# Term ONE

<table>
<thead>
<tr>
<th>Cycles</th>
<th>Syllabus</th>
</tr>
</thead>
</table>
| 1-11   | **Unit 2 Communication in the Workplace**  
Reading:  
Newspaper articles, supplementary worksheets, Reading Skills Book, CEP Set 1, HKDSE Practice Paper 2012  
Writing:  
(1) a reply letter to a letter of complaint  
(2) an article  
(3) a speech  
Speaking:  
Presentation skills and telephone calls  
Listening:  
Developing skills, CEP Set 1, HKDSE Practice Paper 2012  
Grammar:  
- Revision on Reported speech  
- Relative clauses and Perfect modals |

**Elective – Learning English through Workplace Communication**  
- Task I: Write memos for meetings  
- Task II: Write e-mails to confirm meeting date, time and venue  
- Task III: Role play a meeting and take minutes  
- Task IV: Write a letter of complaint (short writing)  
- Task V: Write an application letter (long writing)

# Term TWO

<table>
<thead>
<tr>
<th>Cycles</th>
<th>Syllabus</th>
</tr>
</thead>
</table>
| 1-9    | **Unit 6 One World, One Environment**  
Reading:  
articles, a textbook page, a notice, a debate speech, interviews, an editorial, a photo essay, supplementary worksheets, Reading Skills Book, CEP Sets 2-4 & HKDSE Past Paper 2012  
Writing:  
(4) an essay on the pros and cons of implementing electronic road pricing (ERP) in Hong Kong,  
(5) a problem-solution article on work life balance |
<table>
<thead>
<tr>
<th>6</th>
<th>a two-sided argumentative essay on sex education</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Speaking:</td>
<td>Discussion skills</td>
</tr>
<tr>
<td>▪ Listening:</td>
<td>Developing skills, CEP Sets 2-4, HKDSE Past Paper 2012</td>
</tr>
<tr>
<td>▪ Grammar:</td>
<td>- Adverb clauses (manner)</td>
</tr>
<tr>
<td></td>
<td>- Adverb clauses (cause &amp; effect)</td>
</tr>
<tr>
<td></td>
<td>- Adverb clauses (purpose)</td>
</tr>
</tbody>
</table>

**Elective – Learning English through Social Issues**

- Task I: Present the causes and effects of a social issue in writing and orally
- Task II: role-play different parties in a forum to present solutions to family violence
- Task III: role-play the individuals and/or groups in court to present their views towards a controversial issue
- Task IV: do presentations on social issues researched
- Task V: write a two-sided argumentative essay on a social issue (long writing)