

English Training Programme

Working Adults 上班族 | 職場英語 Workplace English

The programme for you will be **tailor-made** taking into account **your specific needs** and **your current level** of English proficiency. Subject to discussion with you, we could, for **workplace English**, do Items 1 to 3 below. If you like, we could, to enhance your English proficiency, also cover some or all of Items 4 to 9 below. 你的課程將根據你的具體需要和你現在的英語水平為你度身訂造。職場英語方面可以考慮以下第一至第三項目。另外，如果你喜歡，我們還可以透過以下第四至第九項目的部分或全部來提高你的英語水平。

Workplace English 職場英語

1. Helping you to **write** all kinds of workplace English (emails, WhatsApp messages, reports, letters, records of meetings, proposals, announcements, speeches, etc.) professionally in terms of 幫助你專業地書寫各類職場英語 (電子郵件、WhatsApp 信息、報告、信函、會議記錄、提案、公告、演講辭等), 確保:
 - (a) compliance with **grammar** 符合語法
 - (b) the choice of words and phrases 使用適當的字詞和片語
 - (c) using the **right tone** having regard to the hierarchy (whether the message is to your supervisor, your subordinates, your clients, etc.) 按照受文者的身份 (上司、下屬、客戶等) 使用正確的語氣
 - (d) courtesy and completeness 文本大方得體、內容完整。
2. **Proofreading** your drafts, **correcting** and **improving** them, with full **explanation** for the changes made. 對你的草稿進行校對、修正和改進，並就所做的更改給予充分說明。
3. Helping you to prepare and deliver **oral presentations**, including providing you with IPA transcriptions and **soundtracks** on difficult words and on the entire presentation as a **model** from which you can learn. 幫助你準備和進行口頭報告，包括為你提供困難詞匯的國際音標和錄音聲帶以及整篇口頭報告的錄音聲帶作為示範，讓你從中學習。

Enhancement of English Proficiency 提高英語水平

4. **Grammar principles + Grammar Exercises** on different aspects of grammar including 語法原則+不同種類的語法練習，包括 tenses, prepositions, gerunds, infinitives, post-modifiers (*who, whom, with whom, which*, The lady *holding a rose* is Michelle, Students *taught by Anthony* learn fast.) A **Grammar Book** compiled by myself will be provided free of charge. 免費提供我自己編寫的語法書。
5. **Vocabulary** 詞匯 as actually used in sentences, accompanied by **IPA** transcriptions, **soundtracks**, Chinese translations, and Exercises. 詞匯在句子中的實際使用，並附有國際音標、錄音聲帶、中文翻譯和練習。
6. **Pronunciation** of individual vocabulary items and **reading aloud** of paragraphs of authentic texts – accompanied by **IPA** transcriptions and **soundtracks** 詞匯發音、課文段落的朗讀，並附有國際音標及錄音聲帶。
7. **Learning English in context**: Based on **authentic texts** (articles, press releases, speeches, editorials, news reports, emails, etc.), you will be taught 從課文 (文章、新聞稿、演講辭、社論、新聞報導、電子郵件等) 學習:
 - (a) Reading comprehension 閱讀理解
 - (b) Application of grammar principles 語法原則的應用
 - (c) Vocabulary items identified in authentic texts and as used in Oxford Advanced Learner's Dictionary. See item 8 below. 課文中較困難的詞匯，和這些詞匯在牛

津高階詞典的例句中是如何使用的。見下文第八項。

8. **Sentences from Oxford Advanced Learner's Dictionary** illustrating the typical usage of the vocabulary items identified in authentic texts (see item 7(c) above), such sentences being supported by 輯錄於牛津高階詞典的句子。這些句子顯示上文第七 (c) 項所提及課文較困難的詞匯的最權威性用法。並配備有：
- (a) **IPA** transcriptions of vocabulary items and **soundtracks** of all the sentences 詞匯的國際音標和所有句子的錄音聲帶
 - (b) Chinese translations 中文翻譯
 - (c) **Exercises** to practise using the vocabulary items in context 詞匯運用的練習。
9. **Writing:** You are encouraged to write individual sentences, paragraphs and complete texts (letters, emails, etc.). Feedback will be provided with full explanation. 寫作：鼓勵你書寫句子、段落和整個文本（信件、電子郵件等）。批改時就所有的改動給予充分說明。

Rarely do teachers provide students with **soundtracks** of their own voice, nor do they teach **IPA**. That I do both is a reflection of my **competence** and **confidence** as a result of (a) **professional training in linguistics** (all of my teaching qualifications are decorated with the highest honour: **Distinction**); and (b) decades of actively using **formal English** overseas and in Hong Kong in my daily work in the Government.

老師極少為學生提供他們自己的錄音聲帶，老師也罕有教國際音標。別人極少做，但我做，並積極地做，因為音標和聲帶對學生非常有用。我的能力和自信是建基於 (a) 語言學專業培訓（我所有的教學資格均獲得<優異>的最高榮譽）和 (b) 數十年來在海外和香港在公務上每天均使用正規英語溝通。

Anthony Keith Lee 李大振

英語教師 | 翻譯 | 英語審核師

語言學碩士 (優異)

英語語言教學碩士 (優異)

英語作為第二語言教學文憑 (優異)

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- 職場及課堂實戰經驗 + 專業培訓 (實踐 + 理論)
- 在歐美等各大城市和國際會議上使用英語
- 香港政府駐歐洲貿易代表 (1988-1992)
- 三個英語教學專業資格，均獲最高榮譽 (優異)
- 在公開大學教授英語 (截至 2020 年的 12 年)
- 牛津出版社 及 Pearson 出版社英語審核師已越 12 年
- 為中一至中六學生、大學生、公務員、公司董事、經理、秘書等提供私人英語補習已越 15 年
- 為立法會議員做英文翻譯和英文編輯 (截至 2020 年的 5 年)

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