

Quality Enhancement Grant Scheme

Progress Report

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

Reporting Period: From August 2010 (month/year) to January 2011 (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: 25 February 2011

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

**3rd Progress Report on OEGS Project - Language Support Programmes for
Enhancing Weaker Students' English Language Proficiency**

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

The captioned OEGS project has completed Phase 3 (from 1st August, 2010 to 31st January, 2011). This report provides a summary of the project activities completed and the milestones and deliverables attained during the reporting period.

I. Project Milestones) and Deliverables Attained

All project activities for Phase 3 stipulated in the agreement had been completed as scheduled by 31st January, 2011:

A. Delivery of Workshop 3 (Academic English)

- **Number of Classes offered:** A total of 51 classes* (22 classes on West Kowloon campus [WK] and 29 classes on Hung Hom Bay campus [HHB]) were offered in Semester 1 of the academic year 2010-2011 (September 2010 – December 2010). Ten 1-hour workshop sessions had been conducted to provide additional English language support to the target beneficiaries in each class.
- **Beneficiaries:** 1243 students

Campus	Study Discipline	No. of Classes	No. of Students
WK	Business	22	550
HHB	Design	3	62
HHB	Health Care	2	49
HHB	Science and Technology	13	318
HHB	Social Sciences	11	264
	Total:	51*	1243

* 65 classes in total were offered; HKCC had subsidised the offering of 14 classes:

Campus	Study Discipline	No. of Classes	No. of Students
WK	Business	6	150

HHB	Humanities and Communication	5	122
HHB	Social Sciences	3	72
	Total:	14	344

Schedule of the Workshop Sessions held:

Session*	Schedule
1	Week of 6 th September, 2010
2	Week of 13 th September, 2010
3	Week of 20 th September, 2010
4	Week of 27 th September, 2010
5	Week of 4 th October, 2010
6	Week of 11 th October, 2010
7	Week of 18 th October, 2010
8	Week of 25 th October, 2010
9	Week of 1 th November, 2010
10	Week of 8 th November, 2010

**1 hour/ session*

B. Development of Materials for Workshop 3 (Academic English)

- The following materials developed for the academic English workshop were reviewed and revised based on the feedback of lecturers and students having used the materials in Workshop 1 in 2009-10. Each worksheet has (i) a diagnostic test, (ii) a concept review section, (iii) concept boosting exercises and (iv) a glossary of the difficult/ technical vocabulary (refer to Appendix I):

Session	Topic
1.	Writing Effective Academic Paragraphs
2.	Grammar Review I (Common ESL Errors)
3.	Grammar Review II (Common ESL Errors)
4.	Sentence Structure – Fragment (Phrases and clauses)
5.	Sentence Structure – Run-on (Simple sentences, compound sentences, complex sentences)
6.	Sentence Structure – Parallel Structures (More about phrases; active/ passive voice; infinitives/ gerunds/ participles)
7.	Sentence Structure – Misplaced Modifiers (Modifiers)
8.	Sentence Structure – Dangling Modifiers (Combining sentences using

	participle phrases)
9.	Summarising Skills
10.	Paraphrasing Skills

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

C. Update and Maintenance of Project Website


- One part-time Project Assistant was recruited from January 3, 2011 to January 14, 2011 (60 hours in total) 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 Assistant:


- ◆ Used the resource system to update the academic English exercises on Online English Learning Platform;
- ◆ Tested the Online English Learning Platform and followed up with the vendor on the problems identified;
- ◆ Assisted the Project Coordinator in conducting telephone interviews – Interviewed the participants of Workshop 3 (Academic English) for feedback;
- ◆ Searched for more online academic English resources for Independent English language learning and updated the Useful Links webpage on the Project Website.

- The platform webpage and resource system (content management system) were updated.

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**The Hong Kong
POLYTECHNIC UNIVERSITY**
香港理工大學



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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.



