

Quality Enhancement Grant Scheme

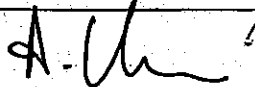
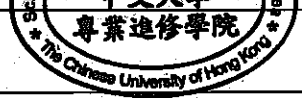
Progress Report
**Project No. 10/ QEGS/
A-08-09**
Reporting Period: From April 1, 2010 (month/year) to September 30, 2010 (month/year)

Part A
Project Title: Language Learning Enhancement Centre
Name of Grantee: School of Continuing and Professional Studies, The Chinese University of Hong Kong
Project Period: From April 2009 (month/year) to March 2012 (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:	Annie Chen	Name of Grantee Organization:	School of Continuing and Professional Studies, the Chinese University of Hong Kong
Position of Authorized Person:	Head of Languages and Translation Division	Date:	22 Oct 2010

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Part B

1. Project activities completed by 30 September 2010

Project activities	Details
Identification of an ideal location for LLEC	<p>The Language Learning Enhancement Centre (LLEC) is located on the 16th floor of Tower A of Mongkok Learning Centre of the School.</p> <p>The size of LLEC is about 800 square feet.</p>
Renovation work & opening	<p>The location of LLEC was announced in mid August of 2009 and the renovation work started immediately. LLEC has been open to the full-time Higher Diploma students since December 1, 2009.</p>
Procurement of furniture, equipment, learning materials and software licences for the LLEC	<p>Procurement of furniture/equipment</p> <p>The procurement had been completed by the time we submitted the first progress report. After we submitted the first progress report in November of 2009, we further furnished LLEC with tailor-made cabinets, a magazine shelf and a matching trolley for collecting used books.</p> <p>Learning materials</p> <ul style="list-style-type: none"> ▪ Subscription of e-learning and language learning software licenses installed in PCs ▪ Procurement of learning materials: books, magazines, journals, DVDs, past public examination papers, etc. <p>During the period covered by this progress report – April to September of 2010 – there are 262 items purchased for LLEC. The details are as follows:</p> <ul style="list-style-type: none"> ▪ English Learning Materials (Printed): 103 items ▪ Popular Magazines (Printed): 27 items ▪ Chinese Learning Materials (Printed): 104 items ▪ Chinese Journals (Printed): 6 items ▪ Movie DVDs: 22 items <p><i>* Please refer to Appendix A for the database of the learning materials.</i></p>
Appointment of LLEC staff <ul style="list-style-type: none"> ▪ a full-time teaching staff 	<ul style="list-style-type: none"> ▪ Our full-time senior instructor, Dr Elza Tsang, has been appointed as the Head of LLEC since she reported duty in August 2009. (*Note: The budget of the appointment of the senior instructor is not from the grant of LLEC project.)

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<p>▪ a full-time administrative staff</p> <p>▪ part-time student helpers</p>	<p>▪ Ivy Chan was appointed as the LLEC Assistant between September 1, 2009 and May 31, 2010. As an administrative staff member, she followed the instructions of the Head of LLEC to execute the administrative tasks such as managing LLEC software, promoting LLEC courses and supporting the daily jobs of LLEC. Ivy left by end of May 2010 and her position was subsequently replaced by Hung Yee Mei.</p> <p>▪ Hung Yee Mei is currently the LLEC Assistant and her duties are the same as those of Ivy Chan. She reported to work on June 3, 2010.</p> <p>▪ Student helpers work at LLEC as part-timers to release the LLEC Assistant during lunch time and whenever necessary.</p>
<p>LLEC Teaching Services</p>	<p>Full-time language instructors of the School serve LLEC by conducting a variety of workshops in English, Chinese and Putonghua. Many of these workshops provide exam tips, learning strategies and workplace communication skills. Among all the workshops, the most popular ones are courses teaching strategies/skills for preparing for IELTS, university admission interviews, personal statements and PSC Putonghua Proficiency Test (普通話水平測試).</p> <p>Details of the courses are as follows:</p> <ul style="list-style-type: none"> • April 2010 Ten English workshops and 9 Chinese/Putonghua workshops were planned for April. More than 180 students participated and benefited from the workshops. • May 2010 Three English workshops were conducted; 43 students participated and benefited from the activities. • June 2010 Four English workshops and 5 Putonghua workshops were conducted. More than 100 students participated and benefited from the workshops. <p><i>*An English-speaking activity entitled "English Conversation Group" (ECG) was held regularly - twice a week - in June and July. It was led by the LLEC intern from Canada and has an aim to encourage the participants to speak English in a relaxing setting.</i></p> <ul style="list-style-type: none"> • July 2010 One English workshop and 3 Putonghua workshops were conducted. 52 students participated and benefited from the activities. <p><i>*ECG was also held twice a week in July.</i></p>

