

EASY eLearning Language Program



EASY Training Services
EASY Putonghua Training
資 識 語 言 培 訓



eLearning Programs

Innovative and interactive elearning programs provide learners with a high degree of flexibility for learning the language easily at anytime, anywhere, any pace and also helps learners to do revision effectively. Our eLearning programs can be accessed via the Internet through mobile device, tablet & computer which is a dynamic and an effective approach to reinforce your learning.

Target Learners

eLearning is an effective, convenient tool for knowledge acquisition and reinforcement.

eLearning Program is suitable for those who:

- are interested to learn the language regardless of location or socioeconomic status
- are unable to attend regular classes due to unstable working schedule, business trips, etc.;
- want to revise previous course content before taking classes of advanced levels;
- prefer to learn at his/ her own pace, e.g. people who had taken the same course before and has above-average proficiency.

System Requirements

Hardware Requirement Specification

- Hard-disk space: 250GB, or above
- Minimum Resolution: 800 x 600, or above
- Suggested Internet Speed: Minimum 1.5 M (Broadband)
- Speakers or headphone

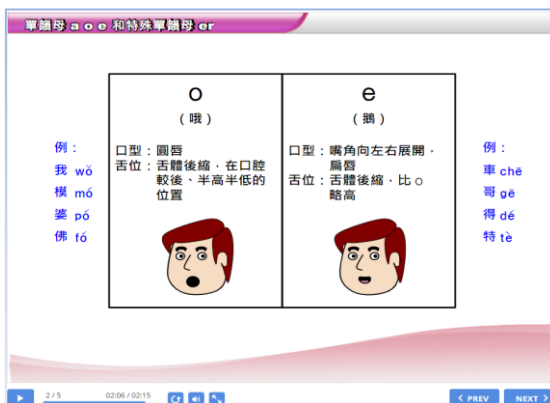
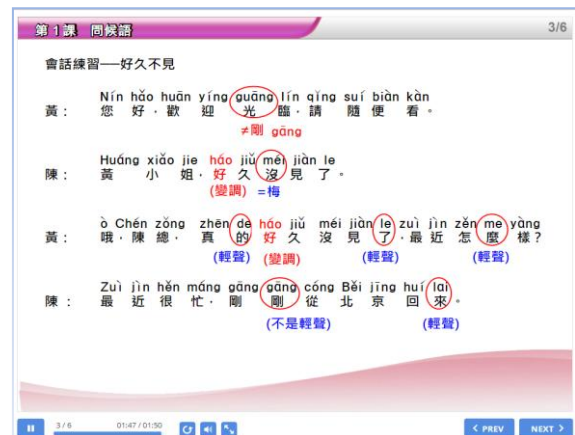
Software Requirements Specification

1. Windows 7 or above (Either English or Chinese)
2. Internet Browser
 - Internet Explorer 11 or later
 - Firefox 60 or later
 - Chrome 68 or later
 - Microsoft Edge for Windows 10



