

## Training for Ethnic Minorities

### Generic Skills Course (Part-time Mode)

#### Workplace Languages

### Foundation Certificate in Workplace Chinese (Writing) for Non-Chinese Speakers (Part-time)

Course Objective	To expand trainees' Chinese vocabulary, and develop their skills in writing simple Chinese correspondences in the workplace.
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the basic concepts of Chinese correspondences and writing different Chinese correspondences in the workplace (reply to customer's general enquiries, declining customer's request, notification, reminder, promotion, thank you and welcome, and apology).
Entry Requirements	<ul style="list-style-type: none"> <li>i. Holder of "Foundation Certificate in Elementary Workplace Chinese III (Writing) for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test; and</li> <li>ii. Possess basic English literacy skills.</li> </ul>
Course Duration	30 hours

Exact course schedule and addresses of training centres are subject to the arrangement of the training bodies offering this course. Please contact the following training bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS231EG / CS231HG

ERB and relevant training bodies reserve the right to revise the above content from time to time without notifying individual applicants. Please refer to the Scheme website and/or contact respective training bodies for the most updated information.