

Generic Skills Course (Part-time Mode)

English

Certificate in Workplace English (Business Email Writing) (Part-time)

Course Objective	To develop business email writing skills of trainees of intermediate level who have a need for writing business email in workplace
Course Content	<ul style="list-style-type: none"> i. Present information, ideas, related explanations, discussions, arguments and evaluation clearly and accurately in business email (e.g. basic rules of writing business email, appropriate subject line, formal greetings and closings, etc.); and ii. Prepare business email for different communicative functions (e.g. reporting progress or results; requesting quotations and information; complaints and responses; persuasions; apologies; clarifying problems, negotiations and suggestions)
Entry Requirements	<ul style="list-style-type: none"> i. Form Six; or Form Five with at least two years' working experience; and pass the entry test; or ii. Holder of "Foundation Certificate in Workplace English (Reading & Writing) II (Part-time)" of ERB, or equivalent
Course Duration	38 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
HKCT Group Limited	2711 9820 / 2711 9296	CT378EG / CT378HG [^]
The Hong Kong Federation of Trade Unions	2715 6671	FU475EG / FU475HG
Hongkong School of Commerce	3114 8711 / 2730 7071	HE057EG / HE057HG
School of Continuing and Professional Education, City University of Hong Kong	3442 6359 / 3442 6413	PE100EG / PE100HG [^]
Vocational Training Council (Integrated Vocational Development Centre)	3907 6789	VT259EG / VT259HG [^]

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.