eLearning Program: Putonghua for Cantonese Speakers Module 1

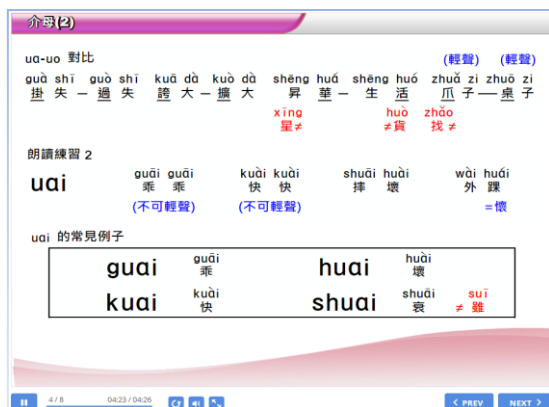
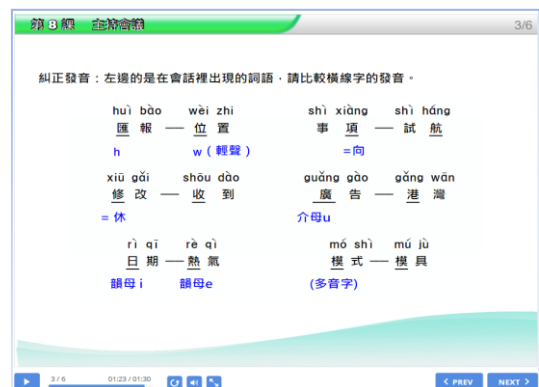
- Target Learners:** Cantonese speakers who want to learn basic Putonghua conversation in daily life and workplace at a high degree of flexibility for learning easily at anytime, anywhere and any pace. Preferably to have fundamental knowledge of Hanyu Pinyin.
- Objectives:** The program aims at teaching basic conversation, e.g. greetings, numerals, surnames, telephoning, dining, etc.. There are various exercises, e.g. listening practices, comparison of Cantonese and Putonghua, cultural differences of Mainland China and Hong Kong etc...It will also cover basic knowledge of Hanyu Pinyin.
- Topic Covered:**
- | | |
|-------------------------------------|---------------------------------------|
| 1. Tones 1 聲調 1 | 1. Greetings 問候語 |
| 2. Tones 2 聲調 2 | 2. Numbers and telling the time 數字與時間 |
| 3. Single finals 1 單韻母 1 (a o e er) | 3. Daily work introduction 工作介紹 |
| 4. Single finals 2 單韻母 2 (i u ü ê) | 4. Department introduction 部門運作介紹 |
| 5. Initials 1 聲母 1 (b p m f) | 5. Common surnames 常見姓氏 |
| 6. Initials 2 聲母 2 (d t n l) | 6. Starting a conversation 打開話題 |
| 7. Initials 3 聲母 3 (g k h) | 7. Telephone messages 電話留言 |
| 8. Initials 4 聲母 4 (j q x) | 8. Making telephone appointments 電話約會 |
| 9. Initials 5 聲母 5 (zh ch sh r) | 9. Weather 天氣常用語 |
| 10. Initials 6 聲母 6 (z c s) | 10. Attractions in Hong Kong 香港旅遊名勝 |
| 11. Special initials 隔音字母 (y w) | 11. Dining with clients 與客人用膳 |





eLearning Program: Putonghua for Cantonese Speakers Module 2

- Target Learners:** Cantonese speakers who haven't completed e-learning Putonghua Program: Pronunciation for Cantonese Speakers 1; and would prefer a high degree of flexibility for learning the language easily at anytime, anywhere and any pace.
- Objectives:** The program will teach intermediate level conversation, e.g. business trip, meeting, toasting, etc... There are various exercises, e.g. listening practices, comparison of Cantonese and Putonghua, cultural differences of Mainland China and Hong Kong, etc... It will also further introduce knowledge of Hanyu Pinyin.
- Topic Covered:**
- | | |
|--|------------------------------------|
| 1. Compound finals 1 複韻母 1 (ai ei ao ou) | 1. Food in Hong Kong 香港美食 |
| 2. Compound finals 2 複韻母 2 (iu ui ie üe) | 2. Check the bill 結賬付款 |
| 3. Nasal finals 1 前鼻韻母 (an en in un ün) | 3. Confirming the schedule 確定行程 |
| 4. Nasal finals 2 後鼻韻母 (ang eng ong ing) | 4. Contemporary vocabulary 國內常用流行語 |
| 5. Finals begin with i 介母 i | 5. At the hotel 入住酒店 |
| 6. Finals begin with u 介母 u | 6. Handling emergency cases 緊急事件 |
| 7. Finals begin with ü 介母 ü | 7. Arranging a meeting 安排會議 |
| 8. Changing tone 1 第三聲變調簡介 | 8. Hosting a meeting 主持會議 |
| 9. Changing tone 2 「一」和「不」的變調 | 9. Controlling a meeting 控制會議 |
| 10. Neutral tone 輕聲簡介 | 10. Concluding a meeting 總結會議 |
| 11. Er-suffixed words 兒化簡介 | 11. Declining to drink 婉拒敬酒 |





eLearning Program: Putonghua for English Speakers Module 1

Target Learners: English speakers who want to learn basic Putonghua conversation and would prefer a high degree of flexibility for learning the language easily at anytime, anywhere and any pace.

Objectives: The program will teach survival Putonghua conversation, e.g. greetings, numerals, weather, dining, etc.. There are various exercises, e.g. listening practices, grammar and building sentences, etc... "Cultural points" and interesting facts of Chinese culture will also be introduced. It will also cover basic knowledge of Hanyu Pinyin, including tones and initials.

