

Higher Diploma in

NEW

ENGLISH FOR PROFESSIONAL COMMUNICATION

英語專業傳意高級文憑



2025-26

Higher Diploma in ENGLISH FOR PROFESSIONAL COMMUNICATION

英語專業傳意高級文憑

Application Code 報名編號：HDEPC

Duration 修讀年期：2 years 兩年



資歷架構
Qualifications
Framework

QF Level 資歷架構級別：4

QR Registration No. 資歷名冊登記號碼：25/000108/L4

Validity Period 有效期：01/09/2025 to ongoing 01/09/2025 至 登記持續有效

Successful completion of this programme leads to an award within The University of Hong Kong system through HKU SPACE

學生成功修畢課程，均按香港大學體制，經香港大學專業進修學院頒授副學位



Hong Kong, as a global city and financial hub, has a significant demand in professionals who are not only proficient in general English but also skilled in vocational and professional communication in local industries and international businesses.

The Higher Diploma in English for Professional Communication (HDEPC) programme aims to enhance students' English language proficiency, with an emphasis on developing their professional writing skills in English, as well as various presentation skills applicable in different industries, including mass communications, business, hospitality, and tourism.

Ultimately, this programme prepares students for immediate employment with the tools they need to excel in their chosen career, such as corporate communications officer, content writer, media relations officer, project coordinator, public affairs officer, executive assistant, customer service officers, etc.

香港作為全球大都會和國際金融中心，對於精通職業英語並擅長本地行業和國際商務中的專業傳意的專業人才有著顯著需求。英語專業傳意高級文憑課程旨在提高學生的英語語言能力，特別是發展他們的專業英語寫作技能，以及在不同行業中，包括大眾傳播、商業、酒店和旅遊業，應用的各種公共演講能力。最終，這個課程為學生提供了立即就業所需的工具，使他們能夠在選擇的職業中脫穎而出，例如企業傳訊主任、內容撰寫員、媒體關係主任、項目協調員、公共事務主任、行政助理、客戶服務主任等。

PROGRAMME AIMS AND FEATURES

課程目標及特點

- Communicate ideas in a manner appropriate to the circumstance using English and Chinese languages (oral and written) in social and academic contexts;
- Use information technology and quantitative/numerical skills to manage information and solve daily life problems;
- Analyse advanced concepts in English communication across diverse subject areas within the fields of business management, service and media industries;
- Implement various functions within professional English communications for general administration and operation in business, service, and communication sectors;
- Identify the functions and linguistics features of the English language across different styles and uses in various social and corporate contexts;
- Develop a strong self-awareness of one's aptitudes and abilities together with an understanding of social responsibility and civic values in professional and ethical issues associated with professional communications in various social and corporate contexts.
- 在社交和學術環境中，運用英語和中文(口頭及書面)以適當方式表達想法；
- 運用資訊科技及數據分析/數字運算技能來管理資訊並解決日常生活問題；
- 分析商業管理、服務業及媒體行業等不同學科領域中高階英語傳意概念；
- 在商業、服務及傳播領域內，運用專業英語傳意來執行一般行政及營運職能；
- 辨識英語語言的功能及語言特徵，並理解其在不同文體及社會與企業環境中的應用；
- 培養對自身能力與潛能的深刻認識，同時理解專業傳意在不同社會及企業環境下涉及的社會責任與公民價值，並能以專業及道德角度作出考量。

PROGRESSION PATHS

升學之路



OPPORTUNITIES FOR FURTHER STUDIES

升學前景

UGC-funded Universities

Graduates are eligible to apply for admission to the following Bachelor's degree programmes of local universities*:

教資會資助大學

畢業生若想繼續升學，可申請報讀以下由本地大學開辦的學士學位課程*：

City University of Hong Kong

BA English (Streams: English and Professional Communication/Language and Literature)

The Hong Kong Polytechnic University

BA (Hons) English and Applied Linguistics

The Education University of Hong Kong

BA (Hons) English Studies and Digital Communication

Graduates are also eligible to apply for the below degree programmes offered by other institutions:

