

Applied Learning Course (22/24 Cohort)
Class Schedule
(Updated as at Aug 2022)



Course: Applied Learning (Vocational English) - English Communication
Mode: Mode 2
Class: HF
Venue: IVE(Haking Wong)
702 Lai Chi Kok Rd, Cheung Sha Wan
Tutor: Veda Sung

Lesson	Date	Start time	End time	Learning Topic	Assessment Task	Learning Hours
<i>Secondary <Five></i>						
<i>Module 3: Listening and Speaking (QF Level 3)</i>						
29	13/8/2022 (Sat)	14:00	17:00	Opening and body of a Presentation		3
30	20/8/2022 (Sat)	14:00	17:00	Key Elements of an Effective Presentation		3
31	27/8/2022 (Sat)	14:00	17:00	Using Body Language		3
32	10/9/2022 (Sat)	14:00	17:00	Handling Visual Aids		3
33	17-Sept 2022 (Sat)	14:00	17:00	Concluding a Presentation		3
34	24-Sept 2022 (Sat)	14:00	17:00	Basic Telephoning Skills		3
35	15-Oct-2022 (Sat)	14:00	17:00	Handling Enquiries		3
36	22-Oct-2022 (Sat)	14:00	17:00	Basic Face-to-Face Communication Skills		3
37	29-Oct-2022 (Sat)	14:00	17:00	Handling Late Payment and Delivery		3
38	5-Nov-2022 (Sat)	14:00	17:00	Matching Products with Customers		3
39	12-Nov-2022 (Sat)	14:00	17:00	Describing Products		3
40	19-Nov-2022 (Sat)	14:00	17:00	Script Editing and Persuasion Skills		3
41	26-Nov-2022 (Sat)	14:00	17:00	Case Study		3
42	3-Dec-2022 (Sat)	14:00	17:00	Project Rehearsal	AT5 (Mini-project)	3
43	10-Dec-2022 (Sat)	14:00	17:00	Handling Problems		3
44	17-Dec-2022 (Sat)	14:00	17:00	Case Study		3
45	7-Jan-2023 (Sat)	14:00	16:00	Revision	AT6 (Oral Test)	2
<i>Secondary <Five></i>						
<i>Module 4: Reading and Writing (QF Level 3)</i>						
46	14-Jan-2023 (Sat)	14:00	17:00	Promoting Products on Social Media Sites		3
47	28-Jan-2023 (Sat)	14:00	17:00	Promoting Services on Social Media Sites		3
48	4-Feb-2023 (Sat)	14:00	17:00	Announcing New Products/Services on Social Media Sites		3
49	11-Feb-2023 (Sat)	14:00	17:00	Responding to Negative Feedback on Social Media Sites		3
50	18-Feb-2023 (Sat)	14:00	17:00	Presenting Product Survey Results		3
51	25-Feb-2023 (Sat)	14:00	17:00	Presenting Customer Survey Results		3
52	4-Mar-2023 (Sat)	14:00	17:00	Case Study / Revision	AT7b (Written Test)	3
53	11-Mar-2023 (Sat)	14:00	17:00	Handling Orders		3
54	18-Mar-2023 (Sat)	14:00	17:00	Staff training		3
55	25-Mar-2023 (Sat)	14:00	17:00	Giving Directions		3
56	1-Apr-2023 (Sat)	14:00	17:00	Developing Product Promotion Plan		3
57	15-Apr-2023 (Sat)	14:00	17:00	Prompting Products		3
58	22-Apr-2023 (Sat)	14:00	17:00	Responding to Customers' Requests		3
59	29-Apr-2023 (Sat)	14:00	17:00	Handling Packing Problems	AT7a (Learning Portfolio)	3
60	6-May-2023 (Sat)	14:00	17:00	Handling Complaints (I)		3
61	13-May-2023 (Sat)	14:00	17:00	Handling Complaints (II)		3
62	20-May-2023 (Sat)	14:00	16:00	Case Study / Revision	AT8 (Written Test)	2
Total						100