Topic Covered:

1. Introduction 漢語拼音簡介
2. Initials 1 聲母 1 (b p m f d t n l)
3. Initials 2 聲母 2 (g k h j q x y w)
4. Initials 3 聲母 3 (zh ch sh r z c s)
5. Tones 1 聲調 1
6. Tones 2 聲調 2

1. Self-introduction
2. Greetings
3. Numbers
4. What time is it?
5. Yesterday, today and tomorrow
6. How much is it?
7. Giving direction
8. Taking taxi
9. Phone call
10. At the restaurant
11. At the hotel

Initials (1)

b is equivalent to / b / **p** is equivalent to / p /

bo **po**

bōli **pútáo**
玻璃 葡萄
[Glass] [Grape]

Self-Introduction

Building Sentences

(A) **shì** (B) (A) **is** (B)

can be used after "I", "you", "he/she/it", "we" and "they"

| | | | |
|-----|-----|--------------|------------------|
| Wǒ | shì | Měiguórén. | I am American. |
| Nǐ | | Yīngguórén. | You are British. |
| Nín | | Zhōngguórén. | You are Chinese. |

Self-Introduction

Dialogue 2 (cont'd)

B: Xìng Lǐ. 姓李。
My surname is Li.

A: Lǐ xiānsheng, 李先生,
Mr. Li,

hěn gāoxìng rènshi nín. 很高兴认识您。
very pleased to meet you.

Qǐng duō zhǐjiào. 请多指教。
"Please (feel free) to give me advice".

Chinese Word Power

bāo *n. bread*
n. bag
v. to wrap
v. to include

包




eLearning Program: Putonghua for English Speakers Module 2

- Target Learners:** English speakers who want to learn more advanced practical and business situations, scenarios and dialogues with a high degree of flexibility for learning easily at anytime, anywhere and any pace. Preferably to have fundamental knowledge of Hanyu Pinyin and survival Putonghua conversation.
- Objectives:** The program will continue to teach practical Putonghua conversation, e.g. exchanging currencies, asking directions, checking-in at a hotel, etc.. There are various exercises, e.g. listening practices, grammar and building sentences and more ... "Cultural points" and interesting facts of Chinese culture will also be introduced, and further enhancement on Hanyu Pinyin, finals and er-suffixed words .
- Topic Covered:**
- | | |
|--|-------------------------------|
| 1. Finals 1 韻母 1 (a o e i u ü ê) | 1. Emergency |
| 2. Finals 2 韻母 2 (ai ao an ang) | 2. Weather |
| 3. Finals 3 韻母 3 (ei en eng er ou ong) | 3. Family |
| 4. Finals 4 韻母 4 (ia ian iang iao ie in ing iong iu) | 4. Shopping |
| 5. Finals 5 韻母 5 (ua uai uan uang ui un uo) | 5. Holidays & festivals |
| 6. Finals 6 韻母 6 (üan üe ün) | 6. At the post office |
| 7. er-suffixed words 兒化簡介 | 7. At the exchange shop |
| | 8. At the customs |
| | 9. Buying air / train tickets |
| | 10. Permission & requests |
| | 11. In the subway |
| | 12. Making an appointment |
| | 13. Going to a doctor |

Finals (1)


a pronounced as "aah"



mā
妈
[mother]

bà
爸
[father]

dà
大
[big]




chá
茶
[tea]

Asking for Directions

"zài"—a preposition of location

zài 在 preposition of location, similar to "at"



zài shàng bian 在上邊
On the top


Finals (2)

ang

- combination of final "a" and "ng" in English
- similar to "ahng"

Tip for pronouncing the ending sound "-ng"

- Move the **back** of your tongue **backwards** and let the puff **pass** the **nasal cavity** when you speak.



Chinese Word Power

Vocabulary (2)

jiāxiāng
家乡
n. hometown

e.g. Wǒ de jiāxiāng yǒu hěnduō měishí.
我的家乡有很多美食。
There are lots of good food in my **hometown**.



eLearning Program: Putonghua Test (PSC) Preparatory Course

Target Learners: Candidates of national public exam Putonghua Shuiping Ceshi (國家語委普通話水平測試 PSC) and want to have better preparation and test their proficiency before the exam; and with a high degree of flexibility for learning the program easily at anytime, anywhere and any pace.

Objectives: This program provides mock exam questions of PSC. There are detailed explanation of common mistakes made by candidates as sample sharing.

This program also provides guidance to PSC candidates and prepare better when reciting the 60 assigned articles. Tips include how to pronounce difficult or confusing words, correct tones and rhythms, etc...

