

## II Project Information

Project Title (in English)

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

Project Title (in Chinese)

提升副學位學生英語寫作能力工作坊

### A. Project Summary

*please provide an executive summary of the project proposal in no more than 500 words).*

Associate Degree (AD) and Higher Diploma (HD) students enrolled in sub-degree education in Hong Kong face great challenges meeting the academic demands of their various programs. A focal characteristic of such students is weak in English language skills, noted by teachers across disciplines as a significant impediment to advanced knowledge and opportunities both in academia and the future workplace. Compounding this problem is the fact that the bulk of projects and assessment items are based on students' writing skills. Indeed, writing requires greater compliance to more stringent grammatical and formal rules in addition to an understanding of generic conventions, all of which present a significant challenge for many students, particularly those who entered sub-degree programs with a lower HKCEE or A Level English results. **The proposed Guided English Writing Enhancement Workshops shall attempt to meet the needs of students who lack the basic requirements to achieve satisfactory results in their written sub-degree coursework.** This is most pertinent for those intending to enhance their competitiveness and pursue higher education at the Bachelor level or beyond.

The project will be implemented in three stages: first, determination of the needs of HPCC students in the area of academic writing in English; second, development of a guided learning package to be used in conjunction with weekly workshops to help students with 1) generic English writing skill such as grammar, sentence structure and building of an academic vocabulary, and 2) advanced English writing techniques such as summarizing, paraphrasing and properly citing research materials; finally, full implementation of the learning package in the Multimedia English Language Centre of the Community College.

#### **Stage 1: Determining Needs**

A group of 50 students will be chosen from different programmes in order to have a cross-section of disciplines involved in the development of the necessary English writing requirements. All students in the group will fill out a survey/questionnaire regarding learning strategies in order to identify specific problem areas, and participate in a writing pre-test. They will then be divided into two groups and receive different treatment in later stages of the project.

#### **Stage 2: Design of the English Writing Package**

The package will be designed and then tested on a small group of students (10) to obtain their feedback in order to make any modifications to content and deliver method.

#### **Stage 3: Package Implementation**

The 50 selected students from stage one will act as test and control groups. Half of the students will be given access to the learning package and guided through them in the Multimedia English Language

Centre of the College. The other group will be a control group and will not be required to participate in the project. Both groups will be given a post-test to determine whether or not the package and workshops have indeed made a measurable difference on the students' writing abilities in English.

## **B. Project Objectives**

*please identify the needs of the target recipients and explain how the project aims to address the needs).*

The Guided English Writing Enhancement Workshops aim to meet head on the gaps in language proficiency found among AD and HD learners at HPCC. Many students require more care and attention than is possible to be offered currently in generic and specialized English courses.

### **The aims of the project are twofold:**

1. to investigate the needs of HPCC students with regards to generic and academic writing skills and the learning strategies involved.
2. to develop and implement a guided English writing learning package to improve students' writing abilities and foster independent critical thinking strategies, thus better preparing HPCC students for both academic and professional situations.

The anticipated learning outcomes have been divided into two sections in order to better accomplish specific learning objectives to the students.

### **Expected Learning Outcomes:**

#### **A. Generic Skills**

This section of instruction targets foundation language proficiency and include the following:

- *fundamentals of English grammar*
- *sentence variety and structure in English*
- *expansion of vocabulary (programme specific)*
- *avoiding 'Chinglish' grammar – common mistakes of Cantonese writers*
- *spoken versus written English grammar*
- *formal versus informal registers*

#### **B. Academic Skills**

These topic areas are more concerned with furthering academic specific writing skill and include the following:

- *precision and ambiguity in presenting information*
- *presenting an objective stance*
- *hedging*
- *paraphrasing and summarizing practices*
- *citation practices*
- *discussions and conclusions*

**C. Outcomes and Deliverables of Project**

*(please include the expected number of target beneficiaries and explain how they will benefit from the project).*

HPCC's entire student body in 2011-12 (2,000 students\*) and beyond will benefit from the implementation and continued use of the **Guided English Writing Enhancement Workshops** package. For the students of HPCC, the package will improve their skills in several areas including (1) generic and academic writing skills necessary for all programmes offered by the College as well as in continuing educational opportunities and future employment, (2) the exploration and implementation of varied English language learning strategies and (3) the fostering of both independent and critical learning skills.

\* Estimated enrollment level for 2011-2012

**D. Implementation Details****Stage 1: Determining Needs**

A background survey/questionnaire shall be designed to analyze the students' English language proficiency when applying to HPCC, as well as their public examination results (HKCEE/HKALE). Additionally, it will explore the students' problems related to academic English writing. The collected information will be used to design the English learning package in Stage 2. Fifty students will be selected randomly from different programmes in line with the proportions of students studying in each programme in the College as a whole. The participating students will then be randomly allotted to two different groups: a test group and a control group. Both groups will take an English language pre-test (IELTS) at the beginning of the project. Only the test group will participate in the writing package and workshops.

**Stage 2: Development**

The development process of the **Guided English Writing Enhancement Workshops** will first involve a pilot study with 10 participants. This initial study shall provide essential feedback for the developer to proceed on to a finalized version of the package in Stage 3. The features are as follows:

1. An instructor's guide manual on how to successfully use the package to meet individual learners' needs.
2. Based on the results of the needs analysis, scaffolding writing enhancement activities and tasks targeting the required generic and academic skills that will lead to greater competencies.
3. Writing samples that will act as models of high proficiency work.
4. Clear explanations of target skills and language points.
5. Feedback measure for workshop guidance.

