

**Applied Learning Course (2020-22 Cohort)
Class Schedule (Mode One)
(Updated as at 5 Feb 2021)**



Course: Applied Learning (Vocational English)- English Communication
Tutor: Ms Fannie Sun
Class: SA
Venue: Rm 208A, IVE (Sha Tin), 21 Yuen Wo Road, Sha Tin
Time: Saturdays from 2:00pm –5:00pm, 3 hours per lesson ^{*Note 1}

****In case of online learning, students would be notified by SMS****

Lesson	Date	Learning Topic ^(Note 2)
Secondary FOUR		
Module 1: Listening and Speaking (QF Level 2)		
1	20/2/21	Course Orientation Describing Product Features
2	27/2/21	Giving Product Demonstrations
3	6/3/21	Making Offers and Suggestions in a Product Presentation
4	13/3/21	Getting Ready for a Complete Product Presentation
5	20/3/21	Workplace Telephone Conversations
6	27/3/21	Workplace Health and Safety
7	10/4/21	Manpower Issues
8	17/4/21	Job Interviews
9	24/4/21	Script Editing Making Decisions
10	8/5/21	Boosting Business
11	15/5/21	Getting Ready for Shooting and Uploading Video + Practice Paper I & II
12	22/5/21	Promoting Your Products
13*	29/5/21	Case Study / Practice Paper III
14*	5/6/21	Assessment Task 1 due (Mini-project) Assessment Task 2 (Oral Test)

Note 1: Lessons with an asterisk (*) are 2-hr sessions from 2pm-4pm

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

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Course: Applied Learning (Vocational English)- English Communication
Class: SA
Venue: Rm **TBC**, IVE (Sha Tin), 21 Yuen Wo Road, Sha Tin
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Lesson	Date	Learning Topic ^(Note 2)
Module 2: Reading and Writing (QF Level 2)		
15*	12/6/21	Trade Fairs & Exhibitions
16	19/6/21	Booking a Booth for a Business Event
17	26/6/21	Selecting Products to Promote
18	3/7/21	Choosing a Hotel for a Business Trip
19	10/7/21	Promoting a Business Event
20	17/7/21	Choosing a Free Gift for a Promotion Assessment Task 3a (Written Test)
21	24/7/21	Written Business Communication
Secondary FIVE		
22	11/9/21	Office Supplies Fair
23	18/9/21	Office Expansion
24	25/9/21	Business Events
25	2/10/21	Planning a Business Trip
26	9/10/21	Opening a New Branch
27	16/10/21	Case Study & Revision
28*	23/10/21 30/10/21	Case Study / Revision Assessment Task 3 b due (EP) Assessment Task 4 (Written Test)

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Lesson	Date	Learning Topic ^(Note 2)
Module 3: Listening and Speaking (QF Level 3)		
29	6/11/21	Opening and body of a Presentation
30	13/11/21	Key Elements of an Effective Presentation
31	20/11/21	Using Body Language
32	27/11/21	Handling Visual Aids
33	4/12/21	Concluding a Presentation
34	11/12/21	Basic Telephoning Skills
35	18/12/21	Handling Enquiries
36	8/1/22	Basic Face-to-Face Communication Skills
37	15/1/22	Handling Late Payment and Delivery
38	22/1/22	Matching Products with Customers
39	29/1/22	Describing Products
40	5/2/22	Script Editing Persuasion Skills
41	12/2/22	Case Study
42	19/2/22	Project Rehearsal
43	26/2/22	Handling Problems
44*	5/3/22	Case Study / Revision
45	12/3/22	Assessment Task 5 due (Mini-project) Assessment Task 6 (Oral Test)

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Orange: online; Blue: f2f

Lesson	Date	Learning Topic ^(Note 2)
Module 4: Reading and Writing (QF Level 3)		
46	19/3/22	Promoting Products on Social Media Sites
47	26/3/22	Promoting Services on Social Media Sites
48	2/4/22	Announcing New Products/Services on Social Media Sites
49	9/4/22	Responding to Negative Feedback on Social Media Sites
50	23/4/22	Presenting Product Survey Results
51	30/4/22	Presenting Customer Survey Results
52*	7/5/22	Case Study / Revision
53	14/5/22	Handling Orders
54	21/5/22	Staff Training (Sample unit) Assessment Task 6 (Oral Test)
55	28/5/22	Giving Directions
56	4/6/22	Developing Product Promotion Plan
57	11/6/22	Promoting Products Assessment Task 7b (Written Test)
58	18/6/22	Responding to Customers' Requests
59	25/6/22	Handling Packing Problems
60	2/7/22	Handling Complaints (I)
61	*9/7/22	Handling Complaints (II)
62	16/7/22	Case Study / Revision Assessment Task 7a due (Learning Portfolio) Assessment Task 8 (Written Test)

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