

**Road to HKDSE**  
**Part B listening 聆聽文章格式**



**A1. Formal Letter (正式信)****i. 不知收件人姓名**

	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;">Writer's address (寄件人地址)</td></tr><tr><td style="text-align: center;">Date of Letter (寄信日期)</td></tr></table>	Writer's address (寄件人地址)	Date of Letter (寄信日期)		
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Position (職位)					

## ii. 知道收件人姓名

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**A2. Informal Letter (給親友的非正式信)**

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Dear Mary,			
<b>Opening (開端)</b>			
<b>Body (內文)</b>			
<b>Closing (禮貌的總結 + 期望)</b>			
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 2px;"><b>Best wishes,</b></td></tr><tr><td style="padding: 2px;">Chris</td></tr></table>		<b>Best wishes,</b>	Chris
<b>Best wishes,</b>			
Chris			

**B1. Letter of Reply (回覆信)****i. 不知收件人姓名**

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Writer's address (寄件人地址)</td> </tr> <tr> <td style="padding: 2px;">Date of Letter (寄信日期)</td> </tr> </table>	Writer's address (寄件人地址)	Date of Letter (寄信日期)		
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<b>Opening (開端)</b> 所回覆信件的出處、日期、作者和題目					
<b>Body (內文)</b>  意見一 □□ 回應一  意見二 □□ 回應二  意見三 □□ 回應三					
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**B2. Letter of invitation (邀請信)****i. 不知收件人姓名**

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Position of Addressee (收件人職位)					
Name of Organization (收件人工作機構)					
Address (收件人地址)					
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>Dear Sir / Madam,</b> </div>					
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>Opening (開端)</b>          指出信的目的是邀請對方參加活動，並交代活動的時間、日期和地點       </div>					
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>Body (內文)</b>           交代活動目的、細節和對方為何被邀請       </div>					
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>Closing (禮貌的總結/期望)</b> </div>					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>Yours faithfully,</b></td> </tr> <tr> <td style="padding: 2px; text-align: center;"><i>Chris Wong</i></td> </tr> <tr> <td style="padding: 2px; text-align: center;">Chris Wong</td> </tr> <tr> <td style="padding: 2px; text-align: center;">Position (職位)</td> </tr> </table>	<b>Yours faithfully,</b>	<i>Chris Wong</i>	Chris Wong	Position (職位)
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<p style="text-align: center;"><b>Body (內文)</b></p> <p>交代活動目的、細節和對方為何被邀請</p>					
<p style="text-align: center;"><b>Closing (禮貌的總結/期望)</b></p>					
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<b>Yours sincerely,</b>					
Chris Wong					
Chris Wong					
Position (職位)					



**C1. Formal Email (正式電郵)****i. 不知收件人姓名**

To (收件人):	<a href="mailto:nadal129@yahoo.com.hk">nadal129@yahoo.com.hk</a>
From (寄件人):	<a href="mailto:kobebryant0824@yahoo.com.hk">kobebryant0824@yahoo.com.hk</a>
Cc (副本):	<a href="mailto:michaeljordan23@yahoo.com.hk">michaeljordan23@yahoo.com.hk</a>
Sent(寄件日期):	24 October 2013
Subject (主題)	Invitation to the Graduation dinner
Attachments (附件):	

  

<b>Dear Sir / Madam,</b>
--------------------------

  

<b>Opening (開端)</b>
---------------------

  

<b>Body (內文)</b>
------------------

  

<b>Closing (禮貌的總結/期望)</b>
---------------------------

  

<b>Yours faithfully,</b>
Chris Wong
Position (職位)

## ii. 知道收件人姓名

To (收件人):	<a href="mailto:nadal129@yahoo.com.hk">nadal129@yahoo.com.hk</a>
From (寄件人):	<a href="mailto:kobebryant0824@yahoo.com.hk">kobebryant0824@yahoo.com.hk</a>
Cc (副本):	<a href="mailto:michaeljordan23@yahoo.com.hk">michaeljordan23@yahoo.com.hk</a>
Sent(寄件日期):	24 October 2013
Subject (主題)	Invitation to the Graduation dinner
Attachments (附件):	

