

# Quality Enhancement Grant Scheme

**Progress Report**

**Project No. :**

Reporting Period : From March 2012 (month/year) to August 2012 (month/year)

## Part A

Project Title : Establishment of English Language Learning Resource Centre and Provision of Active English Learning Activities to Post-secondary students

Name of Grantee : The Open University of Hong Kong

Li Ka Shing Institute of Professional and Continuing Education (LiPACE)

Project Period : From September 2011 (month/year) to August 2013 (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: \_\_\_\_\_

Organisation Chop: \_\_\_\_\_



Name of Authorised Person: ZOE MAK

Name of Grantee LI KASHING INSTITUTE OF PROFESSIONAL

Organisation: AND CONTINUING EDUCATION, THE OPEN UNIVERSITY OF HONG KONG.

Position of Authorised Person: PROGRAMME MANAGER

Date: 14 AUGUST 2012

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

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## Abbreviations

Adv. Dip.	Advanced Diploma
AELA	Active English Learning Activities
CBDU	Communication and Business Development Unit
Dip.	Diploma
ELLRC	English Language Learning and Resource Centre
ELCACG	English Language Curriculum and Activities Coordination Group
FTP	Full-Time Programme
ILC	Island Learning Centre - The Open University of Hong Kong 4/F, Shun Tak Centre, 168 Connaught Road Central, Hong Kong
LIPACE	Li Ka Shing Institute of Professional and Continuing Education
OCLC	OUHK-CITA Learning Centre 201-203, Lai King Hill Road, Kwai Chung
Pre-AD	Pre-Associate Degree
PO	Programme Officer
QEGS	Quality Enhancement Grant Scheme

**1. Project activities held/completed during the reporting period (March to August 2012)**

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
<b>1) English Listening Skills Revision Workshops</b>		
<u>2012</u> Mar 1 Mar 2 OCLC	The 2-hour workshops aim at revising with students on listening and note-taking skills. The workshops are in lecture format and students are required to participate in in-class activities and finish class-work individually.  Resources used: <ul style="list-style-type: none"> <li>• Computer, Projector, Visualizer, Microphone</li> <li>• Worksheets from Self-Access Learning Package</li> </ul>	Pre-AD, Dip., Adv. Dip. students  12
<b>2) English Reading and Writing Skills Revision Workshop</b>		
<u>2012</u> Mar 2 OCLC	The 2-hour workshop aims at revising with students on reading skills (i.e. skimming and scanning) and writing skills (i.e. thesis statement, topic sentences, word choices). The workshop is in lecture format and students are required to participate in in-class activities in pairs or small groups, and finish class-work individually.  Resources used: <ul style="list-style-type: none"> <li>• Computer, Projector, Visualizer, Microphone</li> <li>• Worksheets from Self-Access Learning Package</li> </ul>	Pre-AD, Dip., Adv. Dip. students  13
<b>3) English Speaking Skills Revision Workshop</b>		
<u>2012</u> Mar 13 ILC	The 2-hour workshop aims at revising with students on speaking skills (i.e. short individual presentation and group discussion). Students are required to participate in in-class activities in pairs or small groups. The instructor provides comments to individual students after the practices.  Resources used: <ul style="list-style-type: none"> <li>• Computer, Projector, Visualizer, Microphone</li> <li>• Worksheets from Self-Access Learning Package</li> </ul>	Pre-AD, Dip., Adv. Dip. students  4

<b>4) 'Better Your Writing' Workshop Series # 2 Building Your Resume / C.V.</b>		
<p><u>2012</u> Mar 27 Mar 29 Mar 30 OCLC &amp; ILC</p>	<p>The workshops aim at offering assistance to students who want to learn how to write a better resume /c.v. for their future career. Each 2-hour workshop includes 1-hour lecture and 1-hour in-class exercises in pairs or small groups.</p> <p>Resources used:</p> <ul style="list-style-type: none"> <li>• Computer, Projector, Visualizer, Microphone</li> <li>• Sample resumes from Instructor</li> </ul> <p>*See Appendix C-1 for the promotion poster.</p>	<p>Pre-AD, Dip., Adv. Dip. students</p> <p>23</p>
<b>5) Song Appreciation Workshop</b>		
<p><u>2012</u> Apr 13 OCLC</p>	<p>The 2-hour workshop aims at offering students a chance to learn English and the western culture through songs and lyrics. There are plenty of students' sharing sessions and students could share their favourite English songs with their schoolmates.</p> <p>Resources used:</p> <ul style="list-style-type: none"> <li>• Computer, Projector, Visualizer, Microphone</li> <li>• Songs suggested by students upon registration</li> </ul> <p>*See Appendix C-2 for the promotion poster.</p>	<p>Pre-AD, Dip., Adv. Dip. students</p> <p>20</p>
<b>6) Singing Contest <i>The Voice @ LiPACE</i> – Semi Final</b>		
<p><u>2012</u> Apr 16 ILC</p>	<p>This activity are jointly organised by the ELLRC and the Full-time Programme Team of LiPACE. It aims at providing a platform for students to explore their interests in English via music and singing in a competition setting.</p> <p>Resources used:</p> <ul style="list-style-type: none"> <li>• Computer, Projector, Visualizer, Microphone</li> </ul> <p>*See Appendix C-3 for the promotion poster.</p>	<p>Pre-AD, Dip., Adv. Dip. students</p> <p>40</p>

