

**Applied Learning Course (2021-23 Cohort)**  
**Class Schedule (Mode One)**  
**(Updated as at 12 Oc 2021)**



**Course:** Applied Learning (Vocational English)- English Communication  
**Tutor:** Ms Lau Siu Fung  
**Class:** HD  
**Time:** Fridays from 5:30pm –7:30pm, 2 hours per lesson (Online delivery via MS Teams); Saturdays from 2-5pm\*, 3 hours per lesson unless otherwise specified (Face-to-face classroom teaching)  
**Venue:** Rm TBC, IVE (Haking Wong), Lai Chi Kok Road, Cheung Sha Wan

Lesson	Date	No. of Hours	Learning Topic
<b>Module 1: Listening and Speaking (QF Level 2) <sup>(Note 1)</sup></b>			
1	17 Sep 2021	2	Unit 1: Course Orientation Introduction to Oral Presentations Unit 2: Giving Product Demonstrations Unit 3: Making Offers and Suggestions in a Product Presentation Unit 4: Getting Ready for a Complete Product Presentation Unit 5: Workplace Telephone Conversations Unit 6: Workplace Health and Safety Unit 7: Manpower Issues Unit 8: Faster, and Better Unit 9: Lighting up + Script Editing Unit 10: Boosting Business Unit 11: Getting Ready + <b>Practice Paper I &amp; II</b> Unit 12: Make Your Product Known + <b>Practice Paper III</b>
2	24 Sep 2021	2	
3	8 Oct 2021	2	
4	<del>15 Oct 2021</del>	<del>2</del>	
5	22 Oct 2021 17:30-19:45	2.25	
6	29 Oct 2021 17:30-19:45	2.25	
7	5 Nov 2021 17:30-19:45	2.25	
8	12 Nov 2021 17:30-19:45	2.25	
9	*13 Nov 2021	3	
10	19 Nov 2021	2	
11	*20 Nov 2021	3	
12	26 Nov 2021	2	
13	*27 Nov 2021 (2-5pm)	3	
14	3 Dec 2021	2	
15	10 Dec 2021	2	
16	*11 Dec 2021	3	

Note 1: Course schedule subject to changes according to students' learning progress and unexpected circumstances

17	17 Dec 2021	2	<b>Assessment Task 1 Due (Mini Project) on 17 Dec 2021</b>
18	*18 Dec 2021	3	Unit 13: Case Study + <b>Practice Paper IV</b> <b>Assessment Task 2 (Oral Test) on 18 Dec 2021</b>

**Applied Learning Course (2021-23 Cohort)**  
**Class Schedule (Mode One)**  
**(Updated as at 31 Dec 2021)**

**Course:** Applied Learning (Vocational English)- English Communication  
**Tutor:** Ms Lau Siu Fung  
**Class:** HD  
**Venue:** Rm **TBC**, IVE (Haking Wong), Lai Chi Kok Road, Cheung Sha Wan  
**Time:** Fridays from 5:30pm –7:30pm, 2 hours per lesson with supplementary lessons

Lesson	Date	Learning Topic
<b>Module 2: Reading and Writing (QF Level 2)</b> <sup>(Note 1)</sup>		
21 - 30	7 Jan 2022 14 Jan 2022 21 Jan 2022 28 Jan 2022 11 Feb 2022 18 Feb 2022 25 Feb 2022 & supplementary lessons to be arranged	Unit 1: Trade Fairs & Exhibitions Unit 2: Booking a Booth for a Business Event Unit 3: Selecting Products to Promote Unit 4: Choosing a Hotel for a Business Trip + <b>Practice Paper I</b> Unit 5: Selecting a Free Gift for a Promotion + <b>Practice Paper II</b> Unit 6: Selecting a Means of Promotion Unit 7: Written Business Communication
31-39	4 Mar 2022 11 Mar 2022 18 Mar 2022 25 Mar 2022 8 Apr 2022 22 Apr 2022 & supplementary lessons to be arranged	Unit 8: Office Supplies Unit 9: Office Expansion + Practice Paper III Unit 10: Business Events Unit 11: Planning a Business Trip + Practice Paper IV Unit 12: Opening a New Hair Salon Unit 13: Case Study + <b>Practice Paper V</b> <b>*Lesson 38 - Assessment Task 3a due (Online quizzes)</b>
40	29 Apr 2022	<b>Practice Paper VI</b>

