

**Tailor-Made Private Course (Company) 度身定造課程**

(Please fill in this form to help us design a course which meets your need. Thank you.)

科目 Subject : \_\_\_\_\_

**公司及聯絡人資料 Company and Contact Person's Participants :**

公司名稱 Company Name : \_\_\_\_\_

公司地址 Company Address : \_\_\_\_\_

聯絡人姓名 Contact Person's Name : \_\_\_\_\_

公司職位 Company Position : \_\_\_\_\_

辦工室號碼 Tel No (Office) : \_\_\_\_\_ 傳真號碼 Fax No. : \_\_\_\_\_

電子郵箱 Email : \_\_\_\_\_ 網絡 Website : \_\_\_\_\_

**For Office use Only****Date:****Receipt No.:****Received By:****Date:****開課日期及時間 Commencing Date and Time :**

每週堂數多少 Number of lessons desired per week : \_\_\_\_\_

每課時間多少 Preferred length of lesson (in hours) : \_\_\_\_\_

上課地點 Address at which the course will be held : \_\_\_\_\_

上課人數 Number of Participants : \_\_\_\_\_ 語言水準 Relevant language level : \_\_\_\_\_

選擇上課時間及開課日期 Commencing Time &amp; Date for the course \_\_\_\_\_

選擇教學之語言 Medium of teaching \_\_\_\_\_

**學習有關語言的實際需要和目標 Actual objectives of learning the language :**

- ( ) To develop a reasonable degree of fluency in the language 提高流利程度
- ( ) To improve listening and conversation skills 改進聆聽與對答技巧
- ( ) To increase vocabulary, including some jargons and terms related to business 增加商業有關之詞彙
- ( ) To gain more confidence in self-expression in the language 提高個人表達之自信
- ( ) To obtain basic communication skills in social aspect (traveling) 掌握社交語言技巧
- ( ) To acquire presentation skills in relevant language relating to customers service 掌握客戶服務之應對技能

**公司工作性質及提意課程內容 Company's job nature and topics preferred :**\_\_\_\_\_  
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