.00		Promoting Products on Social Media		2	
46		14:00	17:00	Sites		3	
47		14:00	17:00	Promoting Services on Social Media Sites		3	
48		14:00	17:00	Announcing New Products/Services on Social Media Sites		3	
49		14:00	17:00	Responding to Negative Feedback on Social Media Sites		3	
50		14:00	17:00	Presenting Product Survey Results		3	
51		14:00	17:00	Presenting Customer Survey Results		3	
52		14:00	17:00	Case Study / Revision	AT7b (Written Test)	3	
53		14:00	17:00	Handling Orders		3	
54		14:00	17:00	Staff training		3	
55		14:00	17:00	Giving Directions		3	
56		14:00	17:00	Developing Product Promotion Plan		3	
57		14:00	17:00	Promoting Products		3	
58		14:00	17:00	Responding to Customers' Requests		3	
59		14:00	17:00	Handling Packing Problems	AT7a (Learning Portfolio)	3	
60		14:00	17:00	Handling Complaints (I)		3	
61		14:00	17:00	Handling Complaints (II)		3	
62		14:00	16:00	Case Study / Revision	AT8 (Written Test)	2	
					Total	50	