

# Quality Enhancement Grant Scheme

**Final Evaluation Report**

**Project No. : 09/QEGS/09-10**

## Part A

Project Title : Self-Access Language Centre (SALC)

Name of Grantee : The Community College at Lingnan University

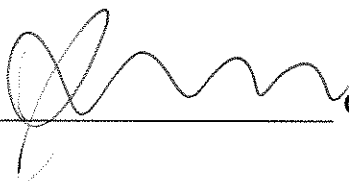
Project Period : From January 2011 (*month/year*) to December 2012 (*month/year*)  
(extended to February 2013)

## Part B

Please use separate A4-size sheets to provide an evaluation of the Project with regard to the following aspects:

1. Project activities contributing to the attainment of Project objectives, extent of attainment of the objectives, evidence or indicators attesting to the attainment of the objectives, and if applicable, reasons for not able to achieve the objectives.
2. Impact or benefits of the Project to the participants, the target institution(s) or the sector.
3. Cost-effectiveness of the Project against clear indicators, e.g. utilization of available resources, unit cost per beneficiaries, sustainability of Project activities/impacts, applicability of Project outcomes/deliverables to other institution, or alternative approaches for equivalent benefits at less cost, etc.
4. Outcomes and deliverables of the Project.

Signature: \_\_\_\_\_



Organization Chop: \_\_\_\_\_



The Community College at  
Lingnan University

Name of Authorized Person: Ms. SIU Sau-yin, Cindy

Name of Grantee  
Organization: \_\_\_\_\_

Acting Dean of the  
Position of Authorized Community College and  
Person: Further Education

Date: 31 May 2013

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## 1. Introduction

The establishment of Self-Access Language Centre (SALC) is aimed at improving students' language ability and developing their initiative and independence in learning both English and Chinese by providing a wide range of materials and support. Students are given the opportunities to decide and take control of what to learn, when to learn and how to learn the two languages according to their own needs and levels with the advice or assistance provided by SALC. SALC will add a new dimension of learning to many post-secondary students from this deprived North New Territories area.



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## 2. Project activities held

Dates, time and venues	Brief descriptions of activities	Number and types of participants (if applicable)
January – June 2011 SALC	<p><b>Identification of an ideal location for SALC</b></p> <p>SALC is located at Room 215 (for self-access learning and learning materials storage) and Room 316 (for group discussion and tutorial classes) of the New Academic Block, Lingnan University. By the side of Room 215, there is an area which can operate language-related activities.</p>	Project Team
January – June 2011 SALC	<p><b>Renovation work</b></p> <p>Since the announcement of the SALC location in mid-April in 2011 and since then the renovation work has been in good progress according to schedule. All renovation work will be finished by the end of July 2011.</p>	Project Team
January – June 2011 SALC	<p><b>Procurement of furniture, equipment, learning materials and software licenses for the SALC</b></p> <p>Procurement of furniture / equipment is completed while that of learning materials is in good progress.</p> <p><b>(1) Furniture</b></p> <ul style="list-style-type: none"> <li>- 17 self-access language cubicles with partitions.</li> <li>- Reading and writing area with sofas, tables and chairs.</li> <li>- Self-access resource corner: bookshelves with drawers.</li> <li>- Reception counter / staff work station</li> </ul> <p><b>(2) Equipment</b></p> <ul style="list-style-type: none"> <li>- 17 desktop PCs with headsets</li> <li>- 17 webcams with mics</li> <li>- 17 wireless microphone system</li> <li>- 48 Port Switches</li> <li>- CCTV system</li> <li>- 1 color laser printer</li> <li>- 1 A3 scanner</li> </ul> <p><b>(3) Learning materials</b></p> <ul style="list-style-type: none"> <li>- English learning software</li> </ul> <p>Procurement of learning materials: 17 Putonghua books and 14 English books</p>	Project Team

