



# ENGLISH ENHANCEMENT COURSE

## Organizer :

Hong Kong Polytechnic Alumni Association (HKPAA)

## Supporting Organizations :

Global Universities Alumni Union (GUAU)

UMT Hong Kong Alumni Association (UMTHKAA)

Hong Kong Institution of Building and Services Engineers

- 主講 : Mr. Gilbert S.C. Wu BA, Cert Ed, Adv Cert Ed, MEd (胡仕昌先生)
- 地點 : Room QR404, Hong Kong Polytechnic University (TBC)
- 費用 : **\$500 per course (5 lectures) or \$120 per selected lecture**
- 日期 : **1, 8, 15, 22, 29 March 2016 (Every Tuesday)**  
Day 1 (1 Mar 2016)- General Writing Skills  
Day 2 (8 Mar 2016)- Letter Writing - general layout, different types of letters (complaint, adjustment, enquiry, sales, application and others)  
Day 3 (15 Mar 2016)- Writing Report - definition, types, organization, format, etc.  
Day 4 (22 Mar 2016)- Writing Minutes and Agenda  
Day 5 (29 Mar 2016)- Writing Memo, Notices, Email, Giving orders/instructions
- 註冊 : 6:55pm to 7:00pm
- 講課 : 7:00pm to 8:45pm
- 問答環節 : 8:50pm to 9:00pm
- 報名 : Arkie Lo (90434803)



## **BRIEF BIBLIOGRAPHY OF THE LECTURER:**

**MR. GILBERT S.C. WU BA, Cert Ed, Adv Cert Ed, MEd**

### **Education**

**Secondary education: La Salle College, Kowloon (S1 - S7)**

**BA (1978), Certificate in Ed (1980)., Adv. Cert. in Ed.(1985), Master in Ed.(1986) - The University of Hong Kong**

**Majoring in English, Chinese, TESL (Teaching English a Second Language)**

### **Teaching Experience**

**3 years in subsidized secondary school - as Chinese and English teacher**

**29 years in government secondary school - English Panel head and Assistant Principal**

**2 years in Native English Teacher Section of EDB as Advisory Teacher**

## **COURSE OUTLINE:**

**Lecture 1: General Writing Skills**

**Lecture 2: Letter Writing - general layout, different types of letters (complaint, adjustment, enquiry, sales, application and others)**

**Lecture 3: Writing Report - definition, types, organization, format, etc.**

**Lecture 4: Writing Minutes and Agenda**

**Lecture 5: Writing Memo, Notices, Email, Giving orders/instructions**