

Quality Enhancement Grant Scheme

Progress Report

Project No. :

20/QEGS/A-0809

Reporting Period : From July 2010 (month/year) to December 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 July 2009 (month/year) to 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: _____

SCOPE, City University of Hong Kong

Organization: _____

Position of Authorized

Person: Director

Date: 3 March 2011

* A separate written application should be submitted to the Grantor for prior written approval.

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▪ **Project activities held/completed during the reporting period**

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
July – Dec 10	<p>1. <u>Developing teaching materials:</u></p> <ul style="list-style-type: none"> ▪ The material writing and revising work was in progress. 7 units of materials, out of 20, were received. ▪ Audio materials were prepared to facilitate teaching for the components on oral and listening skills. ▪ Samples of teaching materials are attached in Appendix 1. <p>2. <u>Teaching materials on trial:</u></p> <ul style="list-style-type: none"> ▪ 4 units of teaching materials were sent to colleges offering HD/AD programmes for trial in actual teaching. ▪ Feedbacks from teachers were collected as reference points for revising the materials. ▪ Samples of feedbacks collected from the teachers are attached in Appendix 2. <p>3. <u>Organizing the symposium on tertiary Chinese education:</u></p> <ul style="list-style-type: none"> ▪ Organizing committee was formed, and organizing work was going-on throughout the whole reporting period. ▪ Overseas and local experts and scholars in Chinese education will be invited to speak in the plenary sessions. ▪ Various stakeholders (e.g. writers, teachers, language ability descriptors developers and so on) will be invited to share their experience on Chinese teaching and material development at the tertiary level. ▪ Chinese teachers working in the post-secondary institutions of Hong Kong are the target participants of the symposium. Conference notice has been sent out to colleges and universities in Hong Kong. There are 60 people registering for the Symposium. ▪ The symposium documentation is attached in Appendix 3. 	<p>N/A</p> <p>4 institutions agreed to help in the material trial. Approximately 193 AD/HD students were involved.</p> <p>It is expected that the symposium will have 80 participants.</p>
<p>* Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets / posters, relevant reports, etc.).</p>		

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- The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
<ul style="list-style-type: none"> ▪ Developing teaching materials (stage 2) ▪ Teaching materials on trial (stage 2) ▪ Revising teaching materials ▪ Organizing the seminar and sharing session to be held in January 2011 	<p>45%</p> <p>100%</p> <p>100%</p> <p>100%</p>	<p>Delay in the schedule of material developing was due to the sudden resignation of one writer. The situation had already been reported in the second half-yearly report.</p>
Overall Project	70%	

**** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.**

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- **Project variation (a separate written application should be submitted to the QEGS Secretariat for prior written approval.)**

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from QEGS Secretariat
Nil	

- **Financial position as at the end date of the reporting period**

Expenditure items	Approved budget (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	743,000	97,572.3	645,427.7 ²
b. Equipment / facilities	6,000	5,780	220
c. Services	10,000	0	10,000
d. General expenses	88,000	6,588.44	81,411.56
e. Others	52,000	4,267	47,733
Total	899,000¹	114,207.74	784,792.26
<i>Project Income (if any)</i>			<i>0</i>
<i>Total Balance</i>			<i>784,792.26</i>

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

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

1. Background

- 1.1 This is the third second half-yearly report covering the period of July to December 2010.
- 1.2 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.
- 1.3 Up till now, the project had completed its first part, a survey to investigate the situation of Chinese language teaching in the tertiary institutions of Hong Kong. The full report was submitted.
- 1.4 There are still two outstanding parts in the project:
- Organizing a symposium on Chinese education which will serve as a platform for teachers, writers, experts and scholars to share experience and exchange views on teaching and learning, curriculum and material development of Chinese language at the tertiary level.
 - Developing the Chinese course materials ready for use to help enhancing the Chinese ability for students at QF Level 4 students in Hong Kong.

2. Progress of Work

2.1 *Organizing a symposium on Chinese education at the tertiary level*

- 2.1.1 An organizing committee was formed and comprised of the project team, research assistants, and the SCOPE administrative staff, who have been working on the symposium since May 2010.
- 2.1.2 Five honourable guest speakers for the symposium have been confirmed. They are all distinguished scholars with high expertise in Chinese language education, coming from Mainland, Taiwan, Singapore, and Hong Kong.

- 2.1.3 Writers of the teaching materials, college teachers involving in trying out the materials, and developers for the QF Chinese descriptors are also invited to share their experience in the symposium.
- 2.1.4 Symposium notice was sent out to 18 tertiary institutions in Hong Kong to invite the Chinese teachers to attend the symposium. There were about 65 registration forms being received.
- 2.1.5 With all the hard work of the organizing committee and support from the university, the symposium will hopefully be held smoothly on 15 January 2011.
- 2.1.6 The conference notice is attached in Appendix 3.

2.2 *Developing course materials*

- 2.2.1 The course materials are divided into 4 components: Reading, Writing, Oral, and Listening. Each component is comprised of 5 units. There will be a total of 20 units of teaching materials. Up till now 7 units have been received.
- 2.2.2 The material writing schedule is a bit behind, because the material development work could only start in late December 2009, and a member of the writing team suddenly resigned in May 2010.
- 2.2.3 The writers have been informed and they are fully aware of the tight schedule. Completing the work on time has been ensured by the writers. The project team is confident that the work can be completed on time, and the materials will be of good quality, as the writers are experienced, responsible, and with high expertise in Chinese teaching and material writing.
- 2.2.4 Samples of teaching materials received so far are attached in Appendix 1.

2.3 *Materials on trial*

- 2.3.1 Due to the delay in material developing process, the stage one teaching materials on trial was unable to be in place in the January to June 2010. However, the project team managed to send out 4 units of materials to colleges on 20 August 2010, so that they could try out the materials for teaching in the semester spanning through September to December.
- 2.3.2 4 institutions had helped out for the material trial. 6 teachers and about 200 AD/HD students were involved. Feedbacks were collected from the teachers in December 2010. Sample of feedbacks are attached in Appendix 2.

3. Conclusion

In so far, the project has been running fairly smoothly. Although there were hurdles in the process of inviting plenary speakers and budget interpretation for the symposium, with the hard work and effort of the project team and the SCOPE supporting team, the hurdles were ultimately crossed.

There is a bit delay in the material writing process. However, with the quality of the writing team, the project team is confident that the work can be completed on time.

The symposium held in mid January is an event that the project team is looking forward to. It is not only the outcome of our hard work in all these months, but we also treasure it as a platform to congregate the tertiary Chinese language teachers and experts to share their views on Chinese education in Hong Kong. Such chances are rare. With the experience of the project team and the SCOPE staff, it is believed that the symposium will be successfully launched.

Last but not the least, the project team is happy to see that the budget is at its healthy state with no deficit. The financial situation is reported in the Schedule III (a).

Serina Lai (Dr.)
Project Coordinator
Principal Lecturer, SCOPE, City University of Hong Kong
28 January 2010