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Dates, time and venues	Brief descriptions of activities	Number and types of participants (if applicable)
January – June 2011	<p><b>Categorization of all self-access learning materials</b></p> <p>We have divided the learning materials into 3 categories, i.e. elementary, middle and advanced level. Students are encouraged to use suitable learning materials according to their language level. We have sought the professional opinions from the language teachers on the categorization of learning materials.</p>	Project Team
16 Sep 2011, Area beside SALC	<p><b>Opening Ceremony of SALC</b></p> <p>The Grand Opening Ceremony of SALC was held on 16th September. Dean of Community College at Lingnan University and Lingnan Institute of Further Education delivered a speech acknowledging the importance of mastering good language skills. He also introduced various facilities of SALC to students and encouraged them to make use of the resources in SALC.</p>	100 (including administrative staff, teaching staff and students)
July – December 2011 SALC	<p><b>Establishment of eLearning Platform</b></p> <p>(1) An A4 sheet with description of all learning software available is posted on all student desks.</p> <p>(2) A SALC language learning resource website <a href="https://sites.google.com/a/cclife.hk/salc/">https://sites.google.com/a/cclife.hk/salc/</a> was setup. Language teachers can access and update this website to share online language resources with students. This website is now the default homepage of all PCs at the center.</p>	Project Team
September – December 2011 SALC	<p><b>Preparatory training workshops for students</b></p> <p>All English classes scheduled a time to join the seminar on self-access language learning skills. During the visits, staff of SALC introduced the various self-access language learning resources in SALC and the skills of self-access language learning.</p>	1600 students

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Dates, time and venues	Brief descriptions of activities	Number and types of participants (if applicable)
<p>July – December 2011 SALC</p>	<p><b>Procurement of furniture, equipment, learning materials and software licenses for the SALC</b></p> <p>Procurement of equipment / furniture / learning materials are completed</p> <p>(1) Equipment / furniture</p> <ul style="list-style-type: none"> <li>- 4 packs DVD colour cases</li> <li>- Software (Result Manager)</li> <li>- Stationery</li> <li>- 1 wall sticker</li> <li>- 1 magazine rack</li> <li>- 30 CD boxes</li> <li>- 2 extension units</li> <li>- 1 42 inches LCD TV</li> <li>- 1 LCD projector</li> <li>- 1 movable screen</li> <li>- 1 blue-ray disc player</li> <li>- 10 wireless headsets with one transmitter</li> <li>- 1 rectangular desk</li> <li>- 2 wooden cabinets</li> </ul> <p>(2) Learning materials</p> <p>Procurement of learning materials:</p> <ul style="list-style-type: none"> <li>a. 2 English board games</li> <li>b. Subscription of 5 magazines</li> <li>c. 39 DVDs</li> <li>d. 3 VCDs</li> <li>e. 28 Chinese / Putonghua books</li> <li>f. 18 English books</li> </ul>	<p>Project Team</p>

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Dates, time and venues	Brief descriptions of activities	Number and types of participants (if applicable)
22-24 Nov 2011 29 Nov - 1 Dec 2011 SALC	<p><b>English grammar Workshop / Presentation Skills Workshop</b></p> <p>Workshops on English grammar and presentation skills were held in mid-November in order to help students develop the skills and proficiency in English grammar and presentation.</p>	<p>a. English grammar workshops: 21 students</p> <p>b. Presentation skills workshops: 21 students</p>
September – December 2011 SALC	<p><b>Individual and Small Group Consultations</b></p> <p>All English teachers assigned a consultation time at the center in order to offer more assistance and instant feedback to students.</p>	About 400 students
July – December 2011 SALC	<p><b>Further development of self-access learning materials</b></p> <p>(1) Putonghua self-learning worksheets have been designed and placed in the centre.</p> <p>(2) IELTS Corner has been set up</p>	Project Team
4, 6 January 2012 SALC	<p><b>Presentation Skills Workshop</b></p> <p>Presentation Skills Workshops were held in January in order to help students understand how to organize a presentation and develop the skills in delivering an effective presentation.</p>	13 students
1 – 6 February 2012 SALC and the garden beside SALC	<p><b>Riddles and Couplets Writing Contest of Lantern Festival</b></p> <p>Riddles and Couplets Writing Contest of Lantern Festival was held from 2 to 6 February. The activity aims at promoting the culture of Lantern Festival. Students were encouraged taking part in this activity by guessing the riddles written on the lanterns and writing the couplets.</p>	About 300 students