- Topic Covered:**
1. Reading 100 Chinese characters 朗讀 100 個單音節字
 2. Reading vocabulary (totally 100 syllables) 朗讀多音節詞語
 3. Choosing the correct words 選擇題 (規範詞語)
 4. Matching words with qualifiers 量詞搭配
 5. Choosing sentences with the correct grammar 選擇題 (規範語法)
 6. Reading 60 assigned articles 朗讀 60 篇指定文章
 7. Thematic Speaking 30 topics 命題說話 30 個題目

| | | | | |
|------------|-------------|------------|------------|------------|
| 1. 窺 cuān | 2. 則 zé | 3. 刑 xíng | 4. 再 zài | 5. 章 zhāng |
| 6. 戳 chuō | 7. 哪 nǎ | 8. 徐 xú | 9. 腔 qiāng | 10. 尊 zūn |
| 11. 虧 kuī | 12. 剗 gē | 13. 狼 láng | 14. 賊 zéi | 15. 蹣 cèng |
| 16. 離 chú | 17. 日 rì | 18. 掘 jué | 19. 劇 jù | 20. 灰 huī |
| 21. 摩 mó | 22. 窮 qióng | 23. 實 zī | 24. 去 qù | 25. 沿 yán |
| 26. 軸 zhóu | 27. 櫛 dú | 28. 鞦 jiào | 29. 寧 bǐng | 30. 華 hūn |
| 31. 差 yī | 32. 礦 kuàng | 33. 襪 wà | 34. 某 mǒu | 35. 薛 xuē |
| 36. 頤 sòng | 37. 溺 lào | 38. 甯 ěr | 39. 壘 lǒng | 40. 價 jià |
| 41. 提 tí | 42. 騙 piàn | 43. 鏗 wèng | 44. 號 hào | 45. 抓 zhuā |
| 46. 面 miàn | 47. 摘 zhāi | 48. 修 xiū | 49. 魄 pò | 50. 誅 shāi |

| 三、選擇題 (規範詞語) | |
|--------------|---------------------------|
| 1 | 碰釘款 碰釘子 撞板 |
| 2 | 凜凜 陰功 青清 炊過 |
| 3 | 勺子 勺仔 勺款 勺媚 |
| 4 | 備 兩家頭 兩其 |
| 5 | 滾湯 滾水 開水 |
| 6 | 同屋 一個房間 同房間 共屋 共間 |
| 7 | 丟架 跌臉 丟人 丟格 失格 |
| 8 | 唔記得 丟巴 忘記 湊忘 |
| 9 | 原舊 照原 閉條 仍舊 |
| 10 | 黑夜 夜瞓頭 夜晚夜 夜間子 夜裏間 瞓瞓頭 冥時 |

| 三、選擇題 (量詞搭配) | |
|-------------------------------|--|
| 支 台 名 把 扇 條 | |
| 尺子 胡同兒 信息 計算機 軍隊 窗戶 筆 話劇 磨 鐵鍬 | |
| 1. 把 尺子 yì bǎ chǐzi | |
| | |
| | |
| | |
| | |

EASY Putonghua Training
資 識 語 言 培 訓

Speak Like a Pro!!

第一至三段朗讀示範

一個大問題 一直盤踞在我腦海裏：
世界怎麼會有如此巨大的吸引力？除去足球本身的魅力之外，還有什麼超乎其上而更偉大的東西？
近來觀看世界盃，忽然從中得到了答案：是由於一種無上崇高的精神情感——國家榮譽感！

青浦話水平測試朗讀作品 11號 2/4 版權所有 不得複製



eLearning Program: Cantonese Course Module 1

Target Learners: Expatriates who want to learn basic Cantonese conversation and would prefer a high degree of flexibility for learning the language easily at anytime, anywhere and any pace. Preferably to have fundamental knowledge of Hanyu Pinyin.

Objectives: The program will teach survival Cantonese conversation, e.g. greetings, numerals, weather, dining, etc.. There are various exercises, e.g. listening practices, grammar and building sentences, etc...Slangs and interesting facts of culture of Hong Kong will also be introduced. It will also cover basic knowledge of Yale Romanization & tones.