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	<ul style="list-style-type: none">• August 2010 Three English workshops were conducted; 44 students participated and benefited from the workshops. • September 2010 The HD programmes started on September 13 and there were no workshops arranged in September 2010 as students were still settling in during the first weeks of a new semester. <p>To summarise, starting from April 2010 to Sept 2010, there are altogether 30 workshops in Chinese/Putonghua and 23 workshops in English.</p> <p><i>*Please refer to Appendix B for details of the LLEC workshops offered from April 2010 to September 2010.</i></p>
Language Advisory Service	<p>All full-time language instructors of the School participate in the LLEC Language Advisory Service (LAS). The LAS is held at Mongkok, Tsimshatsui and Admiralty Learning Centres. In other words, LLEC extends its face-to-face language advisory service to all SCS full-time students even they do not study at Mongkok Learning Centre, where LLEC is physically located. About 30 hours of Language Advisory Service are offered per week to full-time CUHK SCS students.</p>

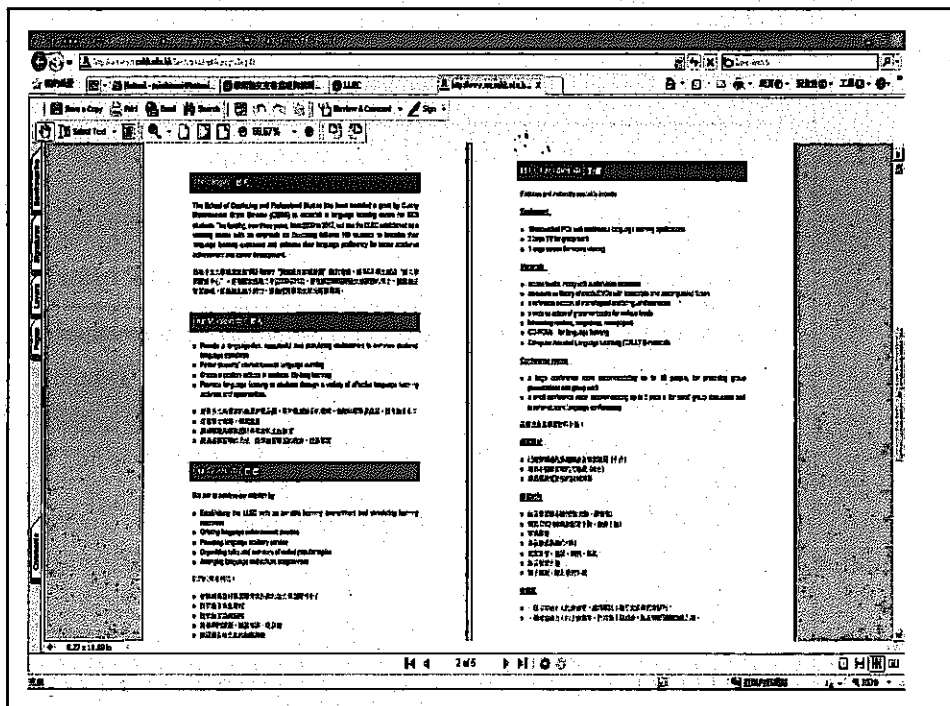
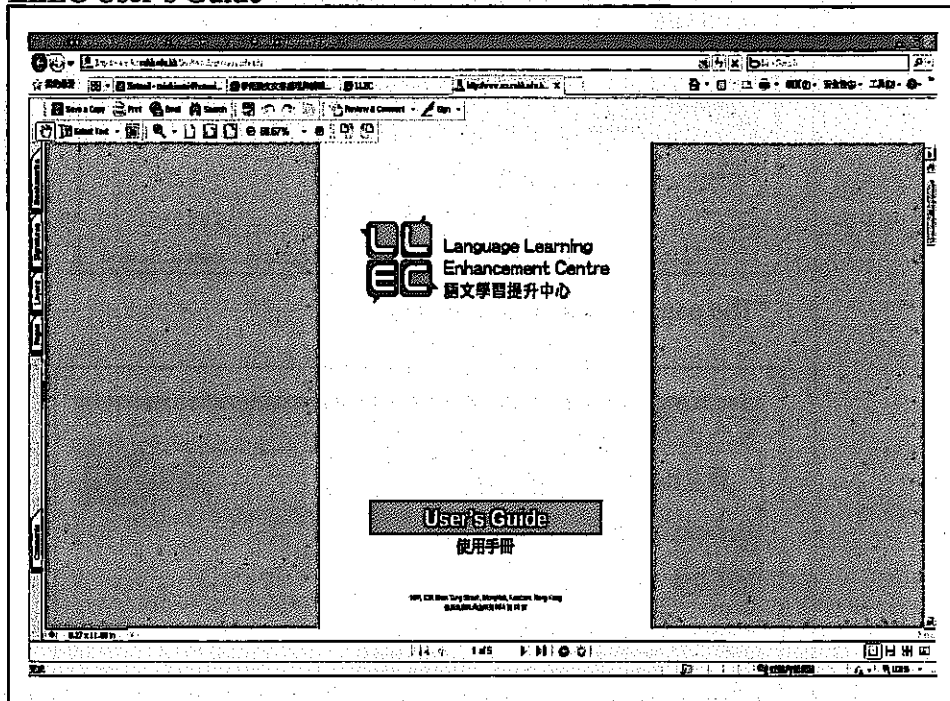
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Development of the LLEC website

