

Applied Learning Course (23/25 Cohort)
Class Schedule
 (Updated as at Aug 2022)



Course: Applied Learning (Vocational English) - English Communication
Mode: Mode 1
Class: HB
Venue: IVE(Haking Wong)
 702 Lai Chi Kok Rd, Cheung Sha Wan
Tutor: Jessie Cheng

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	24-Sept 2022 (Sat)	14:00	17:00	Course Orientation and Describing Product Features		3
2	8-Oct-2022 (Sat)	14:00	17:00	Giving Product Demonstrations		3
3	15-Oct-2022 (Sat)	14:00	17:00	Making Offers and Suggestions in a Product Presentation		3
4	22-Oct-2022 (Sat)	14:00	17:00	Getting Ready for a Complete Product Presentation		3
5	29-Oct-2022 (Sat)	14:00	17:00	Workplace Telephone Conversations		3
6	5-Nov-2022 (Sat)	14:00	17:00	Workplace Health and Safety		3
7	12-Nov-2022 (Sat)	14:00	17:00	Manpower Issues		2
8	19-Nov-2022 (Sat)	14:00	17:00	Job Interviews		3
9	26-Nov-2022 (Sat)	14:00	17:00	Script Editing and Making Decisions		3
10	3-Dec-2022 (Sat)	14:00	17:00	Boosting Business		3
11	10-Dec-2022 (Sat)	14:00	17:00	Getting Ready for Shooting and Uploading Video + Practice Paper I & II		3
12	17-Dec-2022 (Sat)	14:00	17:00	Promoting Your Products	AT1 (Mini-project)	3
13	7-Jan-2023 (Sat)	14:00	16:00	Case Study / Practice Paper III		2
14	14-Jan-2023 (Sat)	14:00	17:00	Revision	AT2 (Oral Test)	3
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	28-Jan-2023 (Sat)	14:00	17:00	Trade Fairs & Exhibitions		3
16	4-Feb-2023 (Sat)	14:00	17:00	Booking a Booth for a Business Event		3
17	11-Feb-2023 (Sat)	14:00	17:00	Selecting Products to Promote		3
18	18-Feb-2023 (Sat)	14:00	17:00	Choosing a Hotel for a Business Trip		3
19	25-Feb-2023 (Sat)	14:00	17:00	Promoting a Business Event		3
20	4-Mar-2023 (Sat)	14:00	17:00	Choosing a Free Gift for a Promotion		3
21	11-Mar-2023 (Sat)	14:00	17:00	Written Business Communication	Assessment Task 3b (Written Test) (20th hour)	3
22	18-Mar-2023 (Sat)	14:00	17:00	Office Supplies Fair		3
23	25-Mar-2023 (Sat)	14:00	17:00	Office Expansion		3
24	1-Apr-2023 (Sat)	14:00	17:00	Business Events		
25	15-Apr-2023 (Sat)	14:00	17:00	Planning a Business Trip		3
26	22-Apr-2023 (Sat)	14:00	17:00	Opening a New Branch	Assessment Task 3a (EP)	3
27	29-Apr-2023 (Sat)	14:00	17:00	Case Study		3
28	6-May-2023 (Sat)	14:00	16:00	Revision		2
28	13-May-23				Assessment Task 4 (Written Test)	2
28						
Total						40

*Task 3a deadline subject to further confirmation

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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	20-May-2023 (Sat)	10:00	13:00	Opening and body of a Presentation		3
30	20-May-2023 (Sat)	14:00	17:00	Key Elements of an Effective Presentation		3
31	10-Jun-2023 (Sat)	10:00	13:00	Using Body Language		3
32	10-Jun-2023 (Sat)	14:00	17:00	Handling Visual Aids		3
33	17-Jun-2023 (Sat)	10:00	13:00	Concluding a Presentation		3
34	17-Jun-2023 (Sat)	14:00	17:00	Basic Telephoning Skills		3
35	7-Oct-2023 (Sat)	10:00	13:00	Handling Enquiries		3
36	7-Oct-2023 (Sat)	14:00	17:00	Basic Face-to-Face Communication Skills		3
37	14-Oct-2023 (Sat)	10:00	13:00	Handling Late Payment and Delivery		3
38	14-Oct-2023 (Sat)	14:00	17:00	Matching Products with Customers		3
39	28-Oct-2023 (Sat)	10:00	13:00	Describing Products		3
40	28-Oct-2023 (Sat)	14:00	17:00	Script Editing and Persuasion Skills		3
41	25-Nov-2023 (Sat)	14:00	17:00	Case Study		3
42	2-Dec-2023 (Sat)	10:00	13:00	Project Rehearsal	AT5 (Mini-project)	3
43	2-Dec-2023 (Sat)	14:00	17:00	Handling Problems		3
44	9-Dec-2023 (Sat)	10:00	13:00	Case Study		3
45	9-Dec-2023 (Sat)	14:00	16:00	Revision	AT6 (Oral Test)	2
Total						50

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Tutor: <name of Tutor>

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<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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