畢業生亦可升讀以下其他院校的學士學位課程：

Other Local Institutions 其他本地院校

- Hong Kong Metropolitan University
 - Bachelor of English Language Studies with Honours
- PolyU SPEED
 - BA (Hons) Language and Professional Communication (Digital Media)
- CityU SCOPE – University of Central Lancashire
 - BA (Hons) English for International Corporate Communication

**The above list is not exhaustive and only shows some of the examples.*
以上列表只提供部分升學例子以作參考。

CAREER PROSPECTS

就業前景

To provide a comprehensive perspective, the interdisciplinary nature of this programme seeks to provide students with a comprehensive foundation in languages for specific vocational purposes, critical thinking, communication, and business studies. Ultimately, this programme prepares students for roles such as corporate communications officer, content writer, media relations officer, project coordinator, public affairs officer, executive assistant, customer service officer, etc. Graduates can develop careers across diverse fields, such as hotel hospitality and tourism, public relations, business management, media studies, and public administration.

為了提供全面的視角，本課程的跨學科性質旨在為學生奠定專業領域語言、批判性思維、傳意及商業研究的堅實基礎。最終，本課程培育學生勝任企業傳訊主任、內容撰寫員、媒體關係主任、項目統籌員、公共事務主任、行政助理、客戶服務主任等職位。畢業生可於多個領域發展事業，包括酒店、款待與旅遊業、公關、市場管理、媒體研究及公共行政等行業。





MINIMUM ENTRY REQUIREMENTS

最低入學資格

- Obtain Level 2 or above in 5 subjects^{**} including English Language and Chinese Language[#] in the HKDSE Examination; OR 香港中學文憑考試其中五科^{**}(包括英國語文及中國語文[#])考獲第二級或以上成績；或
- Hold a recognised Diploma in Foundation Studies Programme; OR 完成基礎專上教育文憑課程；或
- Hold a Diploma of Applied Education / Diploma Yi Jin; OR 完成應用教育文憑 / 毅進文憑課程；或
- Equivalent qualifications will be considered by the College. 書院亦會考慮同等學歷之申請。

Applicants who do not meet the entry requirements of the 2-year Higher Diploma programme should apply for admission to the Diploma in Foundation Studies (DFS).

如申請人未能符合兩年制高級文憑課程入學資格，可申請入讀基礎專上教育文憑課程。

Recognition of Prior Learning (RPL)

過往資歷認可 (RPL)

- Relevant and substantial work experience and / or prior qualifications obtained in or outside Hong Kong (e.g. assessed through recognition of prior learning and credit accumulation and transfer), with demonstrated ability to undertake sub-degree education, will be considered by the College.

申請人如在本港或境外取得豐富的相關工作經驗及 / 或資歷(例如經「過往資歷認可」及學分累積及轉移機制作評估)，並有能力接受副學位教育，書院亦會考慮其申請。

Mature Students

成人學生

- Applicants who do not possess the above academic qualifications, but are aged 21 or above and with relevant work experience will be considered by the College.

申請人如未能符合最低入學資格，但年滿二十一歲並具相關工作經驗，書院亦會考慮其申請。

PROGRAMME STRUCTURE

課程結構

Higher Diploma Year 1

高級文憑一年級

- Introduction to Academic English 學術英語入門
- English for Academic Purposes I 學術英語 (一)
- English for Business 商用英語
- Elementary Statistics 基礎統計學
- Intra- and Interpersonal Competencies 個人與人際溝通能力
- Practical Promotional Writing in Professional Context 專業英語宣傳寫作
- Introduction to Media and Communications 傳媒與傳訊概論
- Introduction to Marketing 市場學概論
- Professional Communication Strategies 專業英語傳訊策略
- Professional English for the Service Industry 服務業專業英語

Higher Diploma Year 2

高級文憑二年級

- English for Academic Purposes II 學術英語 (二)
- Practical Chinese[§] 實用中文[§]
- Information Technology Fundamentals 資訊科技概論
- Persuasion in Public Speaking and Presentation 英語公開演講與匯報技巧
- Principles of Digital Communications 數碼媒體傳播概論
- Professional Organisational Communication 專業機構傳訊
- Intercultural Communication in Business 商業跨文化傳訊
- Marketing Communications 市場傳訊
- Language and Society 語言與社會
- Literary Linguistics 文學語言學

The College reserves the right to make modifications to individual courses on a need basis.