The link of LLEC website is: <http://www.scs.cuhk.edu.hk/LLEC>

This website is updated frequently so as to provide the most useful resources to the HD students. Some of the essential information provided by the LLEC website is highlighted as follows:

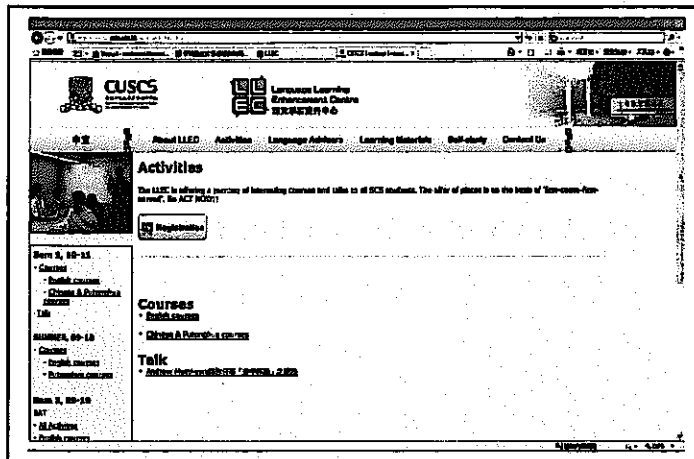
• LLEC User's Guide



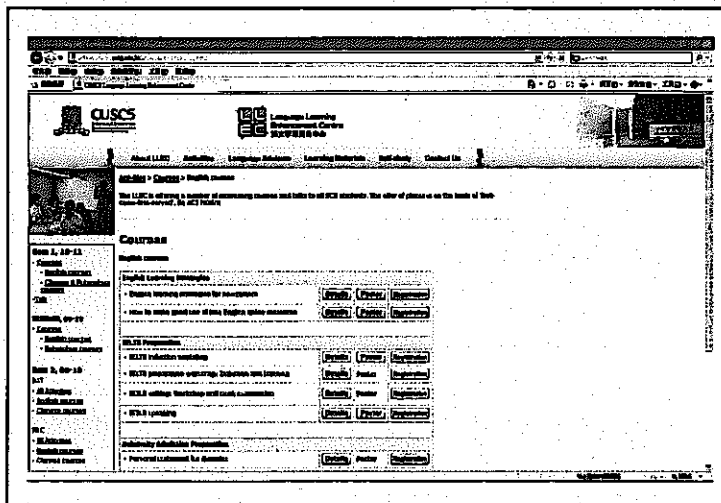
* The pages show the cover and the content of the User's Guide