  

<b>Dear Mr. Wong,</b>
-----------------------

  

<b>Opening (開端)</b>
---------------------

  

<b>Body (內文)</b>
------------------

  

<b>Closing (禮貌的總結/期望)</b>
---------------------------

  

<b>Yours sincerely,</b>
Chris Wong
Position (職位)

**C2. Informal Email (給親友的非正式電郵)**

To (收件人):	<a href="mailto:nadal129@yahoo.com.hk">nadal129@yahoo.com.hk</a>
From (寄件人):	<a href="mailto:kobebryant0824@yahoo.com.hk">kobebryant0824@yahoo.com.hk</a>
Cc (副本):	<a href="mailto:michaeljordan23@yahoo.com.hk">michaeljordan23@yahoo.com.hk</a>
Sent(寄件日期):	24 October 2013
Subject (主題)	Invitation to the Graduation dinner
Attachments (附件):	

  

<b>Dear Desmond,</b>
----------------------

  

<b>Opening (開端)</b>
---------------------

  

<b>Body (內文)</b>
------------------

  

<b>Closing (禮貌的總結/期望)</b>
---------------------------

  

<b>Best wishes,</b>
Chris

# 1. Opening (開端)

目的	句式
表明寫信目的 (Purpose of writing)	<p>1. I am writing + to + v. + 詳細資料 Example: <u>I am writing to request</u> a change of performance date in the 2000 Hong Kong Youth Arts Festival.</p> <p>2. We would like + to + v. + 詳細資料 Example: <u>We would like to request</u> a change of performance date in the 2000 Hong Kong Youth Arts Festival.</p>
代表學校或機構, 表明寫信目的 (on behalf of ...)	<p>1. I am writing + on behalf of X + to + v. + 詳細資料 Example: <u>I am writing on behalf of our group "The Image" to request</u> a change of performance date in the 2000 Hong Kong Youth Arts Festival. Example: <u>I am writing on behalf of the English Club</u> to book your camp.</p>
請求支持 (request)	<p>1. I am writing to ask your support for + n. + 詳細資料 Example: <u>I am writing to ask your support for</u> our graduation dinner on 15<sup>th</sup> June, 2014.</p> <p>2. I am writing to request for your support for + n. + 詳細資料 Example: <u>I am writing to request for your support for</u> our school's Charity Day on 25<sup>th</sup> November, 2013.</p>
籌款 (funding)	<p>1. I am writing + to + raise funds + for + n. + 詳細資料 Example: <u>I am writing to raise funds for</u> the Environmental Society.</p> <p>2. We would like + to + raise funds + for + n. + 詳細資料 Example: <u>We would like to raise funds for</u> the victims of the typhoon disasters in India</p>
通知 (information)	<p>1. I am writing to notify you of the information about + n. + 詳細資料 Example: <u>I am writing to notify you of the information about</u> the singing contest at 4:30 p.m. in the school hall.</p> <p>2. I am writing to inform you of + n. + 詳細資料 Example: <u>I am writing to inform you of</u> the details of the walkathon.</p> <p>3. We are happy to inform you that + SVO We are writing to inform you that + SVO Example: <u>We are happy to inform you that</u> we have accepted your invitation.</p>
目的	句式
感謝 (thank you letter / gratitude / grateful)	<p>1. I am writing to express my gratitude to you + for + v. + ing + 詳細資料 I am writing to express my gratitude to you + for + n. + 詳細資料 Example: <u>I am writing to express my gratitude to you for</u> agreeing to come and give a talk to us during the event. Example: <u>I am writing to express my gratitude to you for</u> your financial assistance for the exchange tour.</p>

