

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



**Course:** Applied Learning (Vocational English)- English Communication  
**Tutor:** Mr. Mic Liu  
**Class:** HE  
**Venue:** Rm 334A, IVE (Haking Wong), Lai Chi Kok Road, Cheung Sha Wan  
**Time:** Saturdays from 2:00pm –5:00pm, 3 hours per lesson<sup>(Note 1)</sup>

| Lesson                                                                   | Date                  | Learning Topic                                                                       |
|--------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------|
| <b>Module 1: Listening and Speaking (QF Level 2)</b> <sup>(Note 2)</sup> |                       |                                                                                      |
| 1                                                                        | 18/9/2021             | Course Orientation<br>Introduction to Oral Presentations                             |
| 2                                                                        | 25/9/2021             | Giving Product Demonstrations                                                        |
| 3                                                                        | 2/10/2021             | Making Offers and Suggestions in a Product Presentation                              |
| 4                                                                        | <del>9/10/2021</del>  | Getting Ready for a Complete Product Presentation                                    |
| 5                                                                        | 16/10/2021            | Workplace Telephone Conversations                                                    |
| 6                                                                        | 23/10/2021            | Workplace Health and Safety                                                          |
| 7                                                                        | 30/10/2021            | Manpower Issues                                                                      |
| 8                                                                        | 6/11/2021             | Faster, and Better                                                                   |
| 9                                                                        | 13/11/2021            | Script Editing<br>Lighting up                                                        |
| 10                                                                       | 20/11/2021            | Boosting Business                                                                    |
| 11                                                                       | 27/11/2021            | Getting Ready + <b>Practice Paper I &amp; II</b>                                     |
| 12                                                                       | 4/12/2021<br>2pm-6pm  | Make Your Product Known + <b>Practice Paper III</b>                                  |
| 13                                                                       | 11/12/2021<br>2pm-5pm | Case Study + <b>Practice Paper IV</b><br><b>Assessment Task 1 due (Mini-project)</b> |
| 14                                                                       | 18/12/2021<br>2pm-5pm | <b>Assessment Task 2 (Oral Test)</b>                                                 |

Note 1: Lessons with an asterisk (\*) are 2-hr sessions

Note 2: Course schedule subject to changes according to students' learning progress and unexpected circumstances

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**(Updated as at 27 Sept 2021)**

**Course:** Applied Learning (Vocational English)- English Communication  
**Tutor:** Mr. Mic Liu  
**Class:** HE  
**Venue:** Rm **TBC**, IVE (Haking Wong), Lai Chi Kok Road, Cheung Sha Wan  
**Time:** Saturdays from 2:00pm –5:00pm, 3 hours per lesson<sup>(Note 1)</sup>

| Lesson                                                                | Date      | Learning Topic                                                             |
|-----------------------------------------------------------------------|-----------|----------------------------------------------------------------------------|
| <b>Module 2: Reading and Writing (QF Level 2)</b> <sup>(Note 2)</sup> |           |                                                                            |
| 15*                                                                   | 8/1/2022  | Trade Fairs & Exhibitions                                                  |
| 16                                                                    | 15/1/2022 | Booking a Booth for a Business Event                                       |
| 17                                                                    | 22/1/2022 | Selecting Products to Promote                                              |
| 18                                                                    | 29/1/2022 | Choosing a Hotel for a Business Trip + <b>Practice Paper I</b>             |
| 19                                                                    | 12/2/2022 | Selecting a Free Gift for a Promotion + <b>Practice Paper II</b>           |
| 20                                                                    | 19/2/2022 | Selecting a Means of Promotion                                             |
| 21                                                                    | 26/2/2022 | Written Business Communication                                             |
| 22                                                                    | 5/3/2022  | Office Supplies                                                            |
| 23                                                                    | 12/3/2022 | Office Expansion + <b>Practice Paper III</b>                               |
| 24                                                                    | 19/3/2022 | Business Events                                                            |
| 25                                                                    | 26/3/2022 | Planning a Business Trip + <b>Practice Paper IV</b>                        |
| 26                                                                    | 2/4/2022  | Opening a New Hair Salon<br><b>Assessment Task 3a due (Online quizzes)</b> |
| 27                                                                    | 9/4/2022  | Case Study<br><b>Practice Paper V</b>                                      |
| 28*                                                                   | 23/4/2022 | <b>Practice Paper VI</b>                                                   |

