

HONG KONG AIR CADET CORPS

香港航空青年團

AVIATION EDUCATION WING

航空教育科

MEMO

From : OC AE Wg
Ref : (1) in Trg/CA2013
Date : 20 May 2013

To : All OC Sqn
Your Ref: () in

Commandant's Award 2013 「總監盾」優質航空英語演說比賽

Aviation Education Wing sincerely invites all squadrons/flights to take part in this year's Commandant's Award. 航空教育科誠邀所有中隊/小隊參加本年度的總監盾。

- Date 日期 :** 17 August 2013 (Saturday), 0900hrs
Venue 地點 : To be confirmed 詳情稍後公佈
Prize 獎品 : Champion 冠軍 – Book coupon 書券 +
Airport One Day Visit 機場一日遊
1st Runner-Up 亞軍 – Book coupon 書券
2nd Runner-Up 季軍 – Book coupon 書券
* Each participants will be awarded a certificate
每名參賽學員獲發參與證書一張

2. Competition Format 比賽形式

Participating squadrons/flights should send one team to take part in a 8 to 10-minute English presentation in aeronautical field. OIC Commandant's Award (OIC) will announce all rules and regulations in the upcoming briefing session. 參加中隊/小隊需派出一隊進行八至十分鐘的英語演說。總監盾 2013 負責主管(負責主管)將會於簡報會宣佈所有規則及條例。

3. Application Deadline 申請期限

Applications should be lodged using the enclosed application form and should reach **hkacc.aewing@gmail.com** on or before 1800hrs 28 June, 2013. 請於 2013 年 6 月 28 日晚上六時或之前將申請表送至 hkacc.aewing@gmail.com。

4. Briefing Session 簡報會

OIC would hold a briefing session on 13 July 2013. To be fair, all participating teams shall send one representative to ballot-draw the sequence that day. Please expect the session to last for about 90 minutes. 負責主管將會於 2013 年 7 月 13 日舉行簡報會。為公平起見，所有參加隊伍必須派出一位代表於當日抽籤出場次序。該簡報會預計需時約九十分鐘。

5. Further queries 進一步的查詢

Project Manager: S/L Steve WONG, OC AE Wg
OIC Commandant's Award 2013: P/O Steven LEUNG, AE Wg
Email: hkacc.aewing@gmail.com

Steven LEUNG
Pilot Officer
for OC AE Wg

Encl.
c.c. All OC Major Units

Please return this form to OIC Commandant's Award on or before 1800hrs. 28 June 2013
 請於 2013 年 6 月 28 日晚上六時或之前把表格交回總監盾 2013 負責主管。

Commandant's Award 2013
 總監盾 2013 - 優異航空英語演說比賽
 Application Form 申請表

To: OIC Commandant's Award
 From:
 Date:

- My squadron will not participate in Commandant's Award 2013.
 本中隊將不會參加總監盾 2013。
- My squadron will send a team to participate in Commandant's Award 2013.
 本中隊將會派出一隊參加總監盾 2013。

The particulars of my team are as followings:
 本隊參加者如下：

	Rank/Class 職級/等級	Name 姓名	Serial No. 學員編號	Age 年齡	E-mail address 電郵地址	Contact Tel. 聯絡電話
Team Leader 隊長						
Member 成員						
Member 成員						
Member 成員						
Reserve 後備						

Please nominate one of the members as liaison by circling his/her name. Otherwise, team leader will be the liaison.

請推薦一位成員負責聯絡，並圈出其姓名。否則將由隊長成為聯絡人。

Intended Topic of Presentation 打算作演說的題目：

* On first-come-first served basis. Please also choose a second topic in case your first choice has already been chosen 題目選擇以先到先得為準。為免第一選擇已被揀選，請同時填寫第二選擇。

First Choice 第一選擇: _____

Second Choice 第二選擇: _____

Signature 簽署 _____

(
No. Squadron
第 中隊)

Official use only 大會專用

Confirmation of Topic Selection 演說題目確認

- Topic Accepted: First Choice / Second Choice
 題目已被接受: 第一選擇 / 第二選擇
- Topic not accepted: Both have already been chosen. Please choose another topic.
 題目不被接受: 第一及第二選擇皆已被選取，請另行選擇參賽題目。
- Topic not accepted: Reason:
 題目不被接受: 原因:

Order No.
 Approved by:

Date:

Cadet Project Registration Form

團員項目申請表

Please hand in this form together with a Proposal
請連同計劃書和此表格提交

No. _____ Squadron
第 _____ 中隊

My squadron would like to apply for the Cadet Project.
本中隊會申請團員項目。

My squadron would not apply for the Cadet Project.
本中隊不會申請團員項目。

The particulars of my team are as followings:

本隊參加者如下：

	Rank/Class 職級/等級	Name 姓名	Serial No. 學員編號	Age 年齡	E-mail address 電郵地址	Contact Tel. 聯絡電話
Team Leader 隊長						
Member 成員						
Member 成員						
Member 成員						
Reserve 後備						

Note for applying Cadet Project:

申請團員項目注意事項

- Aviation Education Wing kindly invites all squadrons to submit an application for cadet project.
航空教育科誠邀所有中隊遞交團員項目申請表。
- For those interested squadrons in applying for cadet projects, please hand in this signed Registration Form.
所有有意申請團員項目的中隊，請提交已簽署的申請表。
- The full report should reach OC GST Wg by digital means. Deadline, requirement on content and submission will be announced in due course.
請向一般訓練科主管以電子方式提交一份完整報告。限期、報告內容要求及提交方式容後公佈。
- Squadrons that do not meet these deadlines might have the risk of having their cadet project rejected by OC GST Wg.
中隊如未能在限期前提交，一般訓練科主管或會拒絕接納團員項目的申請。
- Should there be any query, please contact the OIC Commandant's Award.
如有任何查詢，請聯絡總監盾負責長官。

Signature

簽署: _____

Name

姓名: _____

Post

職位/職級: _____

Commandant's Award 總監盾 2013

Rules and Regulations 規則及條例

1. Number and Distribution of Teams

參賽隊伍數目及分配

- a. There are at most 14 teams for the competition.
本比賽最多有 14 隊參賽隊伍。
- b. 2 places have been reserved for each Wing.
本比賽已預留兩個參賽名額予各大隊。
- c. Each Wing may nominate a "3rd team". This "3rd team" will be admitted to the competition in case other Wings do not use up its own places. The OC Wg will be requested to indicate the "3rd team" among its nominations to the OIC Commandant's Award 2013 (OIC) should the situation arise for coordination.
各大隊可提名「第三隊伍」參賽。倘若有其他大隊並未用盡參賽名額，「第三隊伍」則可獲准參賽。就此情況，有關大隊隊長須向總監盾 2013 負責主管(負責主管)指派其中一隊為「第三隊伍」以作協調。
- d. In case the number of "3rd teams" exceeds the vacancy available, admission will be determined by lot drawing.
如「第三隊伍」的數目比未用盡的參賽名額為多，參賽權會以抽籤決定。

2. Each competition team could have a maximum of 5 members including 1 reserve.

每隊參加組別最多五名成員，其中一人為後備。

3. Topic of the 10 minutes presentation shall be suggested by respective teams and to be facilitated by OIC. When deciding topics, teams can refer to our suggested scope in aeronautical field (Appendix 2). Topics will be considered on a first-come-first-served basis. When encountering same topic, the presentation right will be allocated to the team with earlier application time.

每隊應自訂十分鐘演說的題目，題目會由負責主管批閱及通過。自訂題目時，每隊可參考附件二所建議的航空學範疇。自訂題目將採用先到先得的形式，當兩隊訂出相同題目，較先提交申請表者將獲得該題目的演說權。

4. The oral presentation must be in English.

該口述演說必須用英語表達。

5. Only 3 presenters are on the stage at any time. The fourth member and the reserve can serve as helpers off the stage. Helpers should take no part in the oral presentation, or risk disqualification.

只有三位演說者可以隨時在台上。第四名成員和後備可在台下協助。協助者不應該作口述演說，否則可能被取消資格。

6. Power-point (must be bilingual), large-scale models, display boards, visual effect, special effects, etc are acceptable presentation aids .