	<p><b>2. I am writing to thank you for v. + ing + 詳細資料</b>  <b>I am writing to thank you + for + n. + 詳細資料</b>  <b>Example:</b> <u>I am writing to thank you for</u> your generous donation to us last month.</p>
邀請 (invitation letter)	<p><b>1. I am writing to invite you to + 活動 + 日期</b>  <b>Example:</b> <u>I am writing to invite you to</u> our 2007 photo exhibition on 6<sup>th</sup> September, 2013.</p> <p><b>2. I am writing to invite you to come to + 活動 + 日期</b>  <b>Example:</b> <u>I am writing to invite you to come to</u> the Photography Club's annual exhibition on 7 July.</p> <p><b>3. I am writing to invite you to participate in + 活動 + 日期</b>  <b>Example:</b> <u>I am writing to invite you to participate in</u> our school's "Skyscraper Day 2011".</p> <p><b>3. I am writing to invite you to help us organize + a / an + 活動</b>  <b>Example:</b> <u>I am writing to invite you to help us organize</u> a tree-planting activity.</p>
招聘 (recruitment)	<p><b>1. I am writing to + recruit + some students / people + to + v. + 詳細資料</b>  <b>Example:</b> <u>I am writing to recruit some students to be</u> volunteers in the coming Open Day on 25 April.</p>
申請 (application)	<p><b>1. I am writing to apply for + n. + 詳細資料</b>  <b>Example:</b> <u>I am writing to apply for</u> the scholarship of your school.  <b>Example:</b> <u>I am writing to apply for</u> the post of student ambassador in your organization.</p> <p><b>2. With reference to + n. + 詳細資料, I would like to apply for + n. + 詳細資料</b>  <b>Example:</b> <u>With reference to</u> the advertisement on February 12, <u>I would like to apply for</u> the job of intern assistant.</p>
自我介紹 (self-introduction)	<p><b>1. I am + 姓名, + 職位</b>  <b>Example:</b> I am Isabella Chan, president of the Green School Club at St. John's Secondary School.</p>

目的	句式
回信 / 回覆 (reply)	<p>1. I am writing + to reply to + your letter + about + n. Example: <u>I am writing to reply to your letter about</u> the quality of food in the school canteen.</p> <p>2. I am writing + to reply to + your letter + of + 日期 + about + 名詞片語 Example: <u>I am writing to reply to your letter of</u> December 24 <u>about</u> the customer services of our company.</p> <p>3. I am writing + in reply to + your letter + about + n. Example: <u>I am writing in reply to your letter about</u> the arrangement of the School Open Day.</p> <p>4. I am writing + in response to + your letter + of + 日期 + about 名詞片語 Example: <u>I am writing in response to your letter of</u> November 12 <u>about</u> the exchange programme.</p> <p>5. With reference to + your letter + on + 日期, SVO Example: <u>With reference to your letter on</u> January 31, we would like to address your concerns.</p> <p>6. With reference to + your article + on + 日期, SVO Example: <u>With reference to your article on</u> March 25, we would like to explain the purposes and benefits of the Students' Adventure Day.</p>
回覆讀者/觀眾意見 (reply to leaders reply to audience)	<p>1. Thank you for your letter and we understand the concerns you raised.</p>
投訴 (complain)	<p>1. I am writing to complain about + n. + 詳細資料 Example: <u>I am writing to complain about</u> the poor services of your company</p>
申請資助 (subsidy)	<p>1. I am writing + on behalf of A + to + invite B + to + subsidize + n. + 詳細資料 Example: <u>I am writing on behalf of the Student Union to invite the Parent-Teacher Association to subsidize</u> students to attend the "Course on Leadership and Teamwork" from 21 August (Friday) to 25 August (Tuesday).</p> <p>2. I am writing + to + request your sponsorship + for + n. + 詳細資料 Example: <u>I am writing to request your sponsorship for</u> the exchange programme organized by the English Society from 20 July (Monday) to 28 July (Tuesday).</p> <p>3. I am writing + to + ask for financial support + for + n. + 詳細資料 Example: <u>I am writing to ask for financial support for</u> the course on Leadership and Teamwork.</p>

