

**Specification of Competency Standards**  
**for the Printing and Publishing Industry**  
**Unit of Competency**

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| 1. Title      | Master English/Chinese communication in printing industry   |
| 2. Code       | PPPRCR301A  |
| 3. Level      | 3   |
| 4. Credit     | 12  |
| 5. Competency | <p style="text-align: center;"><b><u>Performance Requirements</u></b></p> <p>5.1 Master correct English and Chinese (including Mandarin) printing terminology</p> <ul style="list-style-type: none"> <li>◆ Able to use English/Chinese printing terminology naturally in the following job areas <ul style="list-style-type: none"> <li>• technical names of digital printing flow</li> <li>• names of digital printing machinery and instruments</li> <li>• names of management systems of printing enterprise</li> <li>• names of printing professionals bodies</li> </ul> </li> <li>◆ Able to write simple e-mail and report</li> <li>◆ Able to answer simple technical enquiries</li> </ul> <p>5.2 Use correct printing terminology naturally for internal and external communication</p> <ul style="list-style-type: none"> <li>◆ Use correct English and Chinese (including Mandarin) printing terminology naturally for internal and external conversation and able to answer simple technical enquiries and write simple e-mails and reports</li> </ul> |

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| 6. Range               | Use correct English and Chinese (including Mandarin) printing terminology for internal and external conversation and able to answer simple technical enquiries and write simple e-mails and reports and perform related tasks in various departments of a printing enterprise. |
| 7. Assessment Criteria | The integrated outcome requirements of this unit of competency are:<br>(i) Able to use correct printing terminology naturally for internal and external communication in addition to writing simple e-mails and reports.   |
| 8. Remarks             | The credit value of this unit of competency is based on the assumption that the learner has achieved basic English and Chinese proficiency.  |