

## Generic Skills Course (Part-time Mode)

### English

#### Certificate in English for Job Interviews (Part-time)

Course Objective	To develop trainees' English listening and speaking skills to participate in oral interactions of increasing length and express in increasingly complex language
Course Content	<ul style="list-style-type: none"> <li>i. Ask and answer questions during interviews;</li> <li>ii. Extract and identify specific messages of job-related interactions;</li> <li>iii. Use increasingly complex verbal and non-verbal language to interact socially and formally with clients; and</li> <li>iv. Learn and apply language of various functions (e.g. showing preferences, inquiries / replies, perusing, apologising and refusing requests)</li> </ul>
Entry Requirements	<ul style="list-style-type: none"> <li>i. Completion of Form Six; or</li> <li>ii. Completion of Form Five with at least two years' working experience; or</li> <li>iii. Completion of QF Level Two courses in English language with total duration no less than 150 hours; or</li> <li>iv. Pass the entry test</li> </ul>
Course Duration	30 hours
Remarks	Training materials are provided in English only

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
The Hong Kong Federation of Trade Unions	2715 6671	FU281ER / FU172HR
Hongkong School of Commerce	3114 8711 / 2730 7071	HE018ER / HE018HG
Christian Action	8106 6190 / 2716 8812	HK122EG / HK088HR^
KCRA Community Education Enhancement Center Limited	2780 9293 / 2374 1100 / 2701 8921 / 2116 4481	KA183EG / KA183HG^
School of Continuing and Professional Education, City University of Hong Kong	3442 6359 / 3442 6413	PE054ER / PE008HR
St. James' Settlement	2596 2589 / 3572 0644 / 3791 2240 / 2431 8299	SJ049ER / SJ047HG

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.

^ 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.