## 2. Closing (禮貌的總結/期望)

目的	句式
表示感激 (gratitude / grateful)	<p>1. I / We + would be + grateful + if + you + could + v. + 詳細資料  <b>Example:</b> <u>I would be grateful if you could</u> arrange an interview for me.  <b>Example:</b> <u>We would be grateful if you could</u> give us the confirmation by 15 September.  <b>Example:</b> <u>We would be grateful if you could</u> accept our invitation.</p>
叫對方聯絡 (contact)	<p>1. Please + do not hesitate + to contact me / us + if + SVO  <b>Example:</b> <u>Please do not hesitate to contact me</u> if you have any questions.  <b>Example:</b> <u>Please do not hesitate to contact us</u> if our booking is successful.</p> <p>2. Please feel free to contact me if you need further details.</p> <p>3. If you have any enquiries, please feel free to contact + 人  <b>Example:</b> <u>If you have any enquiries, please feel free to contact</u> John Chan.</p> <p>4. If you need further information, please feel free to contact + 人 + at + 電話號碼  <b>Example:</b> <u>If you need further information, please feel free to contact</u> Terry Wong <u>at</u> 98765432</p> <p>5. If you need further information, please feel free to contact + 人 + at + 電郵地址  <b>Example:</b> <u>If you need further information, please feel free to contact</u> Andy Lim <u>at</u> andylim@kgss.edu.hk.</p> <p>6. If you are interested and need more information, please visit <a href="http://www.abc.com">http://www.abc.com</a>.</p>
希望資訊有用	<p>1. I hope that the above information would be helpful.</p> <p>2. I hope you will find the information useful.</p>
提醒參加者回信 提醒參加者交申請表	<p>1. If you are interested, please kindly reply to this email by 10<sup>th</sup> May.</p> <p>2. If you are interested, please submit the application form to 人/機構 by 日期  <b>Example:</b> <u>If you are interested, please submit the application form to</u> the Student Union Office <u>by</u> 10<sup>th</sup> May.</p>
回覆讀者/觀眾意見	1. Thank you for your valuable opinions.
期待對方的回信	<p>1. I look forward to your favourable reply.</p> <p>2. I look forward to hearing from you soon.</p>
鼓勵對方來臨	1. Come and join us!
期待對方來臨	<p>2. We look forward to seeing you + in + the + 地點  <b>Example:</b> <u>We look forward to seeing you in</u> the exhibition.</p>
期待對方接受邀請	1. I hope you will accept our invitation.
感謝對方閱讀信件	1. Thank you for your kind attention.
附件 (attachment)	<p>1. I have enclosed + the + 名詞片語  <b>Example:</b> <u>I have enclosed</u> the advert of the exhibition.</p> <p>2. Enclosed is + the + 名詞片語 + for your reference.  <b>Example:</b> <u>Enclosed is</u> the rundown of the walkathon <u>for your reference</u>.</p>

**D. Article (文章)**

<b>Title (大標題)</b>	
<b>Introduction(介紹)</b>	
<b>Introduction</b> ✧ Reason for writing (寫作原因) ✧ Purpose of writing (寫作目的)	
<b>Body (內文)</b>	
小標題 1	
小標題 2	
小標題3	
小標題4	
小標題5	
<b>Conclusion (總結 + 對讀者的期望)</b>	
<b>Conclusion</b>	



**E1. Report (調查報告)****Title (大標題)****Introduction(介紹)****Introduction**

- ✧ Introduction of the issue (研究議題介紹)
- ✧ Reason for writing (寫作原因)
- ✧ Purpose of writing (寫作目的)

