

# Quality Enhancement Grant Scheme

Progress Report	Project No. :
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Reporting Period : From September 2012 (month/year) to February 2013 (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: Dr. Jacqueline Woo

Name of Grantee: Li Ka Shing Institute of

Organisation: Professional and Continuing Education, OUPK.

Position of Authorised

Person: Senior Programme Manager

Date: 19/03/2013

\* 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
CITA	Clothing Industry and Training Authority 63 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong
Dip.	Diploma
ELLRC	English Language Learning Resource Centre
ELCACG	English Language Curriculum and Activities Coordination Group
FTP	Full-Time Programme
HD	Higher Diploma
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 (September 2012 to February 2013)**

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 Enhancement Course</b>		
<p><u>2012</u> Sept 24- Dec 13 OCLC &amp; ILC</p>	<p>The English Enhancement Course lasts for the whole Semester A (i.e. 11 weeks). Each session is a one-hour workshop which aims at teaching students integrated English skills from grammar to reading, writing, listening and speaking through interactive games and activities. The workshops are in lecture format and students are required to participate in in-class activities and finish class-work individually.</p> <p>Resources used:</p> <ul style="list-style-type: none"> <li>• Computer, Projector, Visualizer, Microphone</li> <li>• Board games, Films</li> <li>• Worksheets from Self-Access Learning Package</li> </ul> <p>*See Appendix A-1 for the promotion poster.</p>	<p>Pre-AD, Dip., Adv. Dip., HD students</p> <hr/> <p align="center">172</p>
<b>2) ELLRC Centre Tour and CNN e-learning orientation</b>		
<p><u>2012</u> Oct 15-19 OCLC</p>	<p>The half-an-hour centre tour aims at introducing the facilities and English learning resources in the English Language Learning Resource Centre (ELLRC), its services and the CNN e-learning course. Students can learn the vocabulary of different parts of a language learning centre.</p> <p>Resources used:</p> <ul style="list-style-type: none"> <li>• Microphone</li> </ul> <p>*See Appendix A-2 for the promotion poster, and Appendix A-3 for User Guide for Live E-Learning for Professionals</p>	<p>Pre-AD, Dip., Adv. Dip., HD students</p> <hr/> <p align="center">10</p>

<b>3) Halloween Film Appreciation Workshop</b>		
<u>2012</u> Oct 30 OCLC	The 2-hour workshop aims at teaching students vocabulary related to Halloween and film appreciation skills through film-viewing. Students are required to participate in in-class discussions.  Resources used: <ul style="list-style-type: none"> <li>• Computer, Projector, Visualizer, Microphone, Films</li> <li>• Worksheets from Self-Access Learning Package</li> </ul> *See Appendix A-4 for the promotion poster.	Pre-AD, Dip., Adv. Dip., HD students
		4
<b>4) Workshop on Oral Skills</b>		
<u>2012</u> Nov 7, Nov 8 OCLC	The one-hour workshop aims at enhancing students' oral speaking skills in the context of job interviews. Students will learn more work-related vocabulary, proper etiquette in job interviews. They also have the opportunities to practise their speaking skills.  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., HD students
		15
<b>5) Revision Workshop for Integrated Skills</b>		
<u>2012</u> Dec 11, Dec 12, Dec 14, Dec 18, Dec 19 OCLC & ILC	The 2-hour workshop aims at offering students a chance to revise and practise the learnt English grammar, reading and writing skills, as well as examination techniques. The workshop is in lecture format and students are required to complete the 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> *See Appendix A-5 for the promotion poster.	Pre-AD, Dip., Adv. Dip., HD students
		151

<b>6) Recruitment of English Club Executive Committee</b>		
<u>2012</u> Nov 19- Dec 12 OCLC & ILC	This activity aims at forming a student body for the English subject to nurture a sense of belongingness among students to the English Language Learning Resource Centre (ELLRC); as well as to create and promote the English learning atmosphere. The executive committee will promote the use of English outside classroom and organise English-related activities for other students.  *See Appendix A-6 for the promotion poster.	Pre-AD, Dip., Adv. Dip., HD students  11
<b>7) Inauguration Ceremony for the English Club Executive Committee</b>		
<u>2012</u> Dec 17 OCLC	The ceremony is a formal celebration for the inauguration of the committee. Directors, Programme Directors, staff and students are invited to commemorate and support the event. The representatives will give speeches and the whole committee will introduce themselves to the school.  Resources used: • Computer, Projector, Visualizer, Microphone  *See Appendix A-7 for snapshots of the ceremony	Pre-AD, Dip., Adv. Dip., HD students  30
<b>8) CV Workshop</b>		
<u>2013</u> Jan 29, Feb 19, Feb 20 OCLC & ILC	The workshops aim at offering assistance to students who want to learn how to write a better CV for their future career. Each 2-hour workshop includes 1-hour lecture and 1-hour in-class exercises in pairs or small groups.  Resources used: • Computer, Projector, Visualizer, Microphone • Sample resumes from Instructor  *See Appendix A-8 for the promotion poster.	Pre-AD, Dip., Adv. Dip., HD students  15