簡報演示(必須雙語)、大規模的模型、展板和視覺效果等均為大會認可的演說道具。

7. Each team has only 10 minutes to deliver the presentation.

每隊只有十分鐘時間演說。

- The bell will ring once at 00:08'00"
鈴聲將於八分鐘響起一次。
- The bell will ring twice at 00:10'00"
鈴聲將於十分鐘響起兩次。
- The bell will ring continuously after 00:10'10" until the presentation stops.
鈴聲將於十分鐘十秒後連續響起直至演說停止。
- For each second over 00:10'10" until the presentation stops, 1 point will be off from the total score.
十分鐘十秒後的每一秒，會從總分數中被扣一分，直至演說停止。

8. A maximum of 15 minutes of total time will be for each team. This means apart from the presentation, only a maximum of 5 minutes will be allowed for preparation, including set up and dismantle computers, props, visual aids, etc., even if the presentation lasts less than 10 minutes.
每隊將有最多十五分鐘。即除了演說外，每隊將有五分鐘以用作設置或撤除電腦、道具、視像器材等準備。即使演說少於十分鐘，每隊也只有最多五分鐘準備時間。
* For every 5 seconds over the 5 minutes allowed for preparation, 1 point will be off from the total score.
準備時間若超過五分鐘，每五秒會從總分數扣除一分。
9. All teams are to prepare their own laptop computers, and also make a CD-Rom copy plus USB memory stick of their presentation file due to the possibility of incompatibility of Audio-visual equipment. HQ may not provide a laptop computer connecting to the venue's Audio-visual equipment. Please prepare any contingency (Plan B) for computer or projector sudden broken-down.
由於影視器材有可能出現不相容的情況，因此所有隊伍須各自準備手提電腦，並用光碟(CD-Rom)複製及通用序列匯排流記憶體(USB memory stick)儲存演示檔案。總部不一定會提供與場地視像器材接駁的手提電腦。為防範電腦或投射器突然失靈，請準備突發事件發生時的應變計劃。
10. With the official marking Scheme (Appendix 3), OIC has a little influence how Judges award their points. All points awarded are final. No appeal is allowed.
評判將使用附件三的大會計分標準，對分數作出判斷。所有評分為最終結果，不得異議。
11. Attire: Preferably No.2B. No.3B for cadets only does not have No.2B. However, all team members must wear the same uniform, or risk disqualification. Neat uniform is always essential.
服飾：最合宜是 No.2B。沒有 No.2B 的學員可穿著 No.3B。但每隊所有成員必須穿著相同制服，否則可能被取消資格。所有成員必須穿著整齊制服。
12. Proper Custom & Courtesy is always important although this is independent from any marks.
雖然傳統及禮儀不納入評審範圍之列，但恰當的傳統及禮儀仍是很重要的。
13. OIC reserves the right to make any alternative arrangements and/or changes (including changes to the rules and regulations) without further notice. If conditions permit, OIC would try his best to give advance notice.
負責主管保留作出其他安排或更改的權利(包括規則和條例的更改)，而不作進一步的通知。如果條件許可，負責主管會盡力嘗試預先通知。

Scope of Presentation Topic 演講題目範圍

1. Principle of Flight
2. Airspace
3. Radio Telephony and Air Traffic Control
4. Navigation
5. Air Law
6. Aviation Meteorology
7. Emergency
8. Equipments and Systems
9. Airlines
10. Engines
11. Aircraft Manufacturers
12. Airports
13. Latest Technology in Aeronautical Field
14. Air Incident / Accident Investigation
15. Any other scope not listed above but approved by OIC

- The above items are only scope of the presentation. Teams shall derive the appropriate presentation topic based on the above scope
以上範圍只供參考。參賽隊伍應自行制定適當的演說題目。
- Avoid choosing broad and ambiguous topic.
避免選擇範圍過大或含糊的題目。
- Example of acceptable topic - Airbus 330 Family vs Boeing 777 Family
可被接受的題目例子: Airbus 330 Family vs Boeing 777 Family

Hong Kong Air Cadet Corps
Commandant's Award 2013
Marking Scheme
 評分標準

Team 組別: No. Squadron 第 中隊

Topic 題目:

Assessment items 評估項目	Score 分數					Comments 評語
	1	2	3	4	5	
Part I. Proficiency in the English Language 第一部分：英語熟練程度						
Fluency 流暢						
Grammar 文法						
Part II. Contents of Presentation 第二部分：演示內容						
Composition 構成成分						
Creativity 創意						
Comprehensiveness 全面性						
Coherence 連貫性						
Part III. Presentation Skills 第三部分：演示技巧						
Effectiveness of presentation 演示效果						
Confidence & Posture 信心和姿勢						
Team Coordination 團隊合作						
Usage of Visual Aids 視像器材的運用						
Part IV. Overall Performance 第四部分：整體表現						
Team Spirit 團隊精神						
Impression 印象						
	Total Score: 總分：					

Overall Comments (if any) 整體評語(如有):