<b>7) English Integrated Skills Revision Workshops</b>		
<u>2012</u> May 7 May 10 May 11 May 14 May 18 May 21 May 25 May 28 May 31 June 1 June 4 OCLC	<p>The 3-hour workshops aim at revising with students on the three skills (i.e. Reading, Listening, Writing). Students were drilled on exercises which assembled the examination format. Instructors checked and explained the answers in class.</p> <p>Resources used:</p> <ul style="list-style-type: none"> <li>• Computer, Projector, Visualizer, Microphone</li> <li>• Worksheets from Self-Access Learning Package</li> </ul>	Pre-AD, Dip., Adv. Dip. students  220
<b>8) Singing Contest <i>The Voice @ LiPACE</i> –Final</b>		
<u>2012</u> May 17 ILC	<p>This activity are jointly organised by the ELLRC and the Full-time Programme Team of LiPACE. It aims at providing a platform for students to explore their interests in English via music and singing in a competition setting.</p> <p>Resources used:</p> <ul style="list-style-type: none"> <li>• Computer, Projector, Visualizer, Microphone</li> </ul>	Pre-AD, Dip., Adv. Dip. students  15
<b>Language Advisory Service</b>		
<u>2012</u> March – August Daily	<p>This service continued in March and received help-seeking cases through different channels including teachers’ referral, appointments and emails. A log book was kept to record the details of all consultation sessions.</p> <p>Resources used:</p> <ul style="list-style-type: none"> <li>• Articles from CNN/Fortune Magazines</li> <li>• Practices extracting from IELTS past exam papers</li> <li>• Worksheets from Self-Access Learning Packages</li> </ul>	Pre-AD, Dip., Adv. Dip. students  34
<p><b>* 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.).</b></p>		

**2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period (March to August 2012)**

<b>Milestones scheduled for completion during the reporting period **</b>	<b>% attained</b>	<b>Remarks</b>
● Conduct of regular workshops and provision of language advisory services	100%	
● Design of the English Language Learning Resource Centre (ELLRC) website	100%	
● Preparation of self-learning packages	100%	
● Promotion and maintenance of the ELLRC	100%	
<b>Overall Project</b>	<b>50%</b>	
<b>** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.</b>		

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

<b>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)</b>	<b>Date of approval sought from QEGS Secretariat</b>
Not Applicable	



**4. Financial position as at the end date of the reporting period (September 2011 to August 2012)**

<b>Expenditure items</b>	<b>Approved budget (a)</b>	<b>Committed or actual expenditure (b)</b>	<b>Balance [(a)-(b)]</b>
a. Manpower	860,480 <sup>1</sup>	156,623	703,857 <sup>2</sup>
b. Equipment / Facilities	223,800	125,966	97,834
c. Services	-	-	-
d. General expenses	180,000 <sup>3</sup>	83,296	96,704
e. Others	9,720	-	9,720
<b>Total</b>	<b>1,274,000</b>	<b>365,885</b>	<b>908,115</b>
<i>Project Income (if any)</i>			-
<i>Total Balance</i>			<i>908,115</i>

<sup>1</sup> Remuneration package is set at point 14.5 \$20,487.60/staff (inclusive of salary, cash allowance, MPF and benefits with a 2-year contract) in the approved proposal.

<sup>2</sup> In the last reporting period (September 2011 – February 2012), a surplus of \$58,526 was recorded owing to the premature departure of 1 of the 2 POs appointed. However, the school had taken immediate action to replace the vacancy and had appointed a new PO who reported for duty on June 4, 2012.

<sup>3</sup> General expenses include the expenditure on magazines, newspapers, books and references, DVDs, interactive learning tools (i.e. board games), software licenses.