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Dates, time and venues	Brief descriptions of activities	Number and types of participants (if applicable)
February - May 2012 SALC	<p><b>SALC Self-learning Award Scheme</b></p> <p>The Self-Access Language Centre Self-learning Award Scheme aims to encourage students to take the initiative in learning languages, and participate in language enhancement workshops as well. Participants will be awarded 1 stamp at the SALC counter for attending each SALC activity or using the SALC self-learning resources, and describing the task completed. Participants who attend a workshop can ask the lecturer to sign this card after the workshop. At the end of the term, participants who are awarded 20 stamps or signatures will receive a certificate.</p>	28 students
February - May 2012 SALC	<p><b>Putonghua Discussion Group of Social Affairs (普通話 看天下 - 時事討論小組)</b></p> <p>Putonghua Discussion Group of Social Affairs (普通話 看天下 - 時事討論小組) was held from February to May 2012. Students are encouraged to use Putonghua to discuss local and global social affairs. The aims of this activity is to boost students' ability and confidence in commanding Putonghua for communication, discussion and presenting own ideas.</p>	20 students
5 March - 13 April 2012 SALC	<p><b>SALC preparatory training workshops and learning experience sharing session for students</b></p> <p>All Putonghua classes scheduled a time to join the workshop on self-access language learning skills. During the workshops, staff of SALC introduced the various self-access language learning resources in SALC and the skills of self-access language learning. Students participated were also invited to share their learning experiences.</p>	About 1500 students
5 March - 5 April 2012 SALC Consultation Corner (NAB316)	<p><b>Putonghua and Cantonese Diagnosis Service (Individual and Small Group Consultations)</b></p> <p>Putonghua and Cantonese Diagnosis Service were provided for students from March 5 to April 5. All Chinese and Putonghua teachers arranged time slots for the diagnosis service in order to help students improving their Putonghua and Cantonese.</p>	107 students

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Dates, time and venues	Brief descriptions of activities	Number and types of participants (if applicable)
17, 20 April 2012 SALC	<p><b>Writing Workshop: CV and Application Letter</b> Curriculum Vitae and Application Letter Writing Workshops were held in April. The workshop aims at introducing students the accurate language used, format and style of CV and application letter. Students were also given examples of CV and application letter and they were required to write one based on their own information.</p>	15 students
13, 27 April 2012 SALC	<p><b>Reading group</b> Reading group is a book sharing event. Students are encouraged to express their own experience and comments about the books they like or they have read.</p>	10 students
4 - 22 June 2012 SALC	<p><b>IELTS Online Workshop</b> IELTS Online Workshop was held from 4 to 22 June. The workshop aims at offering students basic principles and skills to prepare for IELTS by using computer software "Road to IELTS".</p>	27 students
January - June 2012 SALC	<p><b>Further development of self-access learning materials</b></p> <ol style="list-style-type: none"> <li>1. Putonghua self-learning worksheets were updated.</li> <li>2. News Corner has been set up</li> </ol>	Project Team
January - June 2012 SALC	<p><b>Procurement of furniture, equipment, learning materials and software licenses for the SALC</b> Procurement of equipment / furniture / learning materials are completed.</p> <p><b>Equipment / furniture</b> - 1 cabinet - \$1,590</p>	Project Team



