

enhance your

# ENGLISH

## Fundamental English Writing Skills for the Workplace

### General English Courses

Essential Speaking Skills

Improving Your Pronunciation Skills

Upgrading Your Writing Skills

## Fundamental English Writing Skills for the Workplace

### INTRODUCTION

To sharpen your competitiveness in today's business environment, you should have an understanding of straightforward business communications in English in order to carry out a variety of tasks concisely and clearly.

**Fundamental English Writing Skills for the Workplace** is a 90-hour course designed to enhance your confidence and communication skills in a business setting.

### Preparation for Pitman

This course will help prepare you to sit for the International Benchmark Pitman English Examination.

### CEF Funding

This course has been approved as a reimbursable course under the Continuing Education Fund (CEF). To be eligible for claiming reimbursement\* for 80% of the course fee and examination fee, students are required to:

- achieve a minimum of 70% completion of course hours;
- achieve a minimum of 50% of the internal continuous assessments; **and**
- attain the minimum benchmark for the Pitman Examination of English for Business Communications (Level 1) Written Part (EBC 1)

\* *A claim for reimbursement of the fees for benchmark tests / examinations will only be processed if it is accompanied by a claim for the relevant language course.*

For details of the Continuing Education Fund, please visit the website: <http://www.sfaa.gov.hk/cef/>

### COURSE STRUCTURE

The course will be interactive in nature, with an emphasis on frequent practice of desired objectives and extensive feedback on how well a task has been accomplished.

#### Course Content

- (A) Understanding and writing short, simple internal and external business communications (30 hrs)
- (B) Completing or extracting information from common business communications (30 hrs)
- (C) Communicating clear and simple messages in a business setting (30 hrs)

### COURSE INFORMATION

Duration	: 90 hours (36 Meetings)
Start / End Dates	: 18 August 2009 – 22 December 2009
Meeting Times	: 7:00pm - 9:30pm (Every Tuesday & Friday)
Venue	: SCOPE Learning Centre (Kowloon Tong) or other designated SCOPE Learning Centres
Instructor	: SCOPE part-time English instructor

### WHO CAN APPLY?

- (a) HKCEE with grade E or above in English Language (Syllabus B); or
- (b) HKCEE with Level 2 or above in English Language (applicable to 2007 HKCEE or beyond); or
- (c) Equivalent qualifications

\* Applicants may be asked to sit for a written test / an interview.

### FEES\*

Course fee: HK\$6,300

- \* (1) There will be an additional fee for taking the International Benchmark Pitman English Examination.
- (2) **Students will be required to buy a course book;** details will be given before the first meeting.

### CLOSING DATE FOR APPLICATION

31 July 2009

### ENQUIRIES

Tel : 3442 7423  
Email : [scope@cityu.edu.hk](mailto:scope@cityu.edu.hk)  
Website : <http://scope.edu>

## Essential Speaking Skills

(Code: 92619)

This course is designed to get you talking in English about interesting things. If you do not have a chance to speak in English very often but still want to improve your skills in this area, then this course will let you do that. You will improve by participating in a variety of activities which require you to communicate orally with each other and your native speaker instructor. The activities will include: explaining situations; deciding on a plan of action; telling how you feel about something; bargaining for a good price; trying to persuade others to agree with you; giving reasons for not wanting to do something; comparing experiences, beliefs and social values; talking about hypothetical situations; asking for people's opinions; politely disagreeing; compromising and asking for and giving advice. After this course you will be much more confident when interacting in spoken English.

<b>Instructor</b>	: SCOPE part-time instructor (English Native Speaker)
<b>Entrance Requirement</b>	: a)HKCEE with grade E or above in English Language (Syllabus B); or b)HKCEE with Level 2 or above in English Language (applicable to 2007 HKCEE or beyond)
<b>Fee</b>	: \$3,200 (includes textbook & handouts)

### 92619

<b>Dates</b>	: 31 August 2009 – 31 October 2009
<b>Meetings</b>	: 16 meetings (40 hours)
<b>Times</b>	: 7:00pm – 9:30pm (Every Monday) & 2:30pm – 5:00pm (Every Saturday)
<b>Venue</b>	: SCOPE Learning Centre (Kowloon Tong) or other designated SCOPE Learning Centres
<b>Application Deadline</b>	: 10 August 2009

## Improving Your Pronunciation Skills

(Code: 92625)

If you have a wide vocabulary and a good control of English grammar, but still often get that “blank stare” from the person you are talking to, perhaps your pronunciation is the problem. If this is the case, then this course is for you. It is especially useful for those who have had little opportunity to focus on improving their pronunciation.

In the first phase of the course your instructor will make sure you can produce all the individual sounds of English, both by themselves and in the most common combinations they occur. At the same time, you will review and improve your ability to produce longer stretches of spoken English with correct stress, rhythm and intonation. Your instructor will pay particular attention to those areas of oral accuracy that are especially difficult for Chinese speakers. She/he will provide detailed feedback on your strengths and also on areas that still need improvement.

By the end of the course, your confidence and willingness to talk to others in English will be greatly enhanced. Your English in areas other than pronunciation should be at the upper-intermediate level.

### Course content (a sample of the areas covered):

- Reduced speech
- Rhythm and intonation
- Rising-falling intonation contrasts
- Deletion of sounds
- Linking between words

<b>Instructor</b>	: SCOPE part-time instructor (English Native Speaker)
<b>Entrance Requirement</b>	: a)HKCEE with grade E or above in English Language (Syllabus B); or b)HKCEE with Level 2 or above in English Language (applicable to 2007 HKCEE or beyond)

**Fee** : \$3,200 (includes textbook & handouts)

### 92625

<b>Dates</b>	: 22 September 2009 – 17 November 2009
<b>Meetings</b>	: 16 meetings (40 hours)
<b>Times</b>	: 7:00pm – 9:30pm (Every Tuesday & Thursday)
<b>Venue</b>	: SCOPE Learning Centre (Kowloon Tong) or other designated SCOPE Learning Centres
<b>Application Deadline</b>	: 31 August 2009

## Upgrading Your Writing Skills

(Code: 92629)

This course is designed for those who have not done much writing in English recently but who want or need to be able to do so with confidence. You will improve by doing lots of writing, both in and out of class. Your improvement will come in 3 areas: sentence-level skills, paragraph-level skills and document-level skills. A variety of writing tasks will be practiced, including job application letters and CVs; letters of inquiry and complaint; personal and business emails; letters to the newspapers; advertising flyers and memos. You will be given frequent, detailed feedback on your writing.

<b>Instructor</b>	: SCOPE part-time instructor (English Native Speaker)
<b>Entrance Requirement</b>	: a)HKCEE with grade E or above in English Language (Syllabus B); or b)HKCEE with Level 2 or above in English Language (applicable to 2007 HKCEE or beyond)
<b>Fee</b>	: \$3,200 (includes textbook & handouts)

### 92629

<b>Dates</b>	: 19 September 2009 – 19 December 2009
<b>Meetings</b>	: 13 meetings (39 hours)
<b>Times</b>	: 2:30pm – 5:30pm (Every Saturday)
<b>Venue</b>	: SCOPE Learning Centre (Kowloon Tong) or other designated SCOPE Learning Centres
<b>Application Deadline</b>	: 31 August 2009

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