

Applied Learning Course (24/26 Cohort)
Class Schedule
(Updated as at Aug 2023)



Course: Applied Learning (Vocational English) - English Communication

Mode: Mode 1

Class: HE

Venue: IVE(Haking Wong)
702 Lai Chi Kok Rd, Cheung Sha Wan

Tutor:

Lesson	Date	Start Time	End Time	Learning Topic	Assessment Task Due	Learning Hours
<i>Secondary <Four></i>						
<i>Module 1: Listening and Speaking (QF Level 2)</i>						
1	23-Sep-2023 (Sat)	14:00	17:00	Course Orientation and Describing Product Features		3
2	7-Oct-2023 (Sat)	14:00	17:00	Giving Product Demonstrations		3
3	14-Oct-2023 (Sat)	14:00	17:00	Making Offers and Suggestions in a Product Presentation		3
4	21-Oct-2023 (Sat)	14:00	17:00	Getting Ready for a Complete Product Presentation		3
5	28-Oct-2023 (Sat)	14:00	17:00	Workplace Telephone Conversations		3.5
6	4-Nov-2023 (Sat)	14:00	17:00	Workplace Health and Safety		3.5
7	11-Nov-2023 (Sat)	14:00	17:00	Manpower Issues		3.5
8	18-Nov-2023 (Sat)	14:00	17:00	Job Interviews		3.5
9	25-Nov-2023 (Sat)	14:00	17:00	Script Editing and Making Decisions		3.5
10	2-Dec-2023 (Sat)	14:00	17:00	Boosting Business		3.5
11	9-Dec-2023 (Sat)	14:00	17:00	Getting Ready for Shooting and Uploading Video + Practice Paper I & II	AT1 (Mini-project)	3.5
12	16-Dec-2023 (Sat)	14:00	17:30	Promoting Your Products	AT2 (Oral Test)	3.5
Total						40

Note 1: Subject to changes according to students' learning progress.

Note 2: Exact dates and details of the two individual visits in Secondary Five will be announced in due course.

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<i>Secondary <Four></i>						
<i>Module 2: Reading and Writing (QF Level 2)</i>						
15	6-Jan-2024 (Sat)	14:00	17:00	Trade Fairs & Exhibitions		3
16	13-Jan-2024 (Sat)	14:00	17:00	Booking a Booth for a Business Event		3
17	20-Jan-2024 (Sat)	14:00	17:00	Selecting Products to Promote		3
18	27-Jan-2024 (Sat)	14:00	17:00	Choosing a Hotel for a Business Trip		3
19	3-Feb-2024 (Sat)	14:00	17:00	Promoting a Business Event		3
20	17-Feb-2024 (Sat)	14:00	17:00	Choosing a Free Gift for a Promotion		3
21	24-Feb-2024 (Sat)	14:00	17:00	Written Business Communication	Assessment Task 3b (Written Test) (20th hour)	3
22	2-Mar-2024 (Sat)	14:00	17:00	Office Supplies Fair		3
23	9-Mar-2024 (Sat)	14:00	17:00	Office Expansion		3
24	16-Mar-2024 (Sat)	14:00	17:00	Business Events		3
25	23-Mar-2024 (Sat)	14:00	17:00	Planning a Business Trip		3
26	13-Apr-2024 (Sat)	14:00	17:00	Opening a New Branch	Assessment Task 3a (EP)	3
27	20-Apr-2024 (Sat)	14:00	16:00	Case Study		2
28	27-Apr-2024 (Sat)	14:00	16:00	Revision	Assessment Task 4 (Written Test)	2
Total						40

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<i>Secondary <Five></i>						
<i>Module 3: Listening and Speaking (QF Level 3)</i>						
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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Tutor: <name of Tutor>

Lesson	Date	Start Time	End Time	Learning Topic	Assessment Task	Learning Hours
<i>Secondary <Five></i>						
<i>Module 4: Reading and Writing (QF Level 3)</i>						
46		14:00	17:00	Promoting Products on Social Media 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

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