

Quality Enhancement Grant Scheme

Progress Report

Project No. : 09/QEGS/09-10

Reporting Period : From January/2012 (month/year) to June/ 2012 (month/year)

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)

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: 

Dr. FUNG Pui-wing,

Name of Authorized Person: Edward

Dean of the Community
Position of Authorized College at Lingnan

Person: University

Organization Chop: 

The Community College at
Lingnan University

Name of Grantee
Organization:

Date: 31 July 2012

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

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1. Project activities held/completed during the reporting period

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
<p>Presentation Skills Workshop</p> <p><i>Date:</i> 4, 6 January 2012</p> <p><i>Venue:</i> SALC</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> <p><i>★Please refer to Appendix 1 for the details of the workshop.</i></p>	<p>13 students</p>
<p>Riddles and Couplets Writing Contest of Lantern Festival</p> <p><i>Date:</i> 1 – 6 February 2012</p> <p><i>Venue:</i> SALC and the garden beside SALC</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> <p><i>★Please refer to Appendix 2 for the details of Riddles and Couplets Writing Contest of Lantern Festival</i></p>	<p>About 300 students</p>
<p>SALC Self-learning Award Scheme</p> <p><i>Date:</i> February to May 2012</p> <p><i>Venue:</i> SALC</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> <p><i>★Please refer to Appendix 3 for the details.</i></p>	<p>28 students</p>

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<p>Putonghua Discussion Group of Social Affairs (普通話 看天下 - 時事討論小組)</p> <p><i>Date:</i> February to May 2012</p> <p><i>Venue:</i> SALC</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> <p><i>★Please refer to Appendix 4 for the details.</i></p>	<p>20 students</p>
<p>SALC preparatory training workshops and learning experience sharing session for students</p> <p><i>Date:</i> 5 March to 13 April 2012</p> <p><i>Venue:</i> SALC</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> <p><i>★Please refer to Appendix 5 for the details.</i></p>	<p>About 1500 students</p>
<p>Putonghua and Cantonese Diagnosis Service (Individual and Small Group Consultations)</p> <p><i>Date:</i> 5 March to 5 April 2012</p> <p><i>Venue:</i> SALC Consultation Corner (NAB316)</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> <p><i>★Please refer to Appendix 6 for the details.</i></p>	<p>107 students</p>

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<p>Writing Workshop: CV and Application Letter</p> <p><i>Date: 17, 20 April 2012</i></p> <p><i>Venue: SALC</i></p>	<p>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> <p><i>★Please refer to Appendix 7 for the details of the workshop.</i></p>	<p>15 students</p>
<p>Reading group</p> <p><i>Date: 13, 27 April 2012</i></p> <p><i>Venue: SALC</i></p>	<p>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>	<p>10 students</p>
<p>IELTS Online Workshop</p> <p><i>Date: 4 - 22 June 2012</i></p> <p><i>Venue: SALC</i></p>	<p>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> <p><i>★Please refer to Appendix 10 for the syllabus of the course Road to IELTS.</i></p>	<p>27 students</p>
<p>Further development of self-access learning materials</p>	<p>(1) Putonghua self-learning worksheets were updated. (2) News Corner has been set up</p> <p><i>★Please refer to Appendix 8 for the above information.</i></p>	<p>N/A</p>
<p>Procurement of furniture, equipment, learning materials and software licenses for the SALC</p>	<p>Procurement of equipment / furniture / learning materials are completed.</p> <p>Equipment / furniture - 1 cabinet - \$1,590</p> <p><i>★Please refer to Appendix 9 for the photo of the cabinet</i></p>	<p>N/A</p>

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Others	The part-time assistant, Ms CHEUNG Ka Yi Rimpi, resigned on 12.3.2012 due to personal reasons.	N/A
* Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets / posters, relevant reports, etc.).		

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2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
(1) Deliver preparatory training workshops at the beginning of Term 2 to orientate students in using SALC.	100%	Completed
(2) Provide ongoing facilities and services.	100%	Completed
(3) Update graded worksheets with new learning materials	100%	Completed
Overall Project	100%	

**** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.**

Project variation (a separate written application should be submitted to the QEGS Secretariat for prior written approval.)

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from QEGS Secretariat

3. Financial position as at the end date of the reporting period

a. Total balance of Phrase I (1/1/2011 to 30/6/2011): \$493,787.06

b. Financial report of Phrase II (1/7/2011 to 30/12/2011)

Approved budget of Phrase II: \$417,140.97

Total expenditure of Phrase II: \$508,867.22

Balance as at the last date of June 2012: \$402,060.81

★Please refer to Appendix 11 for the details of the financial report.