**Body (內文)****小標題 1 (Data Collection and Research methods 資料蒐集及研究方法)**

- ✧ Source of information (資料來源)
- ✧ How to conduct the survey (怎樣進行調查)
- ✧ How to analyze the information obtained (怎樣分析得到的數據)

**小標題2 (Findings 研究結果)**

- ✧ State the findings (列出數據)
- ✧ Analyze the findings (分析數據)

**小標題3 (Potential Problems and Solutions 問題及解決方法)**

- ✧ A list of problems (列出問題)
- ✧ Suggestions / Actions to be taken to solve each problem (解決每一個問題的建議)

**Conclusion (總結 + 期望)**

**E2. Report of an activity(活動報告)****Title (大標題)****Introduction(介紹)****Introduction**

- ◇ Introduction of activities (活動介紹)
- ◇ Reason for writing (寫作原因)
- ◇ Purpose of writing (寫作目的)

**Body (內文)**

小標題 1

小標題 2

小標題3

小標題4

小標題5

Recommendations (建議 + 對讀者的期望)	
Recommendations	
目的	句式
引用數據	<p>1. <b>According to the survey, + SVO</b>  <b>Example:</b> <u>According to the survey</u>, 30% of the students in Hong Kong do not exercise at all.</p> <p>2. <b>The majority of respondents + v. + 詳細資料</b>  <b>Example:</b> <u>The majority of respondents (88%)</u> come across challenges in finding somewhere to live.</p> <p>3. <b>XX% of people in the survey + point out that / disagree that</b>  <b>Example:</b> <u>87% of people in the survey</u> point out that heavy schoolwork leads to the lack of exercise.</p> <p>4. <b>Over XX% of people in the survey + point out that / disagree that</b>  <b>Example:</b> <u>Over 60% of people in the survey</u> disagree that the school should increase the air-conditioning fee.</p> <p>5. <b>The total number of + 名詞片語 + 時間 + is + 數字</b>  <b>Example:</b> <u>The total number of</u> our Photography Club members this year <u>is</u> 55.</p> <p>6. <b>There are + 數字 + 名詞片語 + 時間</b>  <b>Example:</b> <u>There are</u> 55 English Club members this year.</p>
表明活動目的	<p>1. <b>The purpose of + the event / the activity + is to + v. + 名詞片語</b>  <b>Example:</b> <u>The purpose of the event is to</u> raise students' awareness of personal hygiene.</p> <p>2. <b>We/The event / The activity + aim(s) to + v. + 名詞片語</b>  <b>Example:</b> <u>The event aims to</u> improve students' English oral skills.  <b>Example:</b> <u>We aim to raise</u> the living conditions of people in developing countries.</p>
說明活動的時間、日期和地點	<p>1. <b>The event / The activity + will start + at + 時間</b>  <b>Example:</b> <u>The talk will start at</u> 3:00 p.m.</p> <p>2. <b>The venue will be + 地點</b>  <b>Example:</b> <u>The venue will be</u> the school hall.</p> <p>3. <b>The event / The activity + will take place + at/in + 地點</b>  <b>Example:</b> <u>The activity will take place at</u> the Convention and Exhibition Centre.</p> <p>4. <b>The event / The activity + will be held + at + 時間 + on + 日期</b>  <b>Example:</b> <u>The event will be held at</u> 3:00 p.m. <u>on</u> 12<sup>th</sup> December, 2013.</p> <p>5. <b>The event / The activity + will be held + in / at + 地點</b>  <b>Example:</b> <u>The activity will be held in</u> the school hall.  <b>Example:</b> <u>The activity will be held in</u> the school hall <u>at</u> our college.</p> <p>6. <b>The event / The activity + will be held + in / at + 地點 + at + 時間 + on + 日期</b>  <b>Example:</b> <u>The graduation ceremony will be held at</u> the school hall <u>at</u> 3:00 p.m. <u>on</u> 31<sup>st</sup> May, 2013.</p> <p>7. <b>The programme / The project will last for 維持時間 from 日期一 to 日期二.</b>  <b>Example:</b> <u>The project will last for</u> 3 weeks <u>from</u> 5<sup>th</sup> July <u>to</u> 26<sup>th</sup> July.</p>
目的	句式