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■ LLEC activities

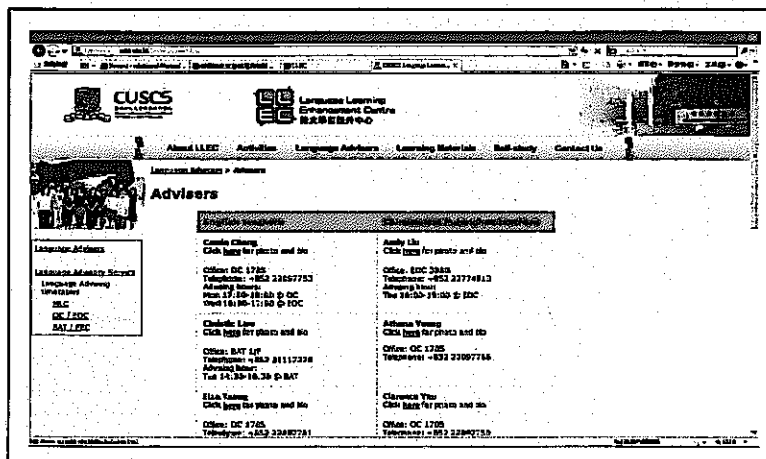


*The page shows links of courses.



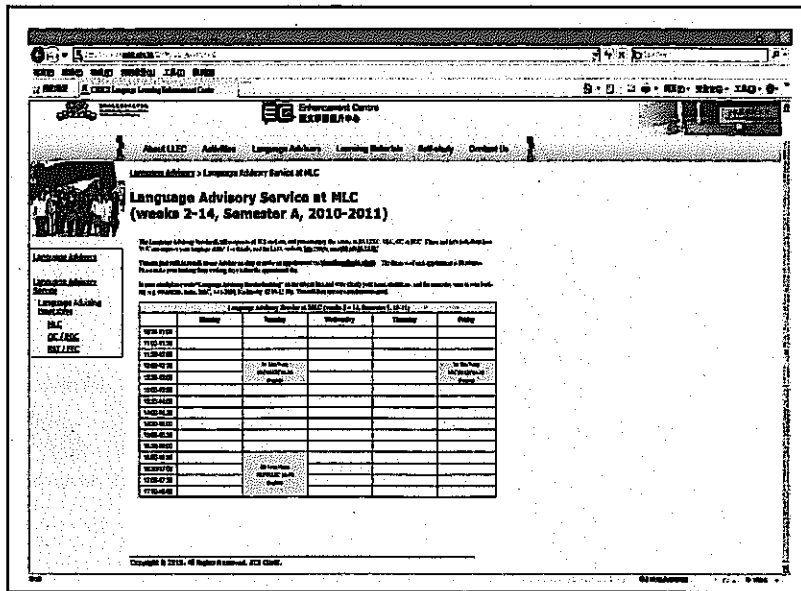
* The page gives full details of LLEC workshops

