

## Generic Skills Course (Part-time Mode)

### English

#### Certificate in Workplace English (Presentation Skills) (Part-time)

Course Objective	To develop presentation skills of English learners of intermediate level in the workplace
Course Content	<ul style="list-style-type: none"> <li>i. Effective skills for individual and group presentations, such as change of tone / rhythms, non-verbal signals, use of pause and silence, making suggestions and persuasions, use of visual aid and equipment, etc.; and</li> <li>ii. Presentations at workplace, such as announcement, briefing, demonstration and promotion of goods / services, etc.</li> </ul>
Entry Requirements	<ul style="list-style-type: none"> <li>i. Form Six; or Form Five with at least two years' working experience; and pass the entry test; or</li> <li>ii. Holder of "Foundation Certificate in Workplace English (Listening &amp; Speaking) II (Part-time)" of ERB, or equivalent</li> </ul>
Course Duration	45 hours
Remarks	Training materials are provided in English

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
Caritas - Hong Kong	3568 8688	CA191EG / CA191HG <sup>^</sup>
The Hong Kong Federation of Trade Unions	2715 6671	FU552EG / FU552HG
School of Continuing and Professional Education, City University of Hong Kong	3442 6359 / 3442 6413	PE152EG / PE152HG

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.

<sup>^</sup> The course will be conducted in classroom training mode or online training mode. The latest arrangements announced by the training body concerned shall prevail. For details, please contact respective training body.