根據	<p><b>1. According to + 名詞, +SVO</b>  <b>Example:</b> <u>According to</u> the audience, the programme was funny and entertaining.</p>
比較	<p><b>1. Compared to +名詞片語 + 詳細資料, +SVO</b>  <b>Example:</b> <u>Compared to</u> the average revenue of programmes in the same time slot, the advertising revenue from the programme was generally greater.</p>
比較數據	<p><b>1. The number of +名詞片語 + has increased from 細數字 + 時間 大數字 + 時間</b>  <b>The number of +名詞片語 + has risen from 細數字 + 時間 大數字 + 時間</b>  <b>Example:</b> <u>The number of</u> Economics Society members <u>has increased from</u> 21 last year <u>to</u> 51 this year.</p> <p><b>2. The number of +名詞片語 + has decreased from 大數字 + 時間 小數字 + 時間</b>  <b>The number of +名詞片語 + has reduced from 大數字 + 時間 小數字 + 時間</b>  <b>The number of +名詞片語 + has declined from 大數字 + 時間 小數字 + 時間</b>  <b>Example:</b> <u>The number of</u> participants <u>has decreased from</u> 71 last year <u>to</u> 51 this year.</p>
宗旨	<p><b>1. Our club's mission is to + v. +詳細資料</b>  <b>Our organization's mission is to + v. +詳細資料</b>  <b>Example:</b> <u>Our club's mission is to enable</u> the school and all the students to go green.</p>

### 描述data的實用字眼

Percentage (%)	Word	Example
100%	All (of)	<b><u>All (of)</u></b> the students in the school like sports.
90% or above	Almost all (of)	<b><u>Almost all (of)</u></b> the students like sports.
66%-90%	Most (of the)	<b><u>Most (of the)</u></b> students like sports.
Above 50%	More than half of the	<b><u>More than half of the</u></b> students like sports.
50%	Half of the	<b><u>Half of the</u></b> students like sports.
45%-55%	About half of the	<b><u>About half of the</u></b> students like sports.
30%-44%	Less than half of the	<b><u>Less than half of the</u></b> students like sports.
20%-30%	Some of the	<b><u>Some of the</u></b> students like sports.
Below 20%	Few (of the)/ Little (of the)	<b><u>Few of the</u></b> students like sports.
0%	None of the / No	<b><u>None of the</u></b> students like sports. <b><u>No</u></b> students like sports.

### 描述趨勢

增加 / 減少	幅度	例子
1. 增加 increase rise climb	slowly (緩慢地) slightly (輕微地) gradually (逐漸地) steadily (持續地)	The number of members <b><u>has increased slightly</u></b> from 25 last year to 30 this year. The cost <b><u>has risen sharply</u></b> from \$10,000 to \$50,000.
2. 減少 decrease reduce decline fall drop	quickly (快速地) rapidly (迅速地) sharply (急劇地) drastically (急劇地) dramatically (急劇地)	The number of classes <b><u>has fallen gradually</u></b> from 30 last year to 26 this year. The percentage share of teenage audience <b><u>has declined drastically</u></b> from 60% last month to 20% this month.
3. 保持不變 remain the same		The number of members <b><u>remains the same</u></b> .