書院將按實際情況需要，保留修改個別科目之權利。

[§] Non-Chinese speaking students or students who have not received sufficient training in the Chinese language may apply for exemption from the Chinese course(s), and alternative courses may be assigned.

如學生母語並非華語，或未達校方認可的中文水平，可申請免修中文科目，校方會指派其他科目代替。

* Applicants are allowed to use not more than 2 Applied Learning (ApL) subjects in the application. The recognition of the ApL subjects is as follows: "Attained with Distinction (II)" is deemed equivalent to Level 4 or above; "Attained with Distinction (I)" is deemed equivalent to Level 3; and "Attained" is deemed equivalent to Level 2 in the HKDSE Examination.

可包括不多於兩科應用學習科目：

「達標並表現優異 (II)」相等於香港中學文憑考試第四級或以上的成績；
「達標並表現優異 (I)」相等於香港中學文憑考試第三級；及
「達標」相等於香港中學文憑考試第二級。

[#] ApL Chinese (for non-Chinese speaking students) would be accepted as an alternative Chinese Language qualification.

非華語學生申請入學時，如只有「應用學習中文」成績，亦獲書院接納。

[§] If one of the five HKDSE subjects is Citizenship and Social Development, the requirement will be "Attained" for the subject.

如該五科的其中一科為「公民與社會發展」，其要求則是在該科取得「達標」成績。

TUITION FEE

學費

The tuition fees for newly admitted students in the academic year 2025-26 are as follows: 2025-26年度入學新生的學費如下：

Programme 課程	Tuition Fee for Local Students Per Year (HK\$) 本地生之每年學費（港幣）	Tuition Fee for Non-Local Students Per Year (HK\$) 非本地生之每年學費（港幣）
Higher Diploma in English for Professional Communication 英語專業傳意高級文憑	62,000	62,000

Tuition fees will be paid in 2 equal instalments annually and subject to annual revision. 學費每年將分兩期繳交，書院每年會因應情況調整學費。

OTHER SCHOLARSHIPS, BURSARIES AND SPONSORSHIPS

其他獎學金、助學金及計劃贊助

With the generosity of the Directors of Po Leung Kuk et al, numerous scholarships, bursaries and sponsorships are established as an encouragement to students who have excelled in their studies or made significant contributions in serving fellow students or the community.

為鼓勵同學爭取更佳成績，並積極貢獻社區、服務同學，書院設立多項獎學金、助學金及計劃贊助，蒙各界人士或公司慷慨捐贈，包括：保良局董事會成員、社會賢達，以及其他團體。

SCHOLARSHIPS FOR NEWLY-ADMITTED STUDENTS

新生入學獎學金

The College has established scholarships for applicants with outstanding results in the current HKDSE. The applicant could be awarded the scholarship upon successful admission to the College. Awardees may receive a maximum of a full first-year scholarship.

書院設立新生入學獎學金，給予在應屆香港中學文憑考試中考獲優良成績的申請者。同學若成功入讀由書院開辦之課程，有機會獲頒獎學金。成功被甄選的同學最高可豁免首年學費。

FINANCIAL ASSISTANCE

學費資助



Government Grants and Loans:

政府資助：

- Financial Assistance Scheme for Post-secondary Students (FASP)
專上學生資助計劃
- Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)
專上學生免入息審查貸款計劃
- Continuing Education Fund (CEF)[#]
持續進修基金[#]

[#] Applicant must not have obtained any other publicly-funded financial assistance (such as FASP) for the same course.

申請人必須從未就同一科目在其他公帑資助計劃下獲得任何資助，例如「專上學生資助計劃」。

HKU SPACE Po Leung Kuk Stanley Ho Community College 港大保良何鴻燊社區書院

66 Leighton Road, Causeway Bay, Hong Kong
香港銅鑼灣禮頓道 66 號

☎ 3923 7000

☎ 3923 7111

✉ enquiry@hkuspace-plk.hku.hk

🌐 http://hkuspace-plk.hku.hk



The College issues this programme leaflet as a general guide only, and not as a contract. The College reserves the right to amend information published in this leaflet, as necessary. 本課程簡介只供參考，並無法律約束力，書院保留可隨時修改內容之權利，毋須另行通知。