● LLEC Language Advisory Service (LAS): Advisers' information and LAS schedule



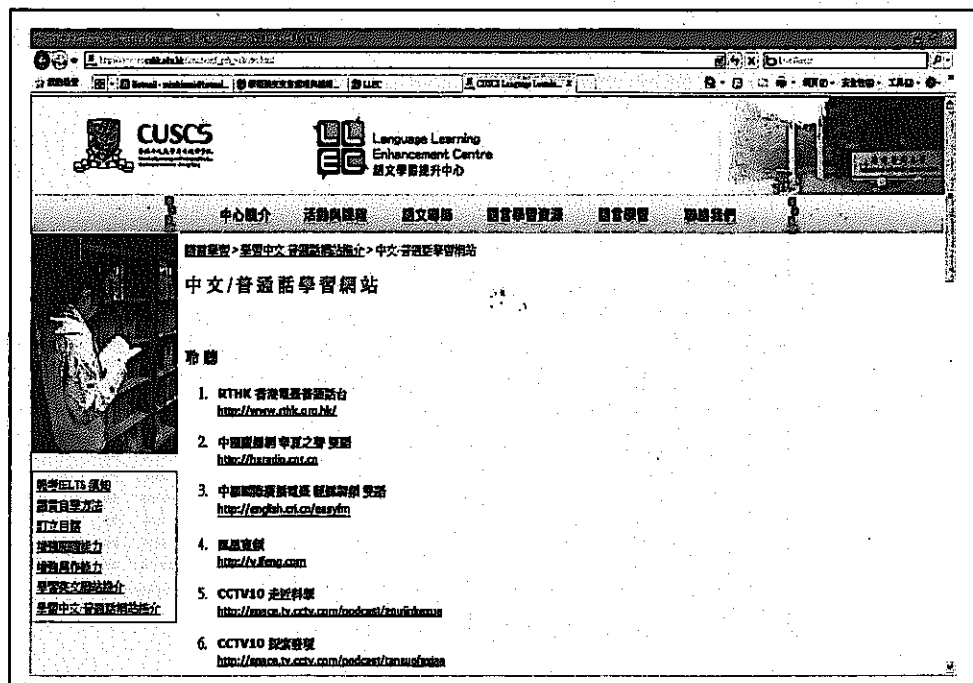
*The page shows the LLEC advisers' details (eg. advising hours)

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* The page shows the LAS timetables for different learning centre

- Self-study information including learning resources, learning strategies and website recommendations.



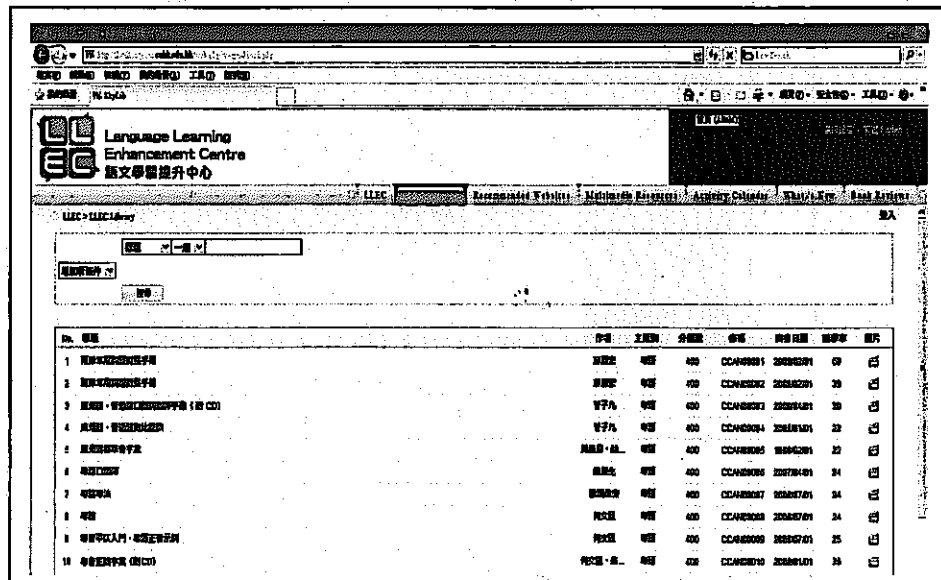
*The page shows recommended websites for Chinese and Putonghua

