

HKPA



ENGLISH ENHANCEMENT COURSE (REVISED)

Organizer :

UMT Hong Kong Alumni Association (UMTHKAA)
Hong Kong Polytechnic Alumni Association (HKPAA)

Supporting Organizations :

Global Universities Alumni Union (GUAU)
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 P308, Hong Kong Polytechnic University
費用 : **\$300 per course (3 lectures) or \$120 per selected lecture**
日期 : **29 Mar & 5, 12 April 2016 (Every Tuesday)**
Day 1 (29 March 2016)- General Writing Skills
Day 2 (5 April 2016)- Letter Writing - general layout, different types of letters (complaint, adjustment, enquiry, sales, application and others)
Day 3 (12 April 2016)- Writing Report - definition, types, organization, format, etc.
Day 4 (TBC)- Writing Minutes and Agenda
Day 5 (TBC)- 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



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