

Generic Skills Course (Part-time Mode)

English

Certificate in English for Workplace Communication (Part-time)

Course Objective	To develop trainees' English skills to interact socially with clients and colleagues in workplace context
Course Content	Initiate conventional conversational topics by using a batch of commonly-used vocabulary and expressions; Maintain conversational topics by taking turns according to social convention and using polite and appropriate verbal and non-verbal responses
Entry Requirements	<ul style="list-style-type: none"> i. Completion of Form Six; or ii. Completion of Form Five with at least two years' working experience; or iii. Completion of QF Level Two courses in English language with total duration no less than 150 hours; or iv. Pass the entry test.
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	FU121EG / FU121HR
Neighbourhood & Worker's Service Centre	2413 8787 / 2893 9968	NW109EG / NW109HG
School of Continuing and Professional Education, City University of Hong Kong	3442 6359 / 3442 6413	PE049EG / PE023HG

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.