### 5. Implementation Schedule for the reporting period from March to August 2012

Year 2012	Description of Tasks Held / Completed
March	<ul style="list-style-type: none"> <li>• Renovation of the new Centre</li> <li>• Delivery of English workshops</li> <li>• Planning of monthly activities (i.e. Song Appreciation Workshop and Singing Contest <i>The Voice @ LiPACE</i>) for April and May</li> <li>• Providing Language Advisory Service</li> <li>• 4<sup>th</sup> ELCACG Meeting</li> </ul>
April	<ul style="list-style-type: none"> <li>• Delivery of English workshops and monthly activities (i.e. Song Appreciation Workshop and Semi-final of Singing Contest <i>The Voice @ LiPACE</i>)</li> <li>• Providing Language Advisory Service</li> <li>• Reporting the QEGS project in LiPACE newsletters <i>Learning Express</i> and <i>FTP Newsletter</i> (May Issue)</li> </ul>
May	<ul style="list-style-type: none"> <li>• Delivery of English workshops and monthly activities (i.e. Final of Singing Contest <i>The Voice @ LiPACE</i>)</li> <li>• Providing Language Advisory Service</li> <li>• Reporting the QEGS project in LiPACE newsletters <i>Learning Express</i> and <i>FTP Newsletter</i> (August Issue)</li> <li>• 5<sup>th</sup> ELCACG Meeting</li> </ul>
June	<ul style="list-style-type: none"> <li>• Delivery of English workshops</li> <li>• Providing Language Advisory Service</li> <li>• Revising the QEGS report in LiPACE newsletters <i>FTP Newsletter</i> (August Issue)</li> <li>• Finalising the Self-access English Language Learning Packages (Elementary level)</li> <li>• Completing the first draft of the Self-access English Language Learning Packages (Intermediate and Advanced levels)</li> <li>• 2nd ELLRC Operations Steering Group Meeting</li> </ul>

<p>July</p>	<ul style="list-style-type: none"> <li>• Providing Language Advisory Service</li> <li>• Completing the second draft of the Self-access English Language Learning Packages (Intermediate and Advanced levels)</li> <li>• Revising the ELLRC Website</li> <li>• Completing the first draft of administrative documents of the Centre: <ul style="list-style-type: none"> <li>- Rules and regulations on the Use of the ELLRC</li> <li>- Forms and flowcharts</li> <li>- Daily operation procedures</li> </ul> </li> <li>• 3rd ELLRC Operations Steering Group Meeting</li> </ul>
<p>August</p>	<ul style="list-style-type: none"> <li>• Opening of the new Centre (Appendix A-1)</li> <li>• Providing Language Advisory Service</li> <li>• Revising the administrative documents of the Centre (Appendices B1-8): <ul style="list-style-type: none"> <li>- Rules and regulations on the use of the Centre</li> <li>- Forms and flowcharts</li> <li>- Daily operation procedures</li> </ul> </li> <li>• Finalising the Self-access English Language Learning Packages (Appendix B-9)</li> <li>• Launching of the ELLRC Website (Appendix B-10)</li> <li>• 6th ELCACG Meeting</li> </ul>

## 6. List of Documentations

Item #	Outcomes and Deliverables	Appendix
<b>A. Equipment and Resources in the ELLRC</b>		
1.	Pictures of the New ELLRC	A-1
2.	List of Facilities in the New ELLRC	A-2
<b>B. English Language Learning Resource Centre (ELLRC)</b>		
3.	Rules and Regulations on the Use of the English Language Learning Resource Centre (ELLRC)	B-1
4.	Advice for Teachers on the Use of the ELLRC Services	B-2
5.	ELLRC Daily Operation Procedures	B-3
6.	LiPACE ELLRC Language Advisory Service Teacher's Referral Form	B-4
7.	LiPACE ELLRC Language Advisory Service Student's Application Form (Individual Consultation)	B-5
8.	LiPACE ELLRC Language Advisory Service Student's Application Form (Group Consultation)	B-6
9.	LiPACE ELLRC Language Advisory Service Student Feedback Form	B-7
10.	LiPACE ELLRC Visitor Feedback Form	B-8
11.	Sample Units from the Self-access English Language Learning Packages	B-9
12.	Revised Content and Print Screens of the Tentative Website	B-10
13.	Promotion of the Centre in Newsletters	B-11
<b>C. Active English Learning Activities (AELA)</b>		
14.	"Better Your Writing" Workshop Series #2: Building Your Resume / C.V. Promotion Poster	C-1
15.	Song Appreciation Workshop Promotion Poster	C-2
16.	Singing Contest <i>The Voice @ LiPACE</i> Promotion Poster	C-3