

# Quality Enhancement Grant Scheme

**Progress Report**

**Project No. : 20/QEGS/A-08-09**

Reporting Period: From January ~~February~~ 2010 (month/year) to June ~~July~~ 2010 (month/year)

## Part A

Project Title: Developing Course Materials for Chinese Teaching at level 4 of the Qualifications Framework

Name of Grantee: School of Continuing and Professional Education, City University of Hong Kong

Project Period: From 1 July 2009 (month/year) to 30 June 2011 (month/year)

## Part B

Please use separate A4-size sheets to report the progress with regard to the following aspects:

1. Types and brief descriptions of Project activities held/completed during the reporting period (*the information may be presented in the form of a table*).
2. The dates, time, venues and number of participants / beneficiaries of Project activities held, and resources (e.g. equipment, manpower) used for the implementation of Project activities.
3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.
5. Project variation\*, if any, during the reporting period, together with details and justifications

Signature: \_\_\_\_\_

Organization Chop: \_\_\_\_\_



Name of Authorized Person: Dr Charles Wong

Name of Grantee School of Continuing and

Organization: Professional Education, City

University of Hong Kong

Position of Authorized

Person: Director

Date: 22 September 2010

*submitted on 4 Oct 2010*

\* For variations not listed in the approved Budget, a separate written application should be submitted to the Quality Enhancement Grant Scheme's Secretariat for prior approval.

\* Progress Report of Project should be signed by the head of the Grantee organization, the person-in-charge of the Project or the person who signed the Quality Enhancement Grant Scheme Agreement for acceptance of the Grant on behalf of the Grantee organization.

**Quality Enhancement Grant Scheme, EDB**  
**School of Continuing and Professional Education, City University of Hong Kong**  
**Half-Yearly Report (January to June 2010)**

<b>Project Title</b>	Developing Course Materials for Chinese Teaching at level 4 of the Qualifications Framework
<b>Project No.</b>	20/QEGS/A-0809
<b>Responsible Body</b>	School of Continuing and Professional Education, City University of Hong Kong
<b>Project Duration</b>	2 years (1 July 2009 to 30 June 2011)

## 1. Background

1.1 This is the second half-yearly report covering the period of January to June 2010.

1.2 The project is comprised of three parts:

(i) Launching survey:

- It is to investigate the situation of Chinese language teaching in the tertiary institutions of Hong Kong.

(ii) Developing course materials:

- It is to develop a set of Chinese course materials ready for use to help enhancing the Chinese ability for students at QF Level 4 students in Hong Kong.

(iii) Organizing symposium:

- It is to hold a symposium which serves as a platform for teachers, experts and scholars to share experience and exchange views on teaching and learning, curriculum and material development of Chinese language at the tertiary level.

1.3 The project is monitored by a team of experienced full-time academic and administrative staff from SCOPE, City University of Hong Kong. Two part-time research assistants are recruited to help with the project.

## 2. Progress of Work

### 2.1 Launching survey

2.1.1 The survey had completed. A 47-page report, 「香港大專院校副學士及高級文憑課程中文科教學情況調查報告書」 (with 7 appendices), was submitted in March 2010. The report was satisfactorily accepted.

2.1.2 There was a delay in the survey work, and the reasons had been provided in the first half-yearly report.

2.1.3 The survey results were informed to the writers for ensuring the materials pitching at the right level and targeting at the present teaching needs.

## **2.2 *Developing course materials***

- 2.2.1 The work on course material development started in late December 2009, and it is underway.
- 2.2.2 The course materials are divided into 4 components: Reading, Writing, Oral, and Listening. Each component is comprised of 5 units.
- 2.2.3 There were originally 3 writers in the team, and each is responsible for one or two components. However, one writer had got health problem and was unable to continue with the writing task. He resigned from the job in May 2010. One of the other writers is willing to take up the left part, and the problem of suddenly losing hands is solved, or else the work will be delayed if recruitment procedures have to be started over again.
- 2.2.4 The material submission schedule has to be deferred a bit as one of the writer has shouldered on more writing work due to the resignation of the other member. Another writer had to handle some urgent family matters, and his writing parts were also deferred for submission.
- 2.2.5 Up till now we have received six units of materials from the two writers (Appendix A). They are of good quality and can meet the required standard. We have confidence that the coming materials will be in good shape. We do not see there is problem in submitting the whole set of materials on time (scheduled to be on 30 June 2011), as the draft will be ready by February 2011, which allows for a buffering period of four months for revisions.
- 2.2.6 Due to the delay in material submission, the stage one teaching materials on trial is unable to be in place in the January to June 2010 semester. Up till now, 5 institutions have sent in their consent in helping out for the material-trial-out scheme. The course material kits were sent to them on 20 August 2010. Feedback on the material trial out will be collected in December 2010.
- 2.2.7 We also plan to send out drafts of the materials to local Chinese language experts for them to make reviews and comments, so that the materials can be further improved.

