



香港中文大學
The Chinese University of Hong Kong

2018/19

**Certificate Course in
Clinical Leadership in Midwifery
Series 2b Workshop on Email Etiquette and Academic
Writing (NO assessment)**

(which is part of the course OBSC 5002 in MSC in Obstetric and Midwifery Care)

Date: 18 Feb 2019 Time: 18:30-21:30

Allan Chang Seminar Room, 1/F, Blk E, Prince of Wales Hospital, Shatin

Organiser

Department of Obstetrics and Gynaecology, CUHK

Aim:

To improve email and academic writing skills

Intended Learning Outcomes:

1. Understand the principles and formats of email writing
2. Identify different types of academic writing tasks
3. Understand what makes a good written assignment

Speaker:

Dr Jose Lai, Director of English Language Teaching Unit, CUHK

Entry Requirement: Applicants should possess a BSc degree or relevant diploma.

Certificate Granted: Students will be granted a *Certificate of Attendance* after attending the workshop

Accreditation: 3 PEM and 3 CNE points accredited by Dept of O&G, CUHK

Target Participants: Midwives or nurses who are willing to improve their interview skills

Language: English and Cantonese

Application Deadline: **10 Feb 2018**

Registration and Enquiry: Ms Karen Yu

Tel: 852-3505 1534 / Fax: 852-2636 0008 Email: kapoyu@cuhk.edu.hk

Personal information

Title:	Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>
Name:	(Eng)
	(Chinese)
Sex:	M <input type="checkbox"/> F <input type="checkbox"/>
Hospital / Organization:	
Department:	
Address:	
Tel:	
Fax:	
Email:	

Payment Method

Tuition fee HK \$1155

By Cheque (Payable to **The Chinese University of Hong Kong**)

Cheque no.: _____ Bank Name: _____

By Credit Card (in Hong Kong Dollars only)

Visa **MasterCard**

Card holder's name (Block letter): _____

Signature: _____ Date: _____

Credit Card Number _____ Expiry Date(mm/yy)

/

**Please return this reply slip to Miss Karen Yu via email (kapoyu@cuhk.edu.hk), fax (2636 0008) or by post (Department of Obstetrics and Gynaecology, Block 1E, Prince of Wales Hospital, 32 Ngan Shing Street, Shatin, (Attn: Miss Karen Yu).