



敬啟者：

職業英語單元二補讀事宜

貴子弟在剛過去的暑假因家事回鄉未能修讀職業英語單元二課程，其後貴子弟向本校及主辦機構職業訓練局申請補讀，現局方通知學校，貴子弟的申請已獲批，現特此函通知家長有關事宜，隨通告附上課堂細節，煩請家長細閱並督促子弟準時上課，努力學習。另外，因主辦課程的機構為職訓局，上課地點也不在本校，本校只代其通知家長，務請家長與貴子弟多加溝通，以了解子女之學習情況及多作鼓勵，使貴子弟用功完成課程。此外，貴子弟已收到職訓局相關電郵，正式通知貴子弟補讀資訊及注意事項，包括相關上課地點的防疫要求等。請家長提醒貴子弟細閱該電郵，如對補讀課程有問題，可致電職訓局查詢。

請於 2021 年 12 月 31 日前簽回電子回條。如對本通告內容或職業英語課程有疑問，請致電 2326 5308 與姚明德主任或英文老師聯絡。



救世軍卜維廉中學洪楚英校長 謹啟

2021 年 12 月 15 日



家長覆函

本人為 \_\_\_\_\_ 班學生 \_\_\_\_\_ ( \_\_\_\_\_ ) 之家長，  
已知悉「職業英語單元二補讀事宜」。

此覆  
洪校長  
只供網上參閱  
家長簽署： \_\_\_\_\_

For Online Viewing Only

**Applied Learning Course (2021-23 Cohort)**  
**Class Schedule (Mode One)**  
**(Updated as at 27 Sept 2021)**



**Course:** Applied Learning (Vocational English)- English Communication  
**Tutor:** Mr. Mic Liu  
**Class:** HE  
**Venue:** Rm TBC, IVE (Haking Wong), Lai Chi Kok Road, Cheung Sha Wan  
**Time:** Saturdays from 2:00pm –5:00pm, 3 hours per lesson<sup>(Note 1)</sup>

Lesson	Date	Learning Topic
<b>Module 2: Reading and Writing (QF Level 2)</b> <sup>(Note 2)</sup>		
15*	8/1/2022	Trade Fairs & Exhibitions
16	15/1/2022	Booking a Booth for a Business Event
17	22/1/2022	Selecting Products to Promote
18	29/1/2022	Choosing a Hotel for a Business Trip + <b>Practice Paper I</b>
19	12/2/2022	Selecting a Free Gift for a Promotion + <b>Practice Paper II</b>
20	19/2/2022	Selecting a Means of Promotion <b>Assessment Task 3b (Written Test)</b>
21	26/2/2022	Written Business Communication
22	5/3/2022	Office Supplies
23	12/3/2022	Office Expansion + <b>Practice Paper III</b>
24	19/3/2022	Business Events
25	26/3/2022	Planning a Business Trip + <b>Practice Paper IV</b>
26	2/4/2022	Opening a New Hair Salon <b>Assessment Task 3a due (Online quizzes)</b>
27	9/4/2022	Case Study <b>Practice Paper V</b>
28*	23/4/2022	<b>Practice Paper VI</b> <b>Assessment Task 4 (Written Test)</b>

Note 1: Lessons with an asterisk (\*) are 2-hr sessions

Note 2: Course schedule subject to changes according to students' learning progress and unexpected circumstances