- Topic Covered:**
1. Yale Romanization 耶魯拼音
 2. Numbers 數字
 3. Time & date 時間與日期
 4. Money 錢
 5. Self-introduction 自我介紹
 6. Buying foods 買嘢食
 7. Weather 天氣
 8. Daily routine 日常生活
 9. Giving directions 指示方向
 10. Where do you work? 你喺邊度返工?
 11. Dining 餐飲
 12. Tour around Hong Kong 香港旅遊

Yale Romanization

Introduction 介紹

There are 3 elements that compose a Cantonese syllable.

e.g.

3. Tone
is the pitch of a word

hóu
好 (good)

1. Initial
is equivalent to a
consonant in English

2. Final
is equivalent to a
vowel in English

Money

Vocabulary 詞彙

| | | |
|---------|------|--------------------|
| \$1.50 | 個半 | go bun |
| \$2.20 | 兩個二 | léuhng go yih |
| \$2.50 | 兩個半 | léuhng go bun |
| \$4.80 | 四個八 | sei go baat |
| \$10.60 | 十個零六 | sahp go lihng lukh |
| \$23.80 | 廿三個八 | yah sām go baat |

Date and Time

Exercise 練習

Please tell the following date 請說出以下日子

1. 6th January, Monday
yāt yuht lukh houh, sīng-kèih yāt
一月六號 · 星期一
2. 4th April, Wednesday
sei yuht sei houh, sīng-kèih sām
四月四號 · 星期三
3. 21st May, Sunday
ngh yuht yah yāt houh, sīng-kèih yaht
五月廿一號 · 星期日

Self-introduction

Conversation 1 會話一

A: Néih hóu, ngóh haih Jēung Ji-gwōng.
你好 · 我係張志光。
Nice to meet you. I am Cheung Chi Kwong.
Lēi jēung haih ngóh kāat-pín.
呢張係我咭片。
This is my business card.

B: Dō-jeh. Ngóh haih Léih Méih-yān.
多謝 · 我係李美欣。
Thank you. My name is Lee Mei Yan.



eLearning Program: Cantonese Course Module 2

- Target Learners:** Expatriates who want to learn more advanced practical and business situations, scenarios and dialogues with a high degree of flexibility for learning easily at anytime, anywhere and any pace. Preferably to have fundamental knowledge of Yale Romanization and survival Cantonese conversation.
- Objectives:** The program will further develop practical Cantonese conversation, e.g. daily expression, making appointment, at the meeting etc.. There are various exercises, e.g. listening practices and building sentences, etc.. Slangs and interesting facts of culture of Hong Kong and complex sentence structures will also be introduced.
- Topic Covered:**
- | | |
|---|--|
| 1. Sentence structure & question tags 句子結構及疑問詞 | 7. Daily expressions at work 辦公室常用語短句 |
| 2. Verbs & useful phrases 動詞及常用句子 | 8. Being a host 招待客人 |
| 3. Quantifier & commonly used phrases 量詞及常用短句 | 9. Dim sum 點心 |
| 4. Social talk 社交會語 | 10. Renting an apartment 租樓 |
| 5. Telephone conversation 電話用語 | 11. Visiting the doctor 睇醫生 |
| 6. At the meeting 會議用語 | 12. Cantonese slangs 廣東話俚語 |

Buying Foods

Sentence expansion 擴張句子

dung ga-fē
凍 咖啡
iced coffee

dung ga-fē siu tihm
凍 咖啡 少 甜
iced coffee with less sugar

Léuhng búi dung ga-fē siu tihm.
兩 杯 凍 咖啡 少 甜。
Two glasses of iced coffee with less sugar.




Money

Making requests 提出要求

2. Ngóh séung yiu.....
我 想 要
I'd like to have.....

e.g. Ngóh séung yiu yāt-būi ga-fē.
我 想 要 一 杯 咖啡。
I'd like to have a cup of coffee.



Yale Romanization

Finals 韻母 - A

| | as in English: | example |
|---------|----------------|---------|
| ang 鶯 | sung | dāng 燈 |
| ap 噏 亂噏 | up | kāp 級 |
| at | but | bāt 不 |
| ak | duck | dāk 得 |

"k" mute

Yale Romanization

It's your turn 輪到你

Let's practice the following words to reinforce your memory

1st Tones
sīn-sāang 先生 Mr. chāan-tēn 餐廳 restaurant

2nd Tones
siu-jé 小姐 Miss dīm-gái 點解 why

3rd Tones
fan-gaau 瞓覺 sleep fong-ga 放假 on vacation



eLearning Program: Practical Oral English Module 1

Target Learners: Learners who want to improve the effectiveness and build confidence in the use of workplace English conversations; and would prefer a high degree of flexibility for learning the language easily at anytime, anywhere and any pace.