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- LLEC's E-library



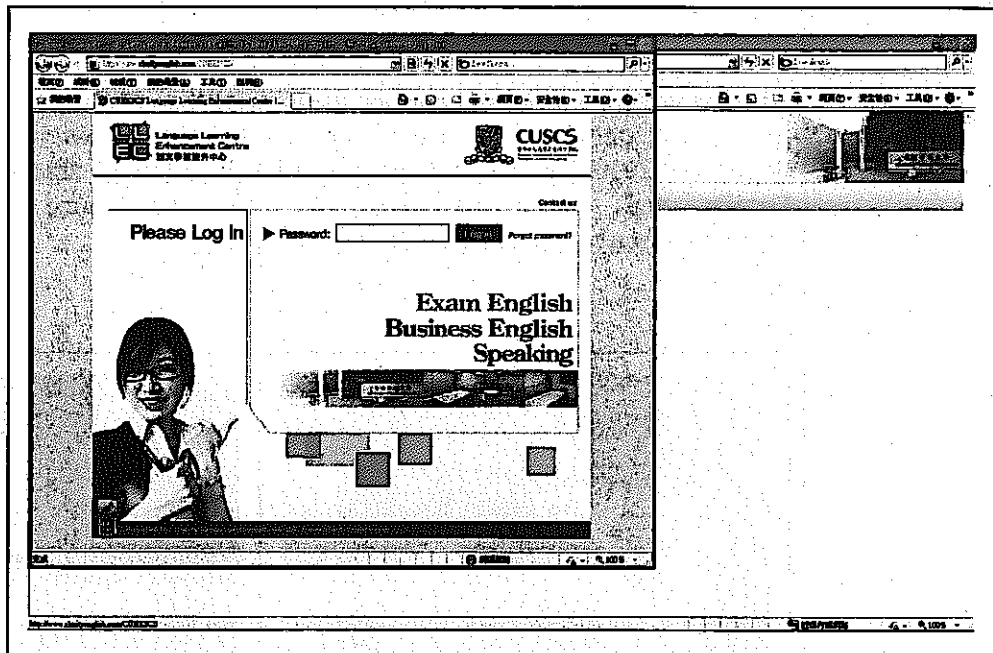
* The page shows the front page of the e-library



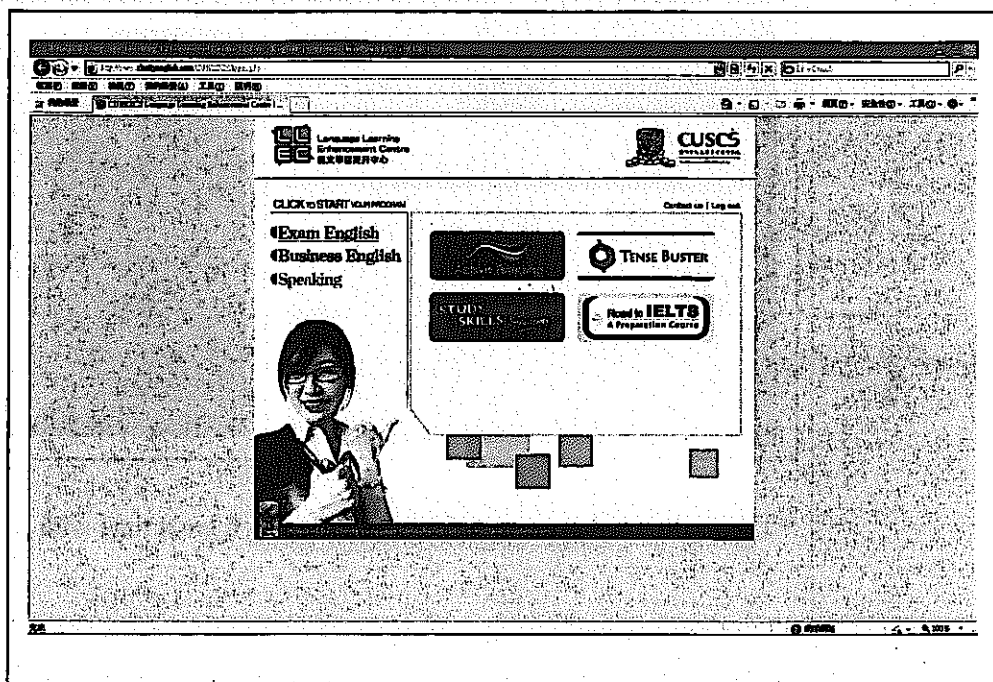
* The page shows the e-library database.

