

Quality Enhancement Grant Scheme

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

 Reporting Period : From SEP 2011 (month/year) to FEB 2012 (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 (HPCC)

 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: 21 March 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)
Sep – Nov 2011 HPCC campus	<p><i>Implementation of the learner package in Guided English Writing Enhancement Workshop</i></p> <p>Nine weekly 80-min lessons of the workshop were administered to the experimental group of 20 students with an average attendance rate of 92%. The submission rates of weekly after-class reflections and assignments are 70% and 65%*, respectively. Over 88% students agreed or strongly agreed the workshop had helped them improve and would attend similar workshops in the future. The overall satisfaction scores of the workshop and the instructor are 4.2 and 4.4 (max. 5), respectively.</p> <p>*Note: Calculation was based on the first eight lessons excluding the last one due to student commitment to the preparation of exam at the end of the school term.</p>	20 HPCC AD, HD students in the experimental group (identified in phase I of the project in Jan, 2011) Note: four students will attend the workshop in Feb – Apr 2012 due to HPCC internships and family issues in this phase, and one has discontinued studies at HPCC.
Sep 2011 – Feb 2012 HPCC campus	<p><i>Analysis and assessment of student in-class performance and after-class reflection</i></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 “An Analysis Report on the Implementation of the Guided English Writing Enhancement Workshop”.</u></p>	Project Implementation Officer
Sep 2011 - Feb 2012 HPCC campus	<p><i>Completion of the learner package</i></p> <p>Based on the overall instructor assessment and student feedback in pilot implementation in Phase II and implementation in Phase III, the final learner package addresses the fundamental skill sets in academic writing (see table in the next page) with supplementary materials covering learning guides on online resources, academic vocabulary, Chinglish avoidance, and formal-vs-informal registers. An up-to-date outline of the workshop is shown below.</p>	Project Implementation Officer & Learning Package Developer

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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
Not applicable	

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

Expenditure items	Approved budget (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	1,092,000	708,868	383,132
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"> • Printing/photocopying of package and questionnaires 	32,000	0	32,000
<ul style="list-style-type: none"> • Miscellaneous 	34,000	7,521	26,479
<ul style="list-style-type: none"> • IELTS application fee 	150,000	75,000	75,000
Total	1,438,000	861,705	576,295
<i>Project Income (if any)</i>	0		
<i>Total Balance</i>	576,295		