**Stage 3: Package Implementation**

In this stage the test group will be required to use the Guided English Writing Package along with the guidelines and attend weekly workshops in the Multimedia English Language Centre where they will receive instruction and feedback on performance. Attendance will be recorded and progress monitored. When the programme is completed, both the test group and control group will take a post-test identical to the pre-test. A questionnaire and interview will be conducted at this time to acquire further data and opinions on the effectiveness of the package. The package and workshops will then be continued at HPCC on a permanent basis to enhance and improve the English writing skills of the College's approximate 2,000 students.

<b>E. Implementation Schedule</b> <i>(Please extend this table if necessary.)</i>		
Estimated start date of project:		<b>September 2010</b>
<b>Action</b> <i>(please indicate key milestones)</i>	<b>Timeframe</b>	<b>Cashflow Requirement</b>
<b>Stage 1</b> - Complete the needs determination process (questionnaires) in September of 2010 - Select the 50 project participants by January 2011 - Organize and administer the pre-test	<b>September 2010</b> - <b>February 2011</b>	<b>\$386,500</b>
<b>Stage 2</b> - Completion of the initial draft of the learner package development by June/July of 2011	<b>March 2011</b> - <b>August 2011</b>	<b>\$334,500</b>
<b>Stage 3</b> - Completion and analysis of the initial study and complete a final version of the package based on the data and feedback. - Implement the learners package from September 2011 until December of 2011	<b>September 2011</b> - <b>February 2012</b>	<b>\$279,500</b>
<b>Stage 4</b> - Continue the package implementation from January until April of 2012 - Administer the post-test in June of 2012 - Analyze and evaluate the effectiveness of the package in July 2012	<b>March 2012</b> - <b>August 2012</b>	<b>\$437,500</b>
Estimated completion date of project:		<b>August 2012</b>

<b>F. Project Budget</b>					
<b>Projected Expenditure</b> <i>(Please provide detailed breakdown under each item)</i>	<b>Stage 1</b> September 2010 – February 2011	<b>Stage 2</b> March 2011 – August 2011	<b>Stage 3</b> September 2011 – February 2012	<b>Stage 4</b> March 2012- August 2012	<b>Total (HK\$)</b>
<b>Manpower</b>					
Learning Package Developer (half time)	Salary: \$15,000 x 6 months MPF: \$750 x 6 <b>94,500</b>	<b>378,000</b>			
Project Implementation Officer (full time)	Salary: \$25,000 x 6 months MPF: \$1000 x 6 <b>156,000</b>	<b>624,000</b>			
Gratuity (15%) (full time position)	NIL	NIL	NIL	<b>90,000</b>	<b>90,000</b>
<b>Equipment and Resources</b>					
Reference Materials (e.g. books, on-line materials, magazines)	<b>50,000</b>	<b>25,000</b>	NIL	NIL	<b>75,000</b>
Package Software (e.g. data analysis)	NIL	<b>20,000</b>	NIL	NIL	<b>20,000</b>
<b>Services</b>					
Copyright clearance and license	NIL	<b>35,000</b>	NIL	NIL	<b>35,000</b>

Projected Expenditure (Please provide detailed breakdown under each item)	Stage 1	Stage 2	Stage 3	Stage 4	Total
	September 2010 – February 2011	March 2011 – August 2011	September 2011 – February 2012	March 2012- August 2012	(HK\$)
<b>General Expenses</b>					
Printing and photocopying of the packages	NIL	NIL	25,000	NIL	25,000
Design and printing of questionnaires	7,000	NIL	NIL	NIL	7,000
<b>Miscellaneous</b> (postage, stationary, auditing fees)	4,000	4,000	4,000	22,000	34,000
<b>IELTS application fees</b>	Cost: \$1,500 x 50 students 75,000	NIL	NIL	Cost: \$1,500 x 50 students 75,000	150,000
<b>Total Expenditure :</b>	<b>386,500</b>	<b>334,500</b>	<b>279,500</b>	<b>484,025</b>	<b>1,438,000</b>

Sources of Funding
a. Amount of grant sought under this application: <u>HKD \$ 1,438,000</u>
b. Other sources of funding ( <i>this may include donations, contributions from the applicant/its parent organization, etc. Please give the name(s) of the sponsor(s), the amount of funding, and indicate whether the funding has been secured.</i> ):
(i) <u>NIL</u>
(ii) _____
(iii) _____

<b>G. Monitoring and Self-evaluation Mechanism</b>
Students' performance and progress will be regularly monitored and recorded during the weekly workshop sessions.
<b>H. Management Support and Key Personnel Involved</b>
College Deputy Principal: Dr. Keith Lam College Academic Secretary: Ms. Annie Tam Researchers: Mr. Ronald Reive, Mr. Warren Schwartz
<b>I. Special Justifications if the Grant Sought Exceeds \$2 million</b>
N/A

### III Other information

<b>1 Project Sustainability</b> <i>(If applicable, please describe how the recurrent expenditure involved will be met after completion of the proposed project)</i>
Upon completion of the project, the learning package developed for the enhancement of English writing will be maintained by and continued by HPCC for the benefit of the future student body.
<b>2 Preparatory work done</b> <i>(If any)</i>
N/A
<b>3 Past experience in organizing projects of similar or relevant nature and achievements</b> <i>(If any)</i>
N/A