

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

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>

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: (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.