



The Key Element Education

Keep Empowering Yourself!

23/24 English Enrichment Programme

23/24 英語進修課程

01

**LEARN
ENGLISH**





Reading & Grammar

Students should have a basic understanding of the following grammar items:

- Nouns (common, proper)
- Verbs (action, linking)
- Adjectives
- Pronouns (subject, object, possessive)
- Simple present tense, Present continuous tense
- Articles (a, an, the)



Writing Listening & Speaking

Students should have a basic understanding of sentence structure and basic vocabulary. In this level, students will learn to write simple sentences and paragraphs with a focus on descriptive and narrative writing. The genres covered may include personal narratives, descriptive writing, and short stories.



Suggested for Grade 3 - 4

September 2023 - June 2024
Fee: \$1350 /4 Lessons
per course

Level 1 Beginner

Fridays: 16:45 - 17:45



Level A Beginner

Saturdays 09:15 - 10:15





Reading & Grammar

Students should have a basic understanding of the following grammar items:

- Simple past , Simple future
- Irregular verbs
- Possessive nouns
- Prepositions
- Conjunctions (coordinating, subordinating)



Suggested for
Grade 4 - 5

Level 2 Elementary

Wednesdays 16:45-17:45



September 2023 - June 2024
Fee: \$1350 /4 Lessons
per course



Writing Listening & Speaking

Students should have a basic understanding of sentence structure and basic vocabulary. In this level, students will learn to write simple sentences and paragraphs with a focus on descriptive and narrative writing. The genres covered may include personal narratives, descriptive writing, and short stories.

Level A Beginner

Saturdays 09:15-10:15



Writing Listening & Speaking

* or

Students should have a basic understanding of sentence and paragraph structure, as well as some experience with descriptive and narrative writing. In this level, students will learn to write more complex sentences, paragraphs, and short essays with a focus on persuasive and expository writing. The genres covered may include persuasive essays, expository writing.

Level B Elementary

Tuesdays 16:45-17:45
or
Saturdays 10:45-11:45



*to be determined by teachers



Reading & Grammar

Students should have a basic understanding of the grammar items covered in Levels 1 and 2, as well as the following:

- Adverbs
- Present continuous tense
- Past continuous tense
- Comparative and superlative adjectives and adverbs

Level 3 Pre-Intermediate

Thursdays 16:45-17:45
or
Saturdays 09:30-10:30



Writing Listening & Speaking

Students should have a basic understanding of sentence and paragraph structure, as well as some experience with descriptive and narrative writing. In this level, students will learn to write more complex sentences, paragraphs, and short essays with a focus on persuasive and expository writing. The genres covered may include persuasive essays, expository writing

Level B Elementary

Tuesdays 16:45-17:45
or
Saturdays 10:45-11:45



Suggested for Grade 5 - 6

September 2023 - June 2024
Fee: \$1350 /4 Lessons
per course





Reading & Grammar

Students should have a basic understanding of the grammar items covered in Levels 1, 2, and 3, as well as the following:

- Future continuous tense
- Present perfect tense
- Past perfect tense
- Conditional (0, 1, 2)
- Modals (can, could, may, might, must, should, would)

Level 4 Intermediate

**Thursdays 18:00-19:15
or
Saturdays 14:30-15:45**



*Suggested for
Grade 6 - 7*



Writing Listening & Speaking

Students should have a solid understanding of sentence and paragraph structure, as well as experience with persuasive and expository writing. In this level, students will learn to write longer essays and research papers with a focus on analyzing and synthesizing information. The genres covered may include literary analysis essays, and argumentative essays.

Level C Intermediate

**Wednesdays 17:00-18:15
or
Saturdays 10:30-11:45**





Reading & Grammar

Students should have a basic understanding of the grammar items covered in Levels 1-4, as well as the following:

- Passive voice in different tenses
- Direct and indirect speech
- Gerunds and infinitives
- Relative clauses
- Conditional (0, 1, 2 ,3)
- Noun clauses

Level 5
Upper Intermediate

Thursdays 17:00-18:15
or
Saturdays 10:30-11:45



Suggested for
Grade 7 - 8



Writing Listening & Speaking

Students should have a strong understanding of sentence and paragraph structure, as well as experience with analyzing and synthesizing information. In this level, students will learn to write more complex essays and research papers with a focus on critical thinking and advanced writing techniques. The genres covered may include rhetorical analysis essays, advanced research papers, and creative writing.

