

# Quality Enhancement Grant Scheme

**Progress Report**
**Project No. : 18/QEGS/09-10**

 Reporting Period : From MAR 2011 (month/year) to AUG 2011 (month/year)

**Part A**

 Project Title : Guided English Writing Enhancement Workshops for Associate Degree and Higher Diploma Students

 Name of Grantee : HKU SPACE Po Leung Kuk Community College


 Project Period : From SEP 2010 (month/year) to AUG 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: Dr Keith Lam

 Name of Grantee: HKU SPACE Po Leung Kuk  
 Organization: Community College

Position of Authorized

 Person: College Deputy Principal

 Date: 30 Sept 2011

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

# Quality Enhancement Grant Scheme

## 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)																																																																																																																																																																																																						
Feb – May 2011  HPCC campus	<p><b>Pilot run of Guided English Writing Enhancement Workshop using the initial draft of the learner package</b></p> <p>Nine weekly 80-min lessons of the workshop were administered to a pilot group of nine students with an average attendance rate of 94%. The submission rate of after-class reflection and assignment are 88% and 94%*, respectively. All students either agreed or strongly agreed the workshop has helped them improve and would like to attend similar workshops in the future with an overall satisfaction score of 4.7 (max. 5)</p> <p>*Note: Calculation was based on the first eight lessons excluding the last session due to student commitment to the preparation of exam at the end of the school term.</p>	9 HPCC AD, HD students who completed General English III (C1 level of Common European Framework)																																																																																																																																																																																																						
Feb – Aug 2011  HPCC campus	<p><b>Analysis and assessment of student in-class performance and after-class reflection</b></p> <p>Observations and analysis were performed on the language concepts, learning styles, in-class performance and after-class reflections of students according to the skill sets addressed in each of the lesson in the course outline below. <u>Details of the analysis are provided in the "Assessment Report on the Pilot Implementation of the Guided English Writing Enhancement Workshop".</u></p> <p>A course outline of "Guided English Writing Enhancement Workshop (QEGS)"</p> <table border="1" data-bbox="359 1444 1252 2110"> <thead> <tr> <th>Skill Type</th> <th>Areas/Skills</th> <th>Lesson 1 - Sentence Skills</th> <th>Lesson 2 - Utilization of online resources</th> <th>Lesson 3 - Learning from reading</th> <th>Lesson 4 - Essay titles</th> <th>Lesson 5 - Charts &amp; Graphs</th> <th>Lesson 6 - Topic Sentence</th> <th>Lesson 7 - Unity</th> <th>Lesson 8 - Support</th> <th>Lesson 9 - Conclusions</th> </tr> </thead> <tbody> <tr> <td>Generic</td> <td>Fundamentals of English Grammar</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>✓</td> </tr> <tr> <td>Generic</td> <td>Sentence variety &amp; 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<p>May – Aug, 2011</p> <p>HPCC campus</p>	<p><b><i>Edition and Completion of the initial learner package</i></b> for Phase III</p> <p>Based on the instructor assessment and student feedback, the majority of the workshop components addressing the foundation of language skills are preserved. A special need of critical analysis is to be reinforced by an additional session on charts and graph analysis whereas the materials of utilization online resources were perceived challenging and were removed from the core outline of the workshop as a supplementary learning resource. The revised outline of the workshop is shown below.</p>	<p>Project Implementation Officer &amp; Learning Package Developer</p>																																																																																																																																																																																																																							
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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
<p><b>Pilot run of Guided English Writing Enhancement Workshop using initial draft of the learner package</b></p> <p>Evidence: Records of student attendance, assignment, and feedback as evidence are provided in the appendices. A separate report on the assessment of the pilot study will also be provided.</p>	100%	
<p><b>Edition and Completion of the initial learner package</b></p> <p>Evidence: A copy of the revised workshop lessons and corresponding instructor guide is to be provided.</p>	100%	
<p><b>Overall Project</b></p>	50%	
<p>** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.</p>		

# Quality Enhancement Grant Scheme

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

<b>Descriptions of variations</b> (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)	<b>Date of approval sought from QEGS Secretariat</b>
Not applicable	

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

<b>Expenditure items</b>	<b>Approved budget (a)</b>	<b>Committed or actual expenditure (b)</b>	<b>Balance [(a)-(b)]</b>
a. Manpower	1,092,000	468,868	623,132
b. Equipment / Resources	95,000	70,316	24,684
c. Services	35,000	0	35,000
d. General expenses <ul style="list-style-type: none"> <li>• Printing/photocopying of package and questionnaires</li> <li>• Miscellaneous</li> <li>• IELTS application fee</li> </ul>			
	32,000	0	32,000
	34,000	7,521	26,479
	150,000	75,000	75,000
<b>Total</b>	<b>1,438,000</b>	<b>621,705</b>	<b>816,295</b>
<i>Project Income (if any)</i>			<b>0</b>
<i>Total Balance</i>			<b>816,295</b>