<b>9) Job Interview Skills Workshop</b>		
<p><u>2013</u> Jan 31, Feb 1, Feb 21, Feb 22 OCLC &amp; ILC</p>	<p>The two-hour workshop aims at enhancing students' oral speaking skills in the context of job interviews. Students will learn more work-related vocabulary, proper etiquette in job interviews. They also have the opportunities to practise their speaking skills.</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> <p>*See Appendix A-8 for the promotion poster.</p>	<p>Pre-AD, Dip., Adv. Dip., HD students</p> <hr/> <p>19</p>
<b>10) Film Appreciation Workshop</b>		
<p><u>2013</u> Feb 20 Feb 21 OCLC</p>	<p>This workshop echoes with the festive theme of Valentine's Day. In the 2-hour workshop, participants watch the romantic drama <i>'The Notebook'</i> together. After the film-viewing, participants did sharing on the film in small groups.</p> <p>Resources used:</p> <ul style="list-style-type: none"> <li>● DVD</li> <li>● Computer, Projector, Visualizer, Microphone</li> <li>● Worksheets from Self-Access Learning Package</li> </ul> <p>*See Appendix A-9 for the promotion poster.</p>	<p>Pre-AD, Dip., Adv. Dip., HD students</p> <hr/> <p>8</p>
<b>11) Love Letter Competition</b>		
<p><u>2013</u> February – March OCLC, ILC &amp; CITA</p>	<p>The competition aims at offering students a chance to practise on letter writing. The result will be announced on March 14, 2012.</p> <p>*See Appendix A-10 for the promotion poster.</p>	<p>Pre-AD, Dip., Adv. Dip., HD students</p> <hr/> <p>3</p>

<b>12) Language Advisory Service</b>		
Sept 2012 – Feb 2013 Daily	<p>This service continues in March 2013 and receives help-seeking cases through different channels including teachers' referral, appointments and emails. A computer record is kept to collect 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> <p>*See Appendix A-11 for new promotion poster.</p>	Pre-AD, Dip., Adv. Dip., HD students  338
<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 (September 2012 to February 2013)**

<b>Milestones scheduled for completion during the reporting period **</b>	<b>% attained</b>	<b>Remarks</b>
● Provision of regular workshops, student activities, and language advisory services	100%	
● Maintenance of ELLRC and its website <sup>1</sup>	100%	
● Promotion of the ELLRC and its activities <sup>2</sup>	100%	
● Development of self-learning package <sup>3</sup> and preparatory courses for IELTS and/or TOEIC <sup>4</sup>	100%	
● Subscription of software licenses and purchase of learning materials and resources <sup>5</sup>	100%	
<b>Overall Project</b>	<b>75%</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>		

<sup>1</sup> See Appendix B-1 for snapshots of ELLRC and print screens of ELLRC Website.

<sup>2</sup> Appendices A1-11 (except A-3&7) are promotion posters for ELLRC activities. See Appendix B-2 for the print screens of English Club Facebook Fans Page, and Appendix B-3 for promotion of the Centre in the Institute's newsletters.

<sup>3</sup> First drafts of self-access learning packages have been submitted in the progress report of last reporting period of March-August 2012. The packages are now under revision, and the finalised product will be submitted in the next reporting period of March-August 2013.

<sup>4</sup> See Appendix B-4 for the sample units from the IELTS Preparatory Course.

<sup>5</sup> The subscriptions of newspapers, magazines and software have been renewed. The budget has been included in the item of General Expenses on page 10.

**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>

**4. Financial position as at the end date of the reporting period (September 2011 to December 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>6</sup>	392,158	468,322
b. Equipment / Facilities	223,800	228,240	-4,440 <sup>7</sup>
c. Services	-	-	-
d. General expenses	180,000	85,209	94,791
e. Others	9,720	-	9,720
<b>Total</b>	<b>1,274,000</b>	<b>705,607</b>	<b>568,393</b>
<i>Project Income (if any)</i>			-
<i>Total Balance</i>			<b>568,393</b>

<sup>6</sup> Remuneration package is set at point 14.5 which is \$20,487.60/staff (inclusive of salary, cash allowance, MPF and benefits with a 2-year contract) in the approved proposal.