Level D
Pre - Advanced

Tuesdays 17:00-18:15
or
Saturdays 09:15-10:30





Reading & Grammar

Students should have a basic understanding of the grammar items covered in Levels 1-5, as well as the following:

- Adjective clauses
- Adverb clauses
- Mixed Conditional sentences
- Causative verbs (have, get, make)
- Inversion
- Modal perfects (could have, should have, would have)

Level 6
Pre-Advanced

Tuesdays 18:15-19:30
or
Saturdays 12:00-13:15



Writing Listening & Speaking

Students should have a strong understanding of sentence and paragraph structure, as well as experience with analyzing and synthesizing information. In this level, students will learn to write more complex essays and research papers with a focus on critical thinking and advanced writing techniques. The genres covered may include rhetorical analysis essays, advanced research papers, and creative writing.

Level D
Pre -Advanced

Tuesdays 17:00-18:15
or
Saturdays 09:15-10:30



Suggested for
Grade 9

September 2023 - June 2024
Fee: \$1350 /4 Lessons
per course





Regular Course
*Compulsory

Students will learn to

- use a variety of texts and videos in magazines based on the topics from the Education Bureau (EDB)'s Curriculum Guide
- complete a variety of tasks in an exam-related context from writing different text types to participating in discussions
- practise gist and focused reading, presentation skills, and writing succinctly that expresses messages to the reader well.

Tuesdays 18:15-19:45
or
Saturdays 12:00-13:30



Elite Course

Students should have a strong understanding of sentence and paragraph structure, as well as experience with analyzing and synthesizing information. writing.

This course is designed for high-caliber candidates who are aiming to achieve higher grades.



Progressive Course

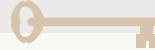
Teachers will guide students step-by-step through exam papers to help them learn more about exam skills.

The course will focus on building a strong foundation in English skills and improving students' confidence and performance in the exam.

This course is designed for students who are preparing for a public exam but have weaker English skills.

* or

DSE Exam Course - Grade 10



Thursdays 18:15-19:45
or
Fridays 18:15-19:45

Thursdays 18:15-19:45
or
Saturdays 14:30-16:00

September 2023 - June 2024
Fee: \$1350 /4 Lessons
per course

*to be determined by teachers



Regular Course
*Compulsory

Students will learn to

- use a variety of texts and videos in magazines based on the topics from the Education Bureau (EDB)'s Curriculum Guide
- complete a variety of tasks in an exam-related context from writing different text types to participating in discussions
- practise gist and focused reading, presentation skills, and writing succinctly that expresses messages to the reader well.

Wednesdays 18:15-19:45
or
Saturdays 12:00-13:30

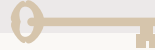


Elite Course

Students should have a strong understanding of sentence and paragraph structure, as well as experience with analyzing and synthesizing information. writing.

This course is designed for high-caliber candidates who are aiming to achieve higher grades.

DSE Exam Course - Grade 11



Thursdays 18:15-19:45
or
Fridays 18:15-19:45

September 2023 - June 2024
Fee: \$1350 /4 Lessons
per course



Progressive Course

Teachers will guide students step-by-step through exam papers to help them learn more about exam skills.

The course will focus on building a strong foundation in English skills and improving students' confidence and performance in the exam.

This course is designed for students who are preparing for a public exam but have weaker English skills.

Thursdays 18:15-19:45
or
Saturdays 14:30-16:00

*to be determined by teachers

*or



Regular Course *Compulsory

Students will learn to

- use a variety of texts and videos in magazines based on the topics from the Education Bureau (EDB)'s Curriculum Guide
- complete a variety of tasks in an exam-related context from writing different text types to participating in discussions
- practise gist and focused reading, presentation skills, and writing succinctly that expresses messages to the reader well.

Wednesdays 18:15-19:45
or
Fridays 18:15-19:45



All-in-One Course

This course is designed for students who are preparing for the public exam this year.

The course will mainly focus on mock paper practicing to help students familiarize themselves with the exam format, structure, and requirements. Students will complete a series of practice papers under exam conditions, and receive individualized feedback and guidance from the teacher to help them improve their performance.

