

Generic Skills Course (Part-time Mode)

English

Certificate in Spoken English for Executives (Part-time)

Course Objective	To develop trainees' skills to comprehend and present in spoken English in the workplace
Course Content	<ul style="list-style-type: none"> i. Statements; ii. Announcements; iii. Demonstrations and briefings; iv. Proposals and speeches; v. Question-and-answer sessions; and vi. Interviews
Entry Requirements	<ul style="list-style-type: none"> i. Completion of Form Six with at least two years' working experience; or ii. Completion of QF Level Three courses in English language with total duration no less than 150 hours; or iii. Pass the entry test
Course Duration	30 hours
Remarks	<ul style="list-style-type: none"> 1. Training materials are provided in English only 2. The course is conducted 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
School of Continuing and Professional Education, City University of Hong Kong	3442 6359 / 3442 6413	PE053EG / PE021HG [^]

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.