Objectives: The program provides introduction and revision of useful workplace English conversations. The content will also cover useful words and phrases.

- Topic Covered:**
- | | |
|-----------------------------|--------------------------------|
| 1. Sentences | 1. Introduction & greetings |
| 2. Present tense | 2. Telephone conversations |
| 3. Past tense | 3. Socializing with guests |
| 4. Perfect tense | 4. Scheduling an appointment |
| 5. Perfect continuous tense | 5. Tour around Hong Kong |
| 6. Future tense | 6. Giving directions |
| 7. Modal verbs | 7. At the restaurant |
| | 8. Handling difficult requests |

Present Perfect Tense

- Past Participle:
 - Regular verbs: *Past Participle = Simple Past*
 - talked, stopped, walked, cooked, arrived etc
 - Irregular verbs:

| | | | | |
|------------|---|-------------|---|-----------------|
| Infinitive | → | Simple Past | → | Past Participle |
| eat | → | ate | → | eaten |
| break | → | broke | → | broken |
| take | → | took | → | taken |
| shut | → | shut | → | shut |

Present Perfect Tense

- Form (affirmative)
 - I / they + **have** + *past participle of the verb*
 - They **have gone** to the Science Museum.
 - he / she / it + **has** + *past participle of the verb*
 - She **has written** an email to the museum curator.
- Form (negatives)
 - I / they + **have** + **not** + *past participle of the verb*
 - I **haven't done** my laundry yet.
 - he / she / it + **has** + **not** + *past participle of the verb*
 - She **has not eaten** the cake yet.

General Ways of Asking to Speak to Someone

When you try to ask to speak to someone...

May / Could / Can I speak to John Brown, please?
This is Andrew Lee calling.

Other Examples

- ❑ I'd like to speak to John Ruck, please.
This is Andrew Lee.
- ❑ This is Andrew Lee from Kowloon Company.
Is John Brown in, please?
- ❑ Is John Brown there? (informal)

Useful Phrases

If the person you are asking for is not immediately available...

Would you mind holding a minute while I try to find her?

Other Examples

- ❑ Could you hold, please?
- ❑ One moment, please.
- ❑ Wait a moment, please.
- ❑ Hang on. I'll get him. (informal)
ask to wait for a short time





eLearning Program: Practical Oral English Module 2

Target Learners: Learners who would like to enhance the foundation for adapting English as a foreign language.

Objectives: This program aims to enhance learner's understanding metaphors that participants can use within a professional setting and improve intonation and understanding its effect on meaning.

- Topic Covered:
- | | |
|---------------------------------|--|
| 1. Prepositions 1 | 1. Checking in and out at the hotel |
| 2. Prepositions 2 | 2. How to communicate during business meetings |
| 3. Passive voice | 3. How to politely end a conversation |
| 4. Wh-questions & question tags | 4. At the exhibition |
| 5. Verb patterns | 5. Shopping |
| 6. Conditionals | 6. Giving recommendations |
| | 7. Handling payment |
| | 8. Presenting information |

Present Perfect vs. Simple Past

- Cannot use **Present Perfect** when talking about finished time periods:
 - yesterday, last night, last year, this morning*
 - Yesterday I have eaten dinner with my family.* ✗
 - Yesterday I ate dinner with my family.* ✓
- Cannot use **Present Perfect** when the state has changed
 - She **has lived** in Canada for 4 years*
(=she's still living there)
 - She **lived** in Canada for 4 years*
(=she's no longer there)

Dialogue 1

S= Staff G= Guest
Jim Davis is calling his friend Luis at work.

S: Good morning. Kowloon Company.

G: This is Jim Davis. May I speak with Luis, please?

S: What company are you with, sir?

G: I'm not calling on business. Luis is a friend of mine.

S: Thank you. Just a minute. I'll put you through.

Dialogue 2

(A few minutes later...)

S: I'm sorry, Ms. Taylor. Mr. Baker isn't answering.
Perhaps he stepped out for a moment.
May I have him return your call?

G: Yes, thank you. I'm at 2687-1502.
Please tell him it's very important.

S: I'll give him the message.

Useful Phrases (Wrong Number)

If the person has called the wrong number...

I'm sorry. You have the wrong number.