Saturdays 14:30-16:00



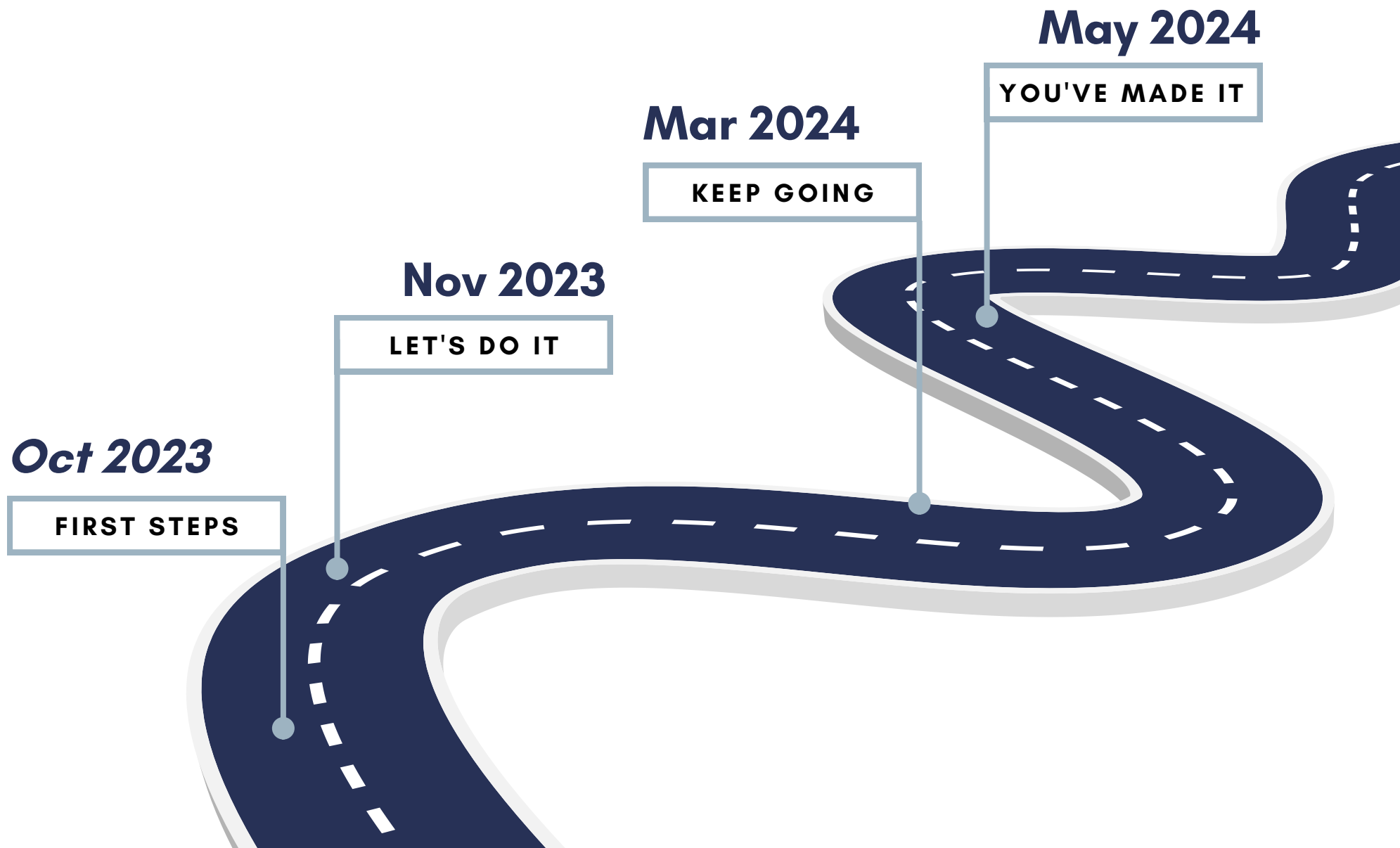
Suggested for Grade 12

September 2023 - April 2024
Fee: \$1350 /4 Lessons
per course



Mock Exam of Grade 10-12

*Compulsory





有關高中課程其他事項：

- 1) 常規課程，一星期一堂：內容以DSE 考核範圍為主。
- 2) All- In- One English：一星期兩堂，一堂為常規班，另一堂為「躍進進修班」或「拔尖進修班」。（老師會按學生水平作出建議）

另外，為確保學生進度，我們每一個學期都設有2次模擬考試（所有學生必須參加）費用為每個學期\$600須於每年9月及3月繳付。所有報讀All- In- One English 的學生不用另外付費。

