

Quality Enhancement Grant Scheme

Progress Report

Project No. : 33/QEGS/B-08-09

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

Part A

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

Name of Grantee: Hong Kong Community College

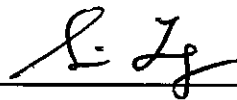
Project Period: From August 2009 (month/year) to July 2011 (month/year)

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: 30 August 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 2 (from 1st February, 2010 to 31st July, 2010). This report summarises the project activities completed and the milestones and deliverables attained as of 31st July, 2010.

I. Project Milestone(s) and Deliverables Attained

All project activities for Phase 2 stipulated in the agreement had been completed as scheduled by 31st July, 2010:

A. Delivery of Workshop 2 (Workplace English)

- **Number of Classes offered:** A total of 29 classes* (6 classes on West Kowloon campus [WK] and 23 classes on Hung Hom Bay campus [HHB]) were offered in Semester 2 of the academic year 2009-2010 (January 2010 – June 2010). Ten 1-hour workshop sessions had been conducted to provide additional English language support to the target beneficiaries in each class.

- **Beneficiaries:** 627 students

Campus	Study Discipline	No. of Classes	No. of Students
WK	Business	6	132
HHB	Design	3	60
	Health Care	3	60
	Humanities and Communication	3	58
	Science and Technology	7	135
	Social Sciences	7	182
Total:		29*	627

*42 classes in total were offered; HKCC had subsidised the offering of 13 classes on WK campus.

Schedule of the Workshop Sessions held:

Session*	Schedule
1	Week of 25 th January, 2010
2	Week of 1 st February, 2010
3	Week of 8 th February, 2010
4	Week of 22 nd February, 2010
5	Week of 1 st March, 2010
6	Week of 8 th March, 2010
7	Week of 15 th March, 2010
8	Week of 22 nd March, 2010
9	Week of 29 th March, 2010
10	Week of 5 th April, 2010

*1 hour/ session

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

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

Session	Topic
1	Business English Skills: Improving sentence skills in business messages (Fragments, run-ons, unparallel structures, dangling modifiers and misplaced modifiers)
2	Business English Skills: Audience benefits, You-view, Positive expression Grammar Review: Plural nouns
3	Business English Skills: Conversational but Professional Tone, Inclusive language, Plain Language and familiar words Grammar Review: Possessive nouns and Pronouns
4	Business English Skills: Eliminating wordiness I (Avoiding wordy prepositional phrases, long lead-ins and outdated expressions) Grammar Review: Subject-verb agreement
5	Business English Skills: Eliminating wordiness II (Avoiding needless adverbs, fillers and repetitious words) Grammar Review: Verb mood and voice
6	Business English Skills: Writing direct messages (Writing direct openings; Emphasising; Using parallelism)

	Grammar Review: Verb tense
7	Business English Skills: Writing persuasive messages (Getting attention in the opening) Grammar Review: Adjectives and Adverbs
8	Business English Skills: Writing negative messages (Using a buffer to soften bad news in the opening) Grammar Review: Prepositions
9	Business English Skills: Deemphasising negative messages (using active and passive voice; subordinate clauses, implied refusals) Grammar Review: Conjunctions
10	Business English Skills: Avoiding "I" dominance

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

C. Update and Maintenance of Project Website

- Two part-time Project Assistants, each employed for 100 hours from June 7, 2010 to June 30, 2010, were recruited to:
 - ◆ Provide administration support to the Project Coordinator, including uploading the workshop materials to the project website;
 - ◆ Assist in the preparation of the independent English language learning guidebook; and
 - ◆ Liaise with the Project Coordinator and other staff members concerning the requirements of the project.

Tasks completed by the Project Assistants:

- ◆ Input the details of the Online English Learning Platform and the questions on the worksheets for Workshop 1 (Academic English) and Workshop 2 (Workplace English) to the resource system.
- ◆ Tested the Online English Learning Platform and followed up with the vendor on the problems identified.
- ◆ Assisted the Project Coordinator in conducting the telephone interviews – Interviewed the participants of Workshop 1 (Academic English) and Workshop 2 (Workplace English) for feedback.
- ◆ Assisted the Project Coordinator in two focus group interviews to obtain more detailed feedback from the participants regarding the delivery of Workshop 1 (Academic English) and Workshop 2 (Workplace English).

- The platform webpage and resource system (content management system) were updated (refer to Appendix II).

THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

HONG KONG COMMUNITY COLLEGE
香港專上學院

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English Language Support Programmes
for Sub-degree Students

Funded by the Quality Enhancement Grant Scheme (QEGS), the English language support programmes aim at providing additional English language support for enhancing sub-degree students' English language proficiency.

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D. Completion of Quality Assurance Procedures

The Student Feedback Questionnaires [SFQ] were administrated in the last session of Workshop 2 (Workplace English), and Post-teaching Reports on Workshop 2 (Workplace English) were received. Additionally, telephone interviews (n=93) and two focus group interviews were conducted with the assistance of the Project Assistants in June 2010.

Overall speaking, positive comments on Workshop 2 (Workplace English) were received from the students and the lecturers. Students found the workshop practical and useful to their learning of workplace English. Some weaker students would want the workshop to place greater emphasis on the English fundamentals such as grammar and vocabulary. In general, students agreed that the workshop could help them master better the English skills and understand better the concepts taught in the regular workplace English course. They liked particularly the worksheets of the workshop sessions as they were detailed and reader-friendly, though some instructions to the exercises would need to be improved for clarity. In particular, an average SFQ score of 3.81 (on a 5-point scale) on the question about the effectiveness of the workshop in helping students achieve the learning outcomes was attained. It was also noted in the telephone interviews and focus group interviews that students found the duration of each workshop session too short, so some weaker students did not have time to finish all exercises on the worksheets. It was hoped that the workshop sessions be extended to 1.5 hours. Students also demanded to reduce the class size of the Workshop from 25 to 20 so that even more personalized attention could be given and more interactions could be facilitated. Meanwhile, many students praised their lecturers for their patience and care. They thanked their teachers for the well-prepared lessons and clear explanations.

By and large, lecturers felt that the intended learning outcomes of Workshop 2 (Workplace English) could be achieved. They shared in the post-teaching reports that most students were attentive and willing to learn. They also observed that the English levels of the students were quite varied and some of them were very weak. It was therefore proposed that different workshops be planned in future to cater for students' diverse needs. Additionally, lecturers commented that the materials developed for the workshop sessions were well-designed, user-friendly and appropriate. Nevertheless, some particularly weak students needed more time to finish the planned exercises. They suggested that the length of the workshop be extended to 1.5 hours. The

lecturers agreed that the workshop could give weak students a lot of support and urged the workshop to be kept in future.

II. Resources Used

Projected Expenditure	Resources Used	Amount in HK\$
a. Manpower	<p>Manpower for the Delivery of Workshop 2 (Workplace English): $\\$500 \times 10 \text{ hours} \times 29 \text{ classes PLUS } 5\% \text{MPF}$ $= \\$152,250$</p> <p>Manpower for Administrative Support: $\\$50 \times 200 \text{ hours}$ $= \\$10,000$</p>	\$162,250
b. Equipment/ Facilities	-	-
c. Services	<p>Development of Workshop Materials: $\\$500 \times 25 \text{ hours} =$ $\\$12,500$</p> <p>Update and Maintenance of Website: $\\$8,700$</p>	\$21,200
d. General Expenses	-	-
e. Others	-	-
	Total Expenditure:	\$183,450
	Approved Allocation:	\$235,100

III. Percentage of the Project Completed

50% 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)	✓
		• Development of Workshop Materials (Workplace English)	✓
		• Update and Maintenance of the Project Website	✓
		• Interim Project Review (2)	✓
3	Aug 2010 – Jan 2011	• Launching the Project Website (Test version, access for HKCC students only), Update and Maintenance of the Project Website	In progress
		• Implementation of Workshop 3 (Academic English)	In progress
		• Development of Additional Workshop Materials (Academic English) and Review of the Learning Materials developed in 2009-10	In progress
		• Interim Project Review (3)	In progress
4	Feb – Jul 2011	• Implementation of Workshop 4 (Workplace English)	To be completed
		• Development of Additional Workshop Materials (Workplace English) and Review of the Learning Materials developed in 2009-10	To be completed
		• Launching the Project Website (Open access), Update and	To be completed

		Maintenance of the Project Website	
		• Project Review (final)	To be completed
		• Auditing of Project Account	To be completed

IV. Work Scheduled for Phase 3

- A. Implementation of Workshop 3 (Academic English)***
- B. Development of Additional Workshop Materials (Academic English) and Review of the Learning Materials developed in 2009-10***
- C. Launching the Project Website (Test version, access for HKCC students only)***
- D. Update and Maintenance of Project Website***