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Dates, time and venues	Brief descriptions of activities	Number and types of participants (if applicable)
<p>10 July 2012 9:00 am – 5:00 pm NAB214, Lingnan University</p>	<p><b>Summer Language Camp and SALC Language Ambassadors Training</b></p> <p><b>A. Objectives</b></p> <ol style="list-style-type: none"> <li>1. To enhance SALC Language Ambassadors (AD Year 1 / HD Year 2 students) accuracy and confidence in spoken English and Putonghua through leading activities (giving instruction and communicating with the group members).</li> <li>2. To strengthen students' accuracy in grammar and pronunciation of spoken English and Putonghua.</li> <li>3. To enhance students' confidence in expressing themselves and communicating with others in spoken English and Putonghua.</li> <li>4. To establish a fun and relaxing English-speaking and Putonghua-speaking environment to enhance learning effectiveness.</li> <li>5. To develop their self-identities and understand the importance of respect for everyone in the society.</li> </ol> <p><b>B. Expected outcomes</b></p> <ol style="list-style-type: none"> <li>1. Students are able to show their accuracy in grammar and pronunciation of spoken English and Putonghua through the activities and games.</li> <li>2. Students are able to express themselves and communicate with others in spoken English and Putonghua confidently and freely.</li> <li>3. Students are able to recognise their self-identities and the importance of respect for everyone through the team-work activities.</li> </ol>	<p>A. 19 students</p> <ul style="list-style-type: none"> <li>- CCC Hoh Fuk Tong College</li> <li>- Ching Chung Hau Po Woon Secondary School</li> <li>- Stewards MKMCF Ma Ko Pan Memorial College</li> </ul> <p>B. 10 language ambassadors (AD Year 1 students of Community College at Lingnan University)</p> <p>C. 7 language teachers</p> <p>D. Project Team</p>

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Dates, time and venues	Brief descriptions of activities	Number and types of participants (if applicable)
September 2012 SALC	<p><b>Introduction to SALC language learning software workshop</b></p> <p>We introduce the language learning software in SALC to students in order to let students understand software they can use in SALC and how the software can assist and improve their studies.</p>	About 40 students
September 2012 – now SALC	<p><b>Language Consultation Service</b></p> <p>In order to help student s improving their language skills and giving instant feedback to them, we provide language consultation service (English and Putonghua) to students of the Community College.</p>	About 200 students
<p>19 October 3:30 – 5:30 pm - Class C (TSTEC)</p> <p>22 October 10:30am – 12:30 pm - Class E (SALC)</p> <p>24 October 3:30 – 5:30 pm - Class A (TWEC)</p> <p>26 October 3:30 – 5:30 pm - Class D (TSTEC)</p> <p>29 October 10:30am – 12:30 pm - Class F (SALC)</p> <p>31 October 3:30 – 5:30 pm - Class B (TWEC)</p>	<p><b>Presentation Skills Workshop</b></p> <p>Presentation Skills Workshops were held in January in order to help students understand how to organize a presentation and develop the skills in delivering an effective presentation.</p>	60 students

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Dates, time and venues	Brief descriptions of activities	Number and types of participants (if applicable)
22 February 11:00 am - 12:00 - Class A (SALC).	<b>Writing Workshop: CV and Application Letter</b> Curriculum Vitae and Application Letter Writing Workshops were held in April. The workshop aims at introducing students the accurate language used, format and style of CV and application letter. Students were also given examples of CV and application letter and they were required to write one based on their own information.	14 students
22 February 4:00 - 5:00 pm - Class C (TSTEC)		
26 February 10:30 - 11:30 am - Class B (SALC)		
26 February 2:30 - 3:30 pm - Class E (TWEC)		
28 February 11:30 am - 12:30 pm - Class F (TWEC)		
28 February 4:00 - 5:00 pm - Class D (TSTEC)		

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## 3. Impact and benefit of the activities held

Students of the Community College at Lingnan University could benefit from the establishment of SALC since we provide an environment for them to perform self-access learning (“learning how to learn”). They can improve their language through language learning software, online resources, reference books, English and Putonghua movie DVDs, magazines, newspaper, self-access learning worksheets and board games. Moreover, students could measure their learning progress or the effectiveness in SALC through self- reflection, review from peers and the feedback from the staff of SALC.

In order to review the quality of the service and facilities provided by SALC, 52 students were randomly selected in December 2012 to complete the questionnaire about SALC. The opinions of the students towards SALC is positive.