## **2.3 *Organizing symposium***

- 2.3.1 The symposium on sharing views and experience on Chinese language teaching at QF Level 4 is scheduled on 15 January 2011 (Saturday, 9:00 am – 5:30 pm) at City University of Hong Kong. Local and overseas guest speakers will be invited to enlighten the direction and ways of Chinese education. Peers and teachers are also invited to share the views on Chinese teaching and learning, curriculum and material development.

2.3.2 The following preparation work is underway:

- Formulating seminar objectives, programmes and working schedules.
- Identifying and sending out invitations to guest speakers.
- Drafting symposium circulars.
- Arranging for seminar logistics.

2.3.3 We are still awaiting replies of the guest speakers. It is planned to invite 2 to 3 guest speakers from overseas and a few from local. Symposium circulars will be sent out in September and November. It is expected to have 80 –100 people attending the seminar.

### 3. Brief Financial Report

Financially, only 16% of the grant is used on the day of submission of this report. Explained in the first six-month report that the Project Team members did provide leading roles on a number of tasks due to their expertise, knowledge and many years of higher education experience, thus no staff is recruited for analyzing data and writing report as planned. Also, members of the Team are currently employed under SCOPE, City University of Hong Kong, under the University's outside practice rules they are not allowed to take up any job with pay. Hence, projected expenditure of HK\$80,000 has been saved.

Reported in 2.2.1 of this report, the work on course material development started in late December 2009 and it is now underway. However, the writers are paid by instalments according to milestone set out by the Project Coordinator. They will be paid the first instalment by October 2010. No expenditure is incurred upon submission of this report. The HK\$240,000 budgeted in Year 1 will be carried forward to Year 2.

Also, explained in the first six-month report, it is planned Consultant will be recruited at the final stage of the writing process, so that the writing materials developed can be mandated by this "reputable expert", who will be in service starting from 1 October 2010 till 30 June 2011. The HK\$20,000 budgeted in Year 1 will be carried forward to Year 2.

A summary on the amount of grant released and used is shown in the table below.

	Approved Project Budget (HK\$) for Year 1	Used Amount (HK\$)	Remaining (HK\$)
a. Manpower			
- Part-time Research Assistant	108,000	73,332	34,668
- Analyzing of data and writing of report	80,000	0	80,000
- Developing teaching materials	240,000	0	240,000
- Consultants	20,000	0	20,000
b. Equipment / Facilities	6,000	4,768	1,232
c. Services	0	0	0
d. General Expenses			
♦ Printing	15,000	1,174	13,826
♦ Books	4,000	0	4,000
♦ Contingency	15,000	0	15,000
Total	488,000	79,274	408,726

#### **4. Conclusion**

In so far, the project has been running smoothly. Smaller working groups are formed within the Project Team. Members of each working group have been contributing their parts in ensuring the survey, writing process, and symposium organizing in their good shape and making the work progress in a steady way. The administrative staff of SCOPE is very helpful in providing their support to the project. The two Research Assistants are dedicative and prompt in action. The writers are experienced and produce quality work. Work involved in the project is heavy and not easy, however, with the team members' professionalism, expertise and efforts, it is believed that the project can be completed on time and with good quality.

To ensure the progress and quality of work, the positions of two Research Assistants have to be retained in the second year of the project. Also, as planned, a consultant will also need to be recruited as the advisor for the symposium and for safeguarding the quality of the course materials. Their contribution will surely help the project yielding much fruit.

Serina Lai (Dr.)  
Project Coordinator  
SCOPE, City University of Hong Kong  
13 September 2010  
Re-submit on 30 September 2010  
Final submit on 4 October 2010