## F. Proposal (建議書)

<b>Proposal for + 名詞片語 / v. + ing</b>
<p style="text-align: center;"><b>Introduction(介紹)</b></p> <p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>◇ Reason for the proposal (寫作建議書的原因)</li> <li>◇ Purpose of the proposal (寫作建議書的目的)</li> </ul>
<p style="text-align: center;"><b>Body (內文)</b></p> <p>小標題 1 建議1 (建議原因 + 實行細節)</p> <p>小標題 2 建議2 (建議原因 + 實行細節)</p> <p>小標題3 建議3 (建議原因 + 實行細節)</p> <p>小標題4 建議4 (建議原因 + 實行細節)</p> <p>小標題5 建議5 (建議原因 + 實行細節)</p>
<p style="text-align: center;"><b>Conclusion (總結 + 希望讀者接納建議)</b></p> <p><b>Conclusion</b></p>

目的	句式
給建議	<p><b>1. We suggest + that + SVO</b>  <b>Example:</b> <u>We suggest</u> that the radio station <b>should</b> broadcast more diversified programmes.</p> <p><b>2. We recommend + that + SVO</b>  <b>Example:</b> <u>We recommend</u> that the school <b>should</b> build more recreational facilities for students.</p> <p><b>3. It is suggested + that + SVO</b>  <b>Example:</b> <u>It is suggested</u> that the school <b>should</b> buy more computers for students.</p> <p><b>4. It is recommended + that + SVO</b>  <b>Example:</b> <u>It is recommended</u> that the show <b>should</b> have a more serious and mature presenter.</p>

**G. Speech (演說)**

<b>Greeting (打招呼)</b>
<b>Self-introduction + Topic Introduction (自我介紹 + 演說目的 + 演說簡述)</b>
<b>Body (內文)</b>  段落 1 ◇ 標題句 + 詳細內容  段落 2 ◇ 標題句 + 詳細內容  段落 3 ◇ 標題句 + 詳細內容  段落 4 ◇ 標題句 + 詳細內容
<b>Conclusion (總結 + 對讀者的期望 + 結束演說)</b>



Greeting (打招呼)	<ol style="list-style-type: none"> <li>1. Good morning / afternoon, everyone.</li> <li>2. Good morning / afternoon. principal, teachers, parents and schoolmates.</li> </ol>
Self-introduction (自我介紹)	<ol style="list-style-type: none"> <li>1. Welcome to ... I am XXX, the president of YYY. Example: Welcome to the opening ceremony of the Environmental Week. I am Peter Chan, the Principal of ABC Secondary School. Example: Welcome to the assembly today. I am Chris Wong, the President of Student Union.</li> <li>2. It is <u>a great pleasure</u> to greet and welcome all of you to attend today's XXX. Example: It is a <u>great pleasure</u> to greet and welcome all of you to attend today's ceremony.</li> <li>3. It is <u>my honour</u> to greet and welcome all of you to attend today's XXX. Example: It is <u>my honour</u> to greet and welcome all of you to attend today's ceremony.</li> <li>4. Thank you very much for coming to + the +活動 Example: Thank you very much for coming to the exhibition.</li> </ol>
Topic Introduction (帶出講題)	<ol style="list-style-type: none"> <li>1. I would like to share with you + 名詞片語 / v. + ing Example: I would like to share with you the importance of protecting the environment.</li> <li>2. I would like to introduce +名詞片語 Example: I would like to introduce the activities of the Dancing Club.</li> </ol>
Conclusion (總結)	<ol style="list-style-type: none"> <li>1. I sincerely hope that you will find the speech meaningful/ educational/useful / inspiring.</li> <li>2. I sincerely hope that you will find the activities meaningful/ educational/useful / inspiring.</li> <li>3. I believe you can learn a lot and have great fun by joining the Dancing Club.</li> <li>4. Take action now. Let's save our planet.</li> <li>5. Don't hesitate. Come and join us now.</li> <li>6. That's the end of my speech. Thank you very much.</li> <li>7. Thank you.</li> </ol>