1) How often do you visit SALC in a week?	Number of students
1	32
2-3	14
4-5	3
more than 5 times	3

2) How much time do you usually spend in SALC each time?	Number of students
Less than 30 minutes	11
1 hour	22
2 hours	15
more than 3 hours	4

3) What learning resource(s) have you accessed and used during this visit?	Number of students
eLearning platform (software, online learning, etc.)	47
Movies	14
Magazines and newspaper	3
Reference books	2
Self-access learning worksheets	3

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<b>4) Which learning resource(s) is essential to improve your language learning?</b>	<b>Number of students</b>
eLearning platform (software, online learning, etc.)	45
Movies	19
Magazines	6
Reference books	6
Self-access learning worksheets	2

<b>5) Which software(s) you are interested most?</b>	<b>Number of students</b>
Business Writing	14
Clear Pronunciation 1, 2	15
Tense Buster V9	7
Road to IELTS	19
Study Skills Success	24
Infinity Text Speech	6
標音易 2	5

<b>6) Do you think these software are essential for improving your studies?</b>	<b>Number of students</b>
Strongly disagree	1
Disagree	0
Fair	11
Agree	34
Strongly agree	5

<b>7) Are you satisfied with the environment of SALC?</b>	<b>Number of students</b>
Very dissatisfied	1
Not very satisfied	1
Neutral	8
Satisfied	33
Very satisfied	7

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## 4. Cost-effectiveness of the Project

### a. Total number of students participated in the activities organised by SALC

Date	Activities	No. of students participated
September – December 2011	Preparatory training workshops for students	1600
22-24 Nov 2011 29 Nov - 1 Dec 2011	English Grammar Workshop / Presentation Skills Workshop	42
September – December 2011	Individual and Small Group Consultations	400
4 & 6 January 2012 SALC	Presentation Skills Workshop	13
1 – 6 February 2012	Riddles and Couplets Writing Contest of Lantern Festival	300
February - May 2012	SALC Self-learning Award Scheme	28
February - May 2012	Putonghua Discussion Group of Social Affairs (普通話 看天下 - 時事討論小組)	20
5 March - 13 April 2012	SALC preparatory training workshops and learning experience sharing session for students	1500
5 March - 5 April 2012	Putonghua and Cantonese Diagnosis Service (Individual and Small Group Consultations)	107
17, 20 April 2012	Writing Workshop: CV and Application Letter	15
13, 27 April 2012	Reading group	10
4 - 22 June 2012	IELTS Online Workshop	27
10 July 2012	Summer Language Camp and SALC Language Ambassadors Training	10
September 2012	Introduction to SALC language learning software workshop	40
September 2012 – now	Language Consultation Service	200
19, 22, 24, 26, 29 & 31 October 2012	Presentation Skills Workshop	60
22, 26 & 28 February 2013	Writing Workshop: CV and Application Letter	15

**Total number of students participated in the activities organised by SALC: 4,387**

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## b. Total number of students visited SALC

### 2011

Nov	Dec
172	129

### 2012

Jan	Feb	Mar	Apr	May	Jun – Aug	Sep	Oct	Nov	Dec
16	128	159	180	18	N/A	132	149	184	147

### 2013

Jan	Feb
22	132

*Total number of students visited SALC from Nov 2011 to Feb 2013: 1,568*

The project is deemed to be cost-effective as it has fully utilized its available resources. The total cost for operating SALC was HK\$993,777. With a total of 4,387 students participating in SALC activities and 1,568 students visiting SALC from September 2011 to February 2013, the cost per beneficiaries is HK\$167 only.

## 5. Outcomes and Deliverables of the Project

The following intended outcomes as set out in the grants proposal have been accomplished successfully:

- to provide a new dimension of language learning experience through various language resources and support to students;
- to improve students' language ability and develop their initiative and independence in learning both English and Putonghua;
- to improve both linguistic proficiency and independent learning skills of students;
- to enhance existing classroom language learning experience;
- to involve students actively in the self-access learning experience.

## 6. Conclusion

The project is 100% completed. It is to especially acknowledge the subsidy of the Government of the Hong Kong Special Administrative Region to the project "Self-Access Language Centre" under the Quality Enhancement Grant Scheme.