

WMS&MyStock English Promotion Action Plan

SSC Goal

Item	Details	Target Group	April-September Transition Period	October-December Official Implementation
Documents	Bi-weekly report,important email,presentation	SEE&AM level above	All in English	Implement immediately
	Townhall speech script&slides	Presenter		
	Project template	PJM		
	Other Documents (PRD/Code review,TD review /test case review/people management,etc.)	All SSC employees	To be written in both English and Chinese	Must be in English by the end of 2022
	New content to be released on Confluence	All SSC employees	To be written in both English and Chinese	Must be in English by the end of 2022
Meeting	Important business update meeting	SEE&AM level above	To be presented in English.	Implement immediately
	Meeting involved overseas team (interview and others)	All SSC employees		
	Bi-weekly meeting	Manager and above level		
	Other meetings (monthly/weekly/PRD/TD review)	All SSC employees	To be presented in English. To avoid misunderstandings, employees can switch into Chinese when necessary	Must be in English by the end of 2022
Internal Sharing	Expertise and experience sharing	SEE&AM level above	To be conducted in English.	Implement immediately
	Other technical sharing	All SSC employees	To be conducted in English. To avoid misunderstandings, employees can switch into Chinese when necessary	Must be in English by the end of 2022

source: [05 Supply Chain English Partnership Program](#)

Grouping

The WMS&MyStock Team has been divided into 11 groups:

<https://docs.google.com/spreadsheets/d/1q0kpKL3HqQ2HsqRhxJVGt8UupGvfpBuIXFxIz0lq8h4/edit#gid=0>

WMS&MyStock Timeline

Timeline	Content	Action
From July	Documents	Must be in English. You can also keep a Chinese version to avoid misunderstanding.
	Weekly Report	Must be in English.
	Code Comments	
	Code Review	
	Official Email	
	Internal Sharing (slides)	
	Official Meetings	

	Regular Meetings (weekly/PRD/tech solution review) Internal Sharing (speaking)	Recommend using English.
From August	Regular Meetings (weekly/PRD/tech solution review) Internal Sharing (speaking)	Must be in English.
From October	Documents	Must be in English.

Activity

Activities are organized bi-weekly in group and monthly in WMS&MyStock.

- English Corner
- Workshop
- Interactive Games
- Open Course Learning

Learning Resources

- [The English Partner's Guide to Chinglish](#)
- [Shopee Dictionary Vocabulary Bank](#)
- [SSC meeting frequently used words](#)
- [Company-wide speaking club](#)
- [CNDC Intranet - English Training](#)