

The project is designed to focus on enhancing our students' knowledge and mastery on business meetings where the modality principle is applied in the platform's design and development. The platform can be used by our students as self-learning access to promote autonomous learning or by ELTU lecturers as part of their materials, where the teachers can use it to promote flipped classroom; students view the selected content provided on the platform beforehand and complete designated learning tasks in class.

On the platform, there are three modules, and they are how to plan and run a business meeting, common business meeting expressions, and watching a sample video with feedback from business experts. In Module 1, there are two professionally shot videos presented by two native speakers of English from ELTU. The two speakers talk about "Planning a Business Meeting" and "Running a Business Meeting". This entire module explains everything from why a person should conduct business meetings to the roles for each key person in a meeting.

For Module 2, it is further divided into three sub-modules, and they are common business expressions for a chairperson (Module 2A), common business expressions for a participant (Module 2B), and what not to do in a business meeting (Module 2C). All these exercises were created by all three team members with the help from Ms Yammy Cheung who is an English Major student. Dr Kitty Szeto led the material writing team. In both Module 2A and 2B, students will learn all the business meeting expressions through various question types like fill in the blank, multiple choice, and choosing the right answer. There are a total of two exercises for Module 2A and eight exercises for Module 2B. To complete Module 2C, students will need to watch a drama and guess what each participant did wrong in that business meeting. Each question will come with an elaborated explanation. The short drama was written by Mr Kevin Goh and it was directed and edited by Mr Jasper Cao who is a Journalism student with help from Mr Clement Lam who is a business administration student. Our own CUHK business students acted in the drama and they did an excellent job in it.

Module 3 is an easy module as all the students need to do is to watch, listen and learn from all the videos. In Module 3, there is a case scenario, an agenda, a 20-minute business meeting video, and feedback from a business expert, a communication trainer, and a language expert with business experience. This module will definitely help students understand more on how people in the industry view business meetings.

The best experience in building this platform is to work closely with four wonderful student helpers. The entire platform is created by Mr Deepansh Jagga who is an engineering student with the help from Mr Cole Law and Dr Connie Ng. The platform is built with Articulate 360 so that it can be used on Blackboard. All the videos are

directed and edited by Mr Jasper Cao with the help from Mr Clement Lam under the supervision of Mr Kevin Goh. Lastly, all the exercises were written by Ms Yammy Cheung (student helper), Dr Kitty Szeto (team leader), Dr Connie Ng and Mr Kevin Goh. The effort of everyone is what makes this platform successful.