

# APPLICATION PROCEDURES

**Step 1.** Fill out and submit your application at **UC Website - What's New**

**Step 2.** A Confirmation Email will be sent to you after submission.

**Step 3.** To confirm your application, you need to pay a deposit of HK\$300 for each course that you have applied for. Please make the payment via HSBC or Hang Seng Bank ATM machines to the following Hang Seng Bank account and get a Payment Advice slip for record:

**Payee: The Chinese University of Hong Kong**

**A/C: 293-005005-018**

**Step 4.** Print & submit the (1) Confirmation Email and (2) Payment Advice slip to the Dean of Students' Office by the deadline: **3 Feb 2020**



# RESULT ANNOUNCEMENT

Applicants will receive the final application result and course arrangement **by 14 Feb 2020**. Deposit is NOT refundable for any withdrawal.

## IMPORTANT NOTES

1. Students are not advised to pay the deposit at Hang Seng Bank branches using counter service, as a service charge of HK\$40 will be incurred and borne by students.
2. The deposit is only fully refundable in two conditions:
  - participants complete the course with  $\geq 80\%$  attendance or
  - the course is cancelled.
3. A Certificate of Attendance will be awarded to the participants who complete a course.
4. Your name on the application form MUST be the same as the bank account holder for the refunding.
5. Applications will be accepted on a first-come-first-served basis.

**Deadline:**  
**4PM, 3 Feb 2020**



# UC LANGUAGE IMPROVEMENT PROJECT

Spring 2020  
Language Courses



## FUN WITH SPOKEN ENGLISH

### Looking for a fun way to practice your spoken English?

Course code: SPE01

This can be achieved through the performance of fun language tasks that mirror real-life situations. You can learn and enjoy learning through engaging in class activities, including games, role plays, and team activities as well as, during one session, interacting with guest native speakers. Learning will produce:

- Increased ability to produce English spontaneously in typical situations
- Confidence gained from practicing in formal English in a small class setting
- New phrases for conversational English
- Increased ability to improvise and produce natural sounding English in varying situations

Students will become more relaxed about speaking in English!

## ENGLISH AND ETIQUETTE FOR PROFESSIONALS

Course code: SPE02

This course is based on the tutor's years of experience running management training and student language workshops. The classes will be highly interactive and we will use experiential learning to build communication skills and learn about everyday professional manners. For example we will have wine in the classroom so that students can learn how to order and drink wine.

- How to connect socially: greetings, keeping the conversation going, different ways to say goodbye
- When a VIP visits: how to welcome guests to a function, go out for dinner afterwards, how to order wine
- Communication: how to speak up but be polite, how to handle sensitive topics, listening
- Groups: problem solving in groups using diplomatic language.

## TOASTMASTERS 101: BECOMING A CONFIDENT ENGLISH SPEAKER

Course code: SPE03

This is a highly proactive course in which students will have to interact with each other. The course emphasizes on listening, understanding and speaking, which are the essential elements for daily life communication.

Objectives:

- to encourage students to speak in English confidently;
- to equip them with a realistic perspective of spoken English;
- to guide them in making appropriate presentations and responses under different situations;
- to cultivate a positive mindset and interpersonal relationship.

## UPCOMING ACTIVITIES

### May 2020

- Putonghua Language & Culture Study Trip to Mainland China - 茶文化普通話語文及文化考察團
- Local English Immersion Camp

### June 2020

- Culture and English Language Programme at the University of Edinburgh, United Kingdom

***Stay tuned for application details!***