

Quality Enhancement Grant Scheme

Progress Report	Project No. : 33/QEGS/B-08-09
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Reporting Period: From August 2009 (month/year) to January 2010 (month/year)

Part A

Project Title: Language Support Programmes for Enhancing Weaker Students' English Language Proficiency

Name of Grantee: Hong Kong Community College

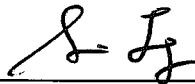
Project Period: From August 2009 (month/year) to July 2011 (month/year)

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. Simon Leung

Name of Grantee PolyU Hong Kong Community

Organization: College

Position of Authorized

Person: Director

Date: 28 Feb 2010

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

**Progress Report on QEGS Project - Language Support Programmes for
Enhancing Weaker Students' English Language Proficiency**

Project Code: 33/QEGS/B-08-09

The captioned QEGS project has completed Phase 1 (from 1st August, 2009 to 31st January, 2010). This report summarises the project activities completed and the milestones and deliverables attained as of January 31, 2010.

I. Project Milestone(s) and Deliverables Attained

All project activities have been completed as scheduled by 31st January, 2010:

A. Delivery of Workshop 1 (Academic English)

- **Number of Classes offered:** A total of 46 classes (20 classes on West Kowloon campus [WK] and 26 classes on Hung Hom Bay campus [HHB]) were offered in Semester 1, 2010 (September 2009 – January 2010). Ten 1-hour workshop sessions have been conducted to provide additional English language support to the target beneficiaries in each class.

- **Beneficiaries:** 1040 students

Campus	Study Discipline	No. of Classes	No. of Students
WK	Business	20	475
HHB	Design	3	61
	Health Care	4	71
	Humanities and Communication	3	62
	Science and Technology	7	159
	Social Sciences	9	212
Total:		46	1040

- **Schedule of the Workshop Sessions held:**

Session*	Schedule
1	Week of 7 th September, 2009
2	Week of 14 th September, 2009
3	Week of 21 st September, 2009

4	Week of 28 th September, 2009
5	Week of 5 th October, 2009
6	Week of 12 th October, 2009
7	Week of 19 th October, 2009
8	Week of 26 th October, 2009
9	Week of 2 nd November, 2009
10	Week of 9 th November, 2009

**1 hour/ session*

B. Development of Materials for Workshop 1 (Academic English)

- The following materials for the 10 workshop sessions, each containing (i) a diagnostic test, (ii) a concept review section and (iii) a concept boosting exercise, have been developed (refer to Appendix I):

Session	Topic
1	Paragraph Writing
2	Grammar Review I (Common ESL Errors)
3	Grammar Review II (Common ESL Errors)
4	Sentence Structure I – Revising Sentence Fragments (Phrases and clauses)
5	Sentence Structure II – Revising Run-ons (Writing simple sentences, compound sentences, complex sentences)
6	Sentence Structure III – Using Parallel Structures (More about phrases; active/ passive voice; infinitives/ gerunds/ participles)
7	Sentence Structure IV – Revising Misplaced Modifiers (Modifiers)
8	Sentence Structure – Revising Dangling Modifiers (Combining sentences using participle phrases)
9	Summarising Skills
10	Paraphrasing Skills

- **Beneficiaries:** All Year 1 Associate Degree Students at HKCC

C. Construction of Project Website

- The platform webpage and resource system have been built (refer to Appendix II):



D. Completion of Quality Assurance Procedures

The Student Feedback Questionnaires [SFQ] were administrated in the last session of Workshop 1 (Academic English), and the Post-teaching Reports on Workshop 1 (Academic English) were received.

Positive comments on the Workshop were received. In general, students agreed that the workshop sessions were helpful to their learning of academic English. In particular, an average SFQ score of 3.79 (on a 5-point scale) on the question about the effectiveness of the workshop in helping students achieve the learning outcomes was attained. In the post-teaching reports, lecturers reported that most of the students were quite serious and hardworking, and they found the materials developed for the workshop sessions useful and highly relevant to students' needs in the sub-degree programmes. As students' English proficiency level varied widely, lecturers suggested that more vocabulary and basic grammar practices be given and the length of the workshop be extended to 1.5 hours.

II. Resources Used

Projected Expenditure	Resources Used	Amount in HK\$
a. Manpower	Manpower for the Delivery of Workshop 1 (Academic English): \$500X 10 hours X 46 classes PLUS 5%MPF	\$231,000
b. Equipment/ Facilities	-	-
c. Services	Development of Workshop Materials: \$500 X 25 hours = \$12,500 Maintenance and Construction of Website*: \$58,000	\$70,500
d. General Expenses	-	-
e. Others	-	-
	Total Expenditure:	\$301,500

**A total of 7 companies were invited to submit their offer for taking up the task of constructing an English Learning Platform for the Academic/ English Workshops for the captioned QEGS project in September 2009. Two companies had submitted their offers, and Artech Creative Production & Printing Company (with the lowest and compliant offer) was recommended to take up the project. The total order amount for the construction of the project website is HKD58,000, plus \$8,800 for website update/maintenance fee per year.*

III. Percentage of the Project Completed

25% of the Project

Phase	Timeframe	Project Milestones	Attained?
1	Aug 2009 – Jan 2010	• Implementation of Workshop 1 (Academic English)	✓
		• Development of Workshop Materials (Academic English)	✓
		• Construction of the Project Website	✓
		• Interim Project Review (1)	✓
2	Feb – Jul 2010	• Implementation of Workshop 2 (Workplace English)	In progress
		• Development of Workshop Materials (Workplace English)	In progress
		• Update and Maintenance of the Project Website	In progress
		• Interim Project Review (2)	In progress
3	Aug 2010 – Jan 2011	• Launching the Project Website (Test version, access for HKCC students only), Update and Maintenance of the Project Website	To be completed
		• Implementation of Workshop 3 (Academic English)	To be completed
		• Development of Additional Workshop Materials (Academic English) and Review of the Learning Materials developed in 2009-10	To be completed

		<ul style="list-style-type: none"> • Interim Project Review (3) 	To be completed
4	Feb – Jul 2011	<ul style="list-style-type: none"> • Implementation of Workshop 4 (Workplace English) 	To be completed
		<ul style="list-style-type: none"> • Development of Additional Workshop Materials (Workplace English) and Review of the Learning Materials developed in 2009-10 	To be completed
		<ul style="list-style-type: none"> • Launching the Project Website (Open access), Update and Maintenance of the Project Website 	To be completed
		<ul style="list-style-type: none"> • Project Review (final) 	To be completed
		<ul style="list-style-type: none"> • Auditing of Project Account 	To be completed

IV. Work Scheduled for Phase 2

A. Implementation of Workshop 2 (Workplace English)

B. Development of Workshop Materials for Workshop 2 (Workplace English)

C. Update and Maintenance of Project Website