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- **E-learning:** to enable students to use our subscribed e-learning materials at home.



- * This is the login page of the e-learning site



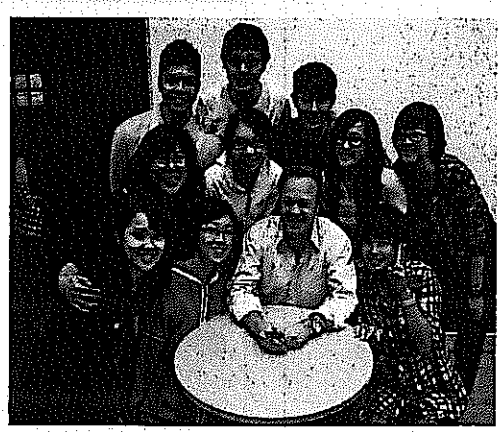
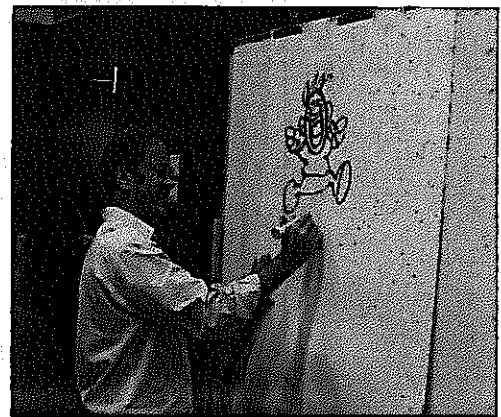
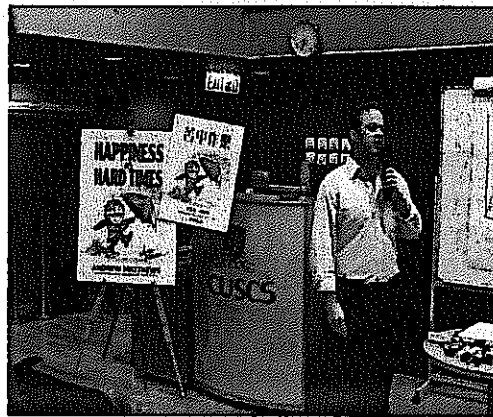
- * This page shows the e-learning courses of different categories

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Special Event

▪ Happiness Talk (20 September 2010)

Andrew Matthews, an renowned Australia writer and a popular international speaker who has written a series of books on the topic of 'happiness', was invited by LLEC to give a talk on his most recent book entitled 'Happiness in Hard Times' on 20 September 2010. The talk was very well received by HD students and staff of SCS. Details and poster of the talk can be found on our website: <http://www.scs.cuhk.edu.hk/llec/en/talk1011.html>



* These photos show our students were having a great time with Andrew Matthews.

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2. Project milestones and deliverables attained

As stated in the document entitled "Quality Enhancement Grant Scheme (QEGS) - Schedule of Project Implementation and Release of Funds (Schedule II)", the milestones which should be completed by September 30, 2010 are as follows:

Task 1: Appointment of a full-time administrative staff

Task 2: Annual subscription of software licenses installed in PCs

Task 3: Review and procurement of learning materials

As shown in Part B of Section 1, Task 1 and Task 2 are 100% completed. The completion of Task 1 and Task 2 has enabled the existence of LLEC and a cozy, pleasant and resourceful learning environment for all our full-time SCS students. This is definitely significant achievement of the project.

The learning materials and software licenses purchased, as reported in the first and second report, have made a successful start for LLEC. With the balance available, in the last six months, we further purchased a lot of printed, multimedia, as well as e-learning materials for the HD students upon collecting their opinions. All the e-learning materials are now accessible both on the computers in LLEC and online via the LLEC website.