在考試前，為確保學生可以及早準備，老師會因應學生的進度加堂溫習。（每堂\$300，約1.5-2小時）所有報讀All-In-One English的學生都不須另外付費。

新生報名留位程序：

****所有學生在報名課程前必須參加入學試。**

根據入學試的結果，老師將為學生提供一個最適合他們英語水平和學習需求的課程建議，以提高學習效果。

- 繳交留費每位：\$100

付款方式: 支票(抬頭:The Key Element Education Limited)/ 轉數快 (5729 0817) 或

入數至恒生銀行戶口 255-763492-001，入數後，請將學生姓名及有效之銀行收據完整 圖像以 Whatsapp 訊息發送至 5729 0817;

**** • 本校會於收到留位表格及相關費用後聯絡家長有關新生面試、學術評估及課程時間表等事宜;*****

- 留位並不代表一定預留名額，成功報名必須完成新生面試、學術評估及報名程序 (即包括繳交學費)。

註: 報名成功及課程一經確認後，學費恕不退回，唯以下情況除外:

- 入學申請不被接納(本校會個別通知);
- 課程取消。

請於接獲通知後一個月內憑收據到本校辦理退還留位費手續，逾期恕不受理

首期學費可以現支票/銀行轉賬支付，其他則須以**自動轉賬形式繳付**

***** 成功報讀之學生，須於報名時繳付\$100之註冊費。*****

有關請假、補課及轉班事宜：

- a) 調堂乃額外服務，本中心並不保證學生一定可以成功調堂，亦不會接納學生因個人理由缺課而申請退款的要求，故學生報名或每月交學費前，請確保能夠出席所列之上課時間，請勿濫用調堂服務，否則本中心有權要求學生退學。
- b) 如因任何情況下未能出席課堂，必須於上課日的 2 個工作以天或之前以手機程式「**TKE 家校通**」通知本中心，以便安排免費補課事宜。所有缺席課堂必須要在一個月內安排補回該課堂。
每位學生每個課程每期（每4堂）只可申請 1 次免費調堂／Video 補堂，其後每次需付\$50 行政費。（Video補堂申請，須經負責老師批准）
- c) 如學生未能在預約時間補課，並要求再次預約該課堂，同學需在預約前出示有效證明，否則同學 需繳交\$20 作為轉堂的手續費。
- d) 如該課程只有一班，本中心只可安排 Video 補堂。如該課堂為小組討論或進行攝錄活動的課堂，則不設任何形式的補堂。
- e) 在同一學期內，如學生缺席調堂／補堂次數達 5 次或以上，則不能再申請調堂／補堂。
- f) 本中心有權因應各班的座位或其他情況，而拒絕或修改上述有關補課及轉班事宜。
- g) 任何人在上課前沒有請假均視為缺席，本中心有權不受理缺席者之補堂申請，學費概不發還。
- h) 所有調堂／Video 補堂如未依時限申請，恕不受理。
- i) 同學如需要一整期（4 堂／8 堂）轉班，可於每期首堂開始 5 天或之前和導師申請。不足 5 天前 申請者，不論任何原因包括學校補課、課外活動或即使持有有效證明文件，本中心一概不接受申請。（老師有權接受／拒絕任何申請）

* 註：有效證明只限於：

- i. 蓋有校印的正本學校通告或相關文件
- ii. 蓋有公司印的正本通告或相關文件
- iii. 註冊中／西醫正本醫生紙

以上條款，本中心有權作出修改，而毋須另行通知。如有任何爭議，本中心將保留一切最終決定權。

出席率

本中心十分重視學生之守時及出席率。課堂參與是學習中的重要環節，學生須培養強烈的責任感及守時習慣。因此，學生應出席所有編定之課堂及考試。學生因特殊情況未能出席，必須及早提交「家長信」，以獲得有關導師及本中心的同意。學生應盡量避免遲到或早退，如學生較原定上課時間遲到或早退逾十五分鐘，而未能提供相關證明文件，或導師認為該遲到或早退嚴重影響課堂進度，該堂的出席紀錄將會不獲承認，並視為缺席該節課堂。

一般課程由每年9月初至翌年6月（共10個月）
學生每學期出席率達到75%，方可繼續被取錄。

學費計算方法：

一般課程由每年9月初至翌年6月（共10個月）學費每4堂*為1期，合共10期，學費每月15日以自動轉賬方式收取。

The Key Element Education

地址：沙田火炭銀禧薈 503A（入境處樓上）

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WhatsApp：57290817