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 Blue: Online; Orange: F2f

| Lesson                                                                   | Date                     | Learning Topic                                                                     |
|--------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------|
| <b>Module 3: Listening and Speaking (QF Level 3)</b> <sup>(Note 2)</sup> |                          |                                                                                    |
| 29                                                                       | 30/4/2022<br>14:00-17:00 | Opening and body of a Presentation<br>Key Elements of an Effective Presentation    |
| 30                                                                       | 7/5/2022<br>14:00-17:00  | Body Language                                                                      |
| 31                                                                       | 14/5/2022<br>14:00-18:00 | Visual Aids<br><b>Assessment Task 3b (Written Test)</b>                            |
| 32                                                                       | 21/5/2022<br>14:00-18:00 | Concluding a Presentation                                                          |
| 33                                                                       | 28/5/2022<br>14:00-18:00 | Basic Telephoning<br>Handling Enquiries<br><b>Assessment Task 4 (Written Test)</b> |
| 36                                                                       | 4/6/2022<br>14:00-18:00  | Basic Face-to-Face Communication Skills                                            |
| 37                                                                       | 11/6/2022<br>14:00-17:00 | Handling Late Payment and Delivery                                                 |
| 38                                                                       | 18/6/2022<br>14:00-18:00 | Matching Products with Customers                                                   |
| 39                                                                       | 25/6/2022<br>14:00-18:00 | Describing Products                                                                |
| 40                                                                       | 2/7/2022<br>14:00-18:00  | Persuasion Skills and script Editing                                               |

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| <b>Lesson</b> | <b>Date</b>              | <b>Learning Topic</b>                                                                       |
|---------------|--------------------------|---------------------------------------------------------------------------------------------|
| 41            | 9/7/2022<br>14:00-18:00  | Case Study + <b>Practice Paper I</b>                                                        |
| 42            | 16/7/2022<br>14:00-17:00 | Project Rehearsal + <b>Practice Paper II</b><br><b>Assessment Task 5 due (Mini-project)</b> |
| 43            | 23/7/2022<br>14:00-17:00 | Handling Problems                                                                           |
| 44            | 30/7/2022<br>14:00-17:00 | Case Study II + <b>Practice Paper III</b><br><b>Assessment Task 6 (Oral Test)</b>           |

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**Tutor:** TBC  
**Class:** HE  
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| Lesson                                                                | Date              | Learning Topic                                                                                            |
|-----------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Module 4: Reading and Writing (QF Level 3)</b> <sup>(Note 2)</sup> |                   |                                                                                                           |
| 46                                                                    | Aug 2022-Dec 2022 | Promoting Products in Social Media                                                                        |
| 47                                                                    |                   | Promoting Services in Social Media                                                                        |
| 48                                                                    |                   | Announcing New Products/Services in Social Media                                                          |
| 49                                                                    |                   | Evaluating a Product/Service in Social Media                                                              |
| 50                                                                    |                   | After-sales Services & Social media marketing + <b>Practice Paper I</b>                                   |
| 51                                                                    |                   | Responding to Negative Feedback in Social Media + <b>Practice Paper II</b>                                |
| 52*                                                                   |                   | Case Study / Revision<br><b>Assessment Task 7b (Written Test)</b>                                         |
| 53                                                                    |                   | Handling Orders                                                                                           |
| 54                                                                    |                   | Staff Training                                                                                            |
| 55                                                                    |                   | Fun Raising Ideas                                                                                         |
| 56                                                                    |                   | Promoting Products                                                                                        |
| 57                                                                    |                   | Responding to Customers' Requests                                                                         |
| 58                                                                    |                   | Handling Packing Problems                                                                                 |
| 59                                                                    |                   | Handling Complaints (I) + <b>Practice Paper III</b>                                                       |
| 60                                                                    |                   | Handling Complaints (II) + <b>Practice Paper IV</b><br><b>Assessment Task 7a due (Learning Portfolio)</b> |
| 61                                                                    |                   | Developing Product Promotion Plan                                                                         |
| 62                                                                    |                   | Case Study / Revision<br><b>Assessment Task 8 (Written Test)</b>                                          |

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