Task 3 of this phase is also 100% completed by the date of submitting this report. The LLEC team have done a careful review of the printed, multimedia and e-learning materials we have purchased and found that the existing learning resources are well received by our learners. In the future we will further equip LLEC with up-to-date resources in the areas of IELTS preparation, workplace communication and interesting readers for young adults. ** Please refer to Appendix C for the summary of updated expenditure.*

Based on the above justifications, the percentage of achievement, in terms of key tasks completed, is considered to be about 80% as compared to the WHOLE PROJECT by the time we submit this report. While the amiable environment and the abundant learning resources have attributed to a large part of the project achievement, the face-to-face Language Advisory Service and LLEC workshops have also provided hard evidence of our attaining pedagogical functions in the name of LLEC. Thus we suggest we have completed 80 % of the project goal.

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3. Evaluation and future plans

Since its opening on December 1 of 2009, LLEC has become a popular centre for those who want to improve their English and Chinese language skills. The LLEC language workshops are proved to be receptive too. It is encouraging to see that more and more students have become regular course participants despite their busy workloads. In the following, a few changes and future plans will be reported.

3.1 Opening Hours

LLEC is open to all full-time SCS Higher Diploma students starting 1 December, 2009. The opening hours were Monday to Friday 10.30am to 6.30pm, and Saturday 12:00nn to 5:00pm from 1 December 2009 till 8 May 2010. A summary of visitor numbers is as follows.

Visitor Numbers

***Term Time Period: 1/12/2009 -8/5/2010**

Total: 1639

Weekdays: 1622

Weekends: 17

***Non Term Time Period - 10/5/2010-10/9/2010**

Total: 473

Weekdays: 473

Saturdays: closed

As there were few visitors on Saturdays during the two semesters of 2009-2010, we decided to adjust the opening hours of LLEC to only Monday to Friday starting 10 May 2010. The opening hours of LLEC in this semester are thus adjusted to the following:

Term Time: (13/09/2010 – 17/12/2010)

Monday – Friday:

10:00am - 6:30pm

Non-Term Time: (20/12/2010 – 1/2/2011)

Monday – Friday:

10:00am-12:30pm 2:00pm-6:00pm

*Saturday, Sunday and Public Holidays closed.

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As a result LLEC has longer daily opening hours for 5 days a week, and we trust the change reflects more closely the needs of our users.

3.2 Budget Alternation Concerning Learning Materials

Since the opening of LLEC in December 2009, LLEC has been a popular place for HD to enrich their language skills. As reported repeatedly by the LLEC Assistant, many students ask for the learning resources of other languages such as Japanese and Korean, and popular European languages such as Spanish, French and German. Judging from the findings of our continuous evaluation toward the development of LLEC, the LLEC team feel that it would be a right move for the Centre to accommodate learning resources of other languages. Hence, LLEC is expected to house well-selected learning resources of languages other than English, Chinese and Putonghua in the near future. This will be reported in the next progress report.

3.3 Website Development

We are pleased with the present shape of the LLEC website and plan to further enrich the contents especially in the areas of providing self-access learning strategies, useful web links and appropriate ready-to-use worksheets to match the particular needs of our SCS students. There are, indeed, a lot of self-access learning resources and language learning materials available on the websites of language centres local and overseas but these resources do not necessarily fit the needs and language abilities of our SCS learners. Therefore, the LLEC website could become a very important platform to provide tailor-made learning strategies and materials for our learners, as well as other local students studying sub-degree programmes. This, we consider, is a very important mission of the LLEC website and continues to be one of the most important tasks of the LLEC team in the remaining project time.

3.4 Conclusion

In order to complete the outstanding 20% of 'project achievement', we are working hard toward these areas in the next few months:

- Providing workshops and activities to meet the language needs of the Higher Diploma students.
- Providing activities to make SCS an amiable language-rich learning environment.
- Exploring and purchasing printed and e-learning materials of languages other than English, Chinese and Putonghua.
- Reviewing the layout and effectiveness of the LLEC furniture and equipment, and make appropriate adjustment and procurement if needed.

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- Updating the LLEC website with in-house learning materials and useful web links to suit the particular needs of our students.
- Evaluating, exploring and purchasing printed, multimedia and e-learning materials for English, Chinese and Putonghua.
- Evaluating the effectiveness of the LLEC workshops we have conducted and fine-tune our future activities based on the information.