## H. Biography/Profile/Biodata/Background/Description of people (人物介紹)

<b>Title (大標題)</b>
<div style="text-align: center; margin-bottom: 10px;"><b>Introduction(介紹)</b></div> <p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>✧ Age (年齡)</li> <li>✧ School / Work (學校/工作)</li> <li>✧ Family (家庭)</li> </ul>
<div style="text-align: center; margin-bottom: 10px;"><b>Body (內文)</b></div> <p><b>小標題 1</b></p> <ul style="list-style-type: none"> <li>✧ Hobbies and interests (嗜好與興趣)</li> </ul> <p><b>小標題 2</b></p> <ul style="list-style-type: none"> <li>✧ Past experiences (以前經歷)</li> </ul> <p><b>小標題 3</b></p> <ul style="list-style-type: none"> <li>✧ Special experiences and what the person has learnt (特別經歷和學會甚麼道理)</li> </ul> <p><b>小標題3</b></p> <ul style="list-style-type: none"> <li>✧ What is the person doing? (正在做甚麼?)</li> </ul> <p><b>小標題4</b></p> <ul style="list-style-type: none"> <li>✧ What will the person do? (將會做甚麼?)</li> </ul>
<b>Conclusion (總結 + 祝願)</b>

## 範例

<b>Introduction / Background (介紹)</b>	<p><b>1. Age (年齡)</b> Ricky Wong is <u>16 years old</u>.</p> <p><b>2. Role (身分)/ Job (職業)</b> Ricky Wong is <u>a student</u>. David Chan is <u>a famous artist</u> in Hong Kong.</p> <p><b>3. School (學校) / Place of work (工作機構)</b> He <u>studies</u> in <u>Fanling Government Secondary School</u>. He <u>has worked</u> for the <u>TVB</u> for 20 years.</p> <p><b>4. Place of living (居住地方)</b> He <u>lives in Shatin</u>.</p> <p><b>5. Family(家庭)</b> Ricky has <u>two brothers and sisters</u>. Ricky has <u>two siblings</u>. David has <u>a wife and two daughters</u>. Ricky's mother <u>works at a stall in a wet market</u>.</p>
<b>Hobbies and interests (嗜好與興趣)</b>	<p><u>Fencing</u> is his greatest <u>interest</u>. He also <u>likes playing table tennis</u> and <u>chatting with his friends online</u>.</p>
<b>Past experiences (以前經歷)</b>	<p>Ricky <u>was seriously injured</u> in a traffic accident. As for <u>achievements</u>, Ricky <u>represented</u> Hong Kong and <u>won the Asian Junior Foil Championship</u>. David <u>acted</u> in a number of films when he was a child.</p>
<b>Special experiences (特別經歷)</b>	<p><b>1. Special experiences (特別經歷)</b> Ricky <u>has been paralyzed from waist down</u> since he <u>was</u> four. Ricky <u>has been practicing wheelchair fencing</u> since he <u>joined</u> Fanling Government Secondary School.</p> <p><b>2. Benefits and Lessons (好處和學會的道理)</b> To begin with, fencing <u>has made</u> him <u>stronger</u>. Besides, it <u>has made</u> him more <u>focused</u> and <u>self-confident</u>. In fact, his schoolwork <u>has improved</u>. Lastly, he <u>has met</u> many <u>interesting and nice people</u>.</p>
<b>What is the person doing? 現在做甚麼?</b>	<p>Ricky <u>practises very hard</u> every day. Ricky <u>is focusing on passing his HKDSE</u>. David <u>is acting in a Hollywood film</u>.</p>
<b>What will the person do? (將會做甚麼?)</b>	<p>Ricky <u>will represent</u> Hong Kong in the 2016 Brazil Paralympics. In the long term, Ricky <u>hopes to help</u> other people with disabilities.</p>

**I. Memo (便條)**

<b>機構名稱</b> <b>Memo</b>	
From (寄件人): To (收件人): Date (日期): Re (標題):	Jennifer Tang All committee members 11 April 2014 Arrangements for Bowling Week
<b>Opening (開端)</b>	
簡介會面討論事項	
<b>會面細節</b>	
Date (日期): Time (時間): Venue (地點):	14 April 2014 4 p.m. Activity Room
<b>Closing (禮貌的總結 + 期待見面)</b>	