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**Applied Learning Course (2021-23 Cohort)**  
**Class Schedule (Mode One)**  
**(Updated as at 29 Apr 2022)**

**Course:** Applied Learning (Vocational English)- English Communication  
**Tutor:** Ms Lau Siu Fung  
**Class:** HD  
**Venue:** Rm 162, IVE (Haking Wong), Lai Chi Kok Road, Cheung Sha Wan  
**Time:** Fridays from 5:30pm –7:30pm (ZOOM)  
 Some Saturdays from 2:00-5:00pm (MS TEAMS/F2f)  
 Blue: Online; Orange: Face-to-face classroom teaching

Lesson	Date	Learning Topic
<b>Module 3: Listening and Speaking (QF Level 3) <sup>(Note 1)</sup></b>		
41	6/5/2022 17:15-19:45	Opening and body of a Presentation
42	7/5/2022 14:00-17:00	Key Elements of an Effective Presentation
43	13/5/2022 17:15-19:45	Using Body Language
44	14/5/2022 14:00-17:00	Handling Visual Aids <b>Assessment Task 3b (Written Test)</b>
45	20/5/2022 17:15-19:45	Concluding a Presentation
46	21/5/2022 17:30-19:30	Basic Telephoning Skills
47	27/5/2022 17:15-19:45	Handling Enquiries
48	28/5/2022 14:00-17:00	Basic Face-to-Face Communication Skills <b>Assessment Task 4 (Written Test)</b>
49	10/6/2022 17:15-19:45	Handling Late Payment and Delivery
50	11/6/2022 14:00-17:00	Matching Products with Customers

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Lesson	Date	Learning Topic
51	17/6/2022 17:15-19:45	Describing Products
52	18/6/2022 14:00-17:00	Script Editing Persuasion Skills
53	25/6/2022 14:00-17:00	Case Study
54	9/7/2022 14:00-17:00	Project Rehearsal
55	16/7/2022 14:00-17:00	Handling Problems <b>Assessment Task 5 due (Mini-project)</b>
56	22/7/2022 17:15-19:45	Case Study
57	29/7/2022 17:15-19:45	Revision
58	6/8/2022 14:00-17:00	<b>Assessment Task 6 (Oral Test)</b>

**Applied Learning Course (2021-23 Cohort)**  
**Class Schedule (Mode One)**  
**(Updated as at 27 Sept 2021)**

**Course:** Applied Learning (Vocational English)- English Communication  
**Tutor:** TBC  
**Class:** HD  
**Venue:** Rm **TBC**, IVE (Haking Wong), Lai Chi Kok Road, Cheung Sha Wan  
**Time:** Fridays from 5:30pm –7:30pm, 2 hours per lesson with supplementary lessons

Lesson	Date	Learning Topic
<b>Module 4: Reading and Writing (QF Level 3) <sup>(Note 1)</sup></b>		
67-92	Aug 2022- Dec 2022	Promoting Products on Social Media Sites
		Promoting Services on Social Media Sites
		Announcing New Products/Services on Social Media Sites
		Responding to Negative Feedback on Social Media Sites
		Presenting Product Survey Results
		Presenting Customer Survey Results
		Case Study / Revision
		<b>Assessment Task 7b (Written Test)</b>
		Handling Orders
		Staff Training (Sample unit)
		Giving Directions
		Developing Product Promotion Plan
		Promoting Products
		Responding to Customers' Requests
		Handling Packing Problems
		Handling Complaints (I)
		<b>Assessment Task 7a due (Learning Portfolio)</b>
		Handling Complaints (II)
Case Study / Revision		
<b>Assessment Task 8 (Written Test)</b>		

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