Academic English MORE ->

Want to improve your academic English? Click "MORE" to find tests, reviews and exercises which will help enhance your academic English skills, assist your learning through English as the medium of instruction at sub-degree level, and boost your confidence in using English for academic purposes.

Workplace English MORE ->

Want to brush up on your workplace English? Click "MORE" to find tests, reviews and exercises which will help enhance your workplace English skills for communication success in professional contexts and boost your confidence in using English for workplace communication.

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D. Completion of Quality Assurance Procedures

The Student Feedback Questionnaires [SFQ] were administered in the last session of Workshop 3 (Academic English), and Post-teaching Reports on Workshop 3 (Workplace English) were received. In addition, with the assistance of the Project Assistant, telephone interviews (n=80) were conducted in January 2011 to collect more feedback from students.

In general, Workshop 3 (Academic English) was well received by both students and lecturers. An average SFQ score of 3.84 (on a 5-point scale) on the question about the effectiveness of the workshop in helping students achieve the learning outcomes was attained. Students commended that the workshop was useful to their learning in the academic English subject, and it offered them the opportunities to practise and consolidate their academic English and grammar skills. By and large, they felt that the workshop could help them enhance their academic English proficiency effectively.

Students thought that the materials developed for this workshop were well-organised. Adequate examples were given to aid their comprehension of the key concepts, and sufficient exercises were supplied to facilitate their mastery of the basic academic English skills.

Meanwhile, it was noted that the English standards of the students across different study disciplines were quite varied. Some participants with relatively better English proficiency suggested that more challenging practices be included in the learning resources package. Many students also thought that time was insufficient for them to complete all planned exercises and demanded to extend the duration of each workshop session to 1.5-2 hours. Some students even requested to arrange two sessions per week and reduce the class size to 20 so that they could have more chances to ask the lecturers for feedback or clarifications.

Overall speaking, lecturers observed that students had displayed signs of better understanding and mastery of the academic English skills covered in the academic English course. They shared in the post-teaching reports that most students were motivated to learn, and some students had put an excellent effort in the Independent Language Learning Portfolio, which could help them explore other alternative ways to learn English. They found the materials well-written, useful and relevant, yet some students found it a bit hard to complete all the tasks in a one-hour session. Some also felt that some exercises (in terms of vocabulary and level of text) were rather difficult for the weaker students. To allow more time for the lecturers to go through the skills/

grammar points and give more personalised feedback to students, lecturers suggested lengthening each workshop session to 75 minutes.

II. Resources Used

Projected Expenditure	Resources Used	Amount in HK\$
a. Manpower	<p>Manpower for the Delivery of Workshop 2 (Workplace English): \$500 X 10 hours X 51 classes PLUS 5%MPF = \$267,750</p> <p>Manpower for Administrative Support: \$50 X 60 hours = \$3,000</p>	\$270,750
b. Equipment/ Facilities	-	-
c. Services	<p>Development of Workshop Materials: \$500 X 25 hours = \$12,500</p>	\$12,500
d. General Expenses	-	-
e. Others	-	-
	Total Expenditure:	\$283,250
	Balance Brought Forward from 2009-10:	\$52,050
	Approved Allocation:	\$243,900

Balance > \$12700

III. Percentage of the Project Completed

75% 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	✓*
		• Implementation of Workshop 3 (Academic English)	✓
		• Development of Additional Workshop Materials (Academic English) and Review of the Learning Materials developed in 2009-10	✓
		• Interim Project Review (3)	✓
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

		<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

*Due to some technical problems, the content management system has to be upgraded. The project website will be launched for HKCC students' access at a later stage. For the time being, students can access all materials and resources developed for the academic English workshop via the HKCC online learning platform.

IV. Work Scheduled for Phase 4

A. Implementation of Workshop 4 (Workplace English)

B. Development of Additional Workshop Materials (Workplace English) and Review of the Learning Materials developed in 2009-10

C. Launching the Project Website (Open access); Update and maintenance of the project website

D. Project Review (final)

E. Auditing of Project Account