Example
I'm sorry. There's no one here by that name. I think you dialed the wrong number.



eLearning Program: Practical English Writing Module 1

- Target Learners:** Learners who want to reinforce their knowledge of writing business letters or emails with greater grammatical accuracy and appropriate use of language structures; and would prefer a high degree of flexibility for learning the program easily at anytime, anywhere and any pace.
- Objectives:** The program aims at teaching practical writing skills of business letters and emails. The content will also cover useful phrases and common mistakes made by Hong Kong people.
- Topic Covered:**
- | | |
|-----------------------------|--|
| 1. Sentences | 1. Principles of effective communication |
| 2. Present tense | 2. Use of language |
| 3. Past tense | 3. Email at work |
| 4. Perfect tense | 4. Replying to enquiries |
| 5. Perfect continuous tense | 5. Delivering bad news & reminders |
| 6. Future tense | 6. Minutes writing 1 |
| 7. Modal verbs | 7. Minutes writing 2 |
| | 8. Congratulations messages |

Present Perfect vs. Simple Past

| Present Perfect Time period is unfinished | Simple Past Time period is finished |
|---|--|
| <ul style="list-style-type: none">It hasn't rained this weekHave you seen Annabelle this morning? (morning is not over)I've done a lot of work today. (day isn't over) | <ul style="list-style-type: none">It didn't rain last week.Did you see Annabelle this morning? (morning is over)I did a lot of work today. (the day is over – it's the evening) |

Past Perfect Tense

• Scenario:

You and your family have just come home from a holiday in Japan to find that your house has been broken into, and some items of electrical appliances and jewelry were stolen.

The next day the police contacted you and asked to you to give a statement. You said:

*"When we got home last night, we found that somebody **had broken** into our house"*

Tone

Polite

Positive

Happy to respond

Example: Replying to an Enquiry

From: florawong@city.com
To: Melissa.chau@toms.com
Date: Feb 24, 201-
Subject: Re: Installing of new lighting system Dear Ms Chau

polite prompt reply

Thank you for your email of Feb 23 regarding your lighting requirements for your showroom and stockroom areas. I was pleased to hear that we had been recommended to you by Simon Wong who has been one of our most regular customers for a number of years.

positive attitude happy to respond

We should, of course, be happy to arrange for one of our representatives to visit your shop, with no obligation on your part. Would it be convenient for our representative to call at your shop on Feb 26 at 10 am?

suggestion (to be continued)

eLearning Program: Practical English Writing Module 2

Target Learners: For learners who would like to enhance their writing skills in which are required to handle business correspondences in English at the workplace..

Objectives: Highlights on common grammatical errors in work correspondences will be covered to improve English writing skills, and participants will be able to learn how to express ideas precisely.

Topic Covered:


1. Prepositions 1
2. Prepositions 2
3. Passive voice
4. Wh-questions & question tags
5. Verb patterns
6. Conditionals

1. Common errors in email writing
2. Organization of information
3. Making an announcement
4. Writing and replying invitation
5. Complaints & replying to complaints
6. Appraisal writing 1
7. Appraisal writing 2
8. Reporting writing

Past Perfect Tense


- Diagrammatically:

PAST



When we
got home

NOW



*"...we found that somebody **had broken** into our house"*

Past Perfect Tense

- Form:
 - **had + past participle form of the verb**
(applicable for I, you, we, he, she, they & it)
 - By the time *Melanie arrived at the party, Casey **had** already **gone** home.*
 - *When she came to my place I offered her some food, but she said she **had** just **eaten** a huge dinner.*
 - *Penny didn't want to go and see the film, because she'd already **seen** it a few days ago.*

The First Paragraph

- Acknowledge the request
- Mention the date
- Summarize

(examples)

- Thank you for your email of 15 May enquiring about...
- I have received your letter of 2 June requesting information about....
- I was very pleased to receive your email of 10 Jul regarding...



Example: Replying to an Enquiry 2

Dear Ms Lee

acknowledge the request mention the date summarize
Thank you very much for your email of 4 April requesting information about
our banquet services.

positively
I take great pleasure in enclosing your banquet brochure and price list.
You will find on pages 3-15 of the brochure enclosed enough information
that we offer exactly the type of services that you require.

We are able to offer extremely competitive prices, and, in addition, we can
offer a further 5% discount on sales over HK\$150,000.00.

I hope this information will be useful to you. Please feel free to contact us
again if you have any further queries in this matter.
look forward to hearing from the reader

Yours sincerely

Cynthia Lau
Manager