<sup>7</sup> The exceeding budget is due to unpredicted cost of accessories needed for the proposed equipments.

**5. Implementation Schedule for the reporting period from September 2012 to February 2013**

Year 2012	Description of Tasks Held / Completed
September	<ul style="list-style-type: none"> <li>• Delivery of English Enhancement Course</li> <li>• Conducting ELLRC Centre Tour and CNN e-learning orientation</li> <li>• Planning and preparing for monthly activities (i.e. Halloween Film Appreciation Workshop) for October</li> <li>• Providing Language Advisory Service</li> <li>• 8<sup>th</sup> ELCACG Meeting</li> <li>• Applying project variations from QEGS Secretariat</li> </ul>
October	<ul style="list-style-type: none"> <li>• Delivery of English Enhancement Course</li> <li>• Conducting Halloween Film Appreciation Workshop</li> <li>• Planning and preparing for regular workshops (i.e. Workshop on Oral Skills) for November</li> <li>• Providing Language Advisory Service</li> <li>• 9<sup>th</sup> ELCACG Meeting</li> </ul>
November	<ul style="list-style-type: none"> <li>• Delivery of English Enhancement Course</li> <li>• Conducting Halloween Film Appreciation Workshop and Workshop on Oral Skills</li> <li>• Planning and preparing for regular workshops (i.e. Revision Workshop for Integrated Skills) for December</li> <li>• Planning and preparing for recruitment of Executive Committee for the English Club and its inauguration ceremony</li> <li>• Providing Language Advisory Service</li> <li>• 10<sup>th</sup> ELCACG Meeting</li> <li>• Audio-recording for the listening sections of the Self-access Language Learning Packages (3 levels)</li> </ul>

December	<ul style="list-style-type: none"> <li>• Delivery of English Enhancement Course</li> <li>• Conducting Revision Workshop for Integrated Skills</li> <li>• Planning and preparing for regular workshops (i.e. CV Workshop and Job Interview Skills Workshop) for January</li> <li>• Recruitment of Executive Committee for the English Club</li> <li>• Holding an inauguration ceremony for the English Club</li> <li>• Providing Language Advisory Service</li> <li>• 11<sup>th</sup> ELCACG Meeting</li> <li>• Reporting the QEGS project in LiPACE newsletter <i>FTP Newsletter</i> (February Issue)</li> </ul>
<b>Year 2013</b>	
January	<ul style="list-style-type: none"> <li>• Delivery of CV Workshop and Job Interview Skills Workshop</li> <li>• Planning and preparing for monthly activities (i.e. Film Appreciation Workshop, Love Letter Competition, English Fun Day) for February and March</li> <li>• Developing the IELTS preparatory course</li> <li>• Providing Language Advisory Service</li> <li>• 12<sup>th</sup> ELCACG Meeting</li> <li>• 1<sup>st</sup> English Club Executive Committee meeting</li> </ul>
February	<ul style="list-style-type: none"> <li>• Delivery of Film Appreciation Workshop and Love Letter Competition</li> <li>• Planning and preparing for monthly activities (i.e. Song Appreciation Workshop and English Fun Day) for March</li> <li>• Completing the development of IELTS preparatory course</li> <li>• Providing Language Advisory Service</li> <li>• 13<sup>th</sup> ELCACG Meeting</li> <li>• 2<sup>nd</sup> English Club Executive Committee meeting</li> <li>• Audio-recording for the listening sections of the Self-Access Language Learning Packages (3 levels)</li> </ul>

## 6. List of Documentations

Item #	Outcomes and Deliverables	Appendix
<b>A. Active English Learning Activities (AELA)</b>		
1.	English Enhancement Course Promotion Poster	A-1
2.	ELLRC Centre Tour and CNN e-learning orientation Promotion Poster	A-2
3.	User Guide for Live E-Learning for Professionals	A-3
4.	Halloween Film Appreciation Workshop Promotion Poster	A-4
5.	Revision Workshop for Integrated Skills Promotion Poster	A-5
6.	Recruitment of English Club Executive Committee Promotion Poster	A-6
7.	Snapshots at Inauguration Ceremony of English Club	A-7
8.	CV Workshop & Job Interview Skills Workshop Promotion Poster	A-8
9.	Film Appreciation Workshop Promotion Poster	A-9
10.	Love Letter Competition Promotion Poster	A-10
11.	New Language Advisory Service Promotion Poster	A-11
<b>B. Others</b>		
12.	Snapshots of ELLRC and Print Screens of ELLRC Website	B-1
13.	Print Screens of English Club Facebook Fans Page	B-2
14.	Promotion of the Centre in Newsletters	B-3
15.	Sample Units from the IELTS Preparatory Course	B-4