

Road to HKDSE

Writing notes (15) -- Question Analysis

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審視作文題目，要注意以下因素：

<p align="center">議題 (Issue)</p> <p>Sports? Workplace? Social Issues? Popular Culture?</p>	<p align="center">範圍 (Company? School? Society?)</p>
<p align="center">讀者對象 (Students? Employees? The Principal? The government? The public?)</p>	<p align="center">文章體裁 (Article? Letter? Formal? Informal?)</p>
<p align="center">文章性質 (Request? Persuade?)</p>	<p align="center">刊登刊物 (Newsletter? Magazine? Report?)</p>
<p align="center">時間性 (Present? Past? Future?)</p>	<p align="center">角色 (Performer? President of SU?)</p>
<p align="center">場合 (Open Day? Conference?)</p>	<p align="center">考問要點 (Describe? View? Good points and bad points? Suggestions?)</p>

Part A Writing

審視Part A作文題目，要注意以下要點:

要點	例子
1. 有時需寫標題	You need to give a title to each photo. (HKDSE 2013 Q1)
2. 寫小標題留意題目指示	<p>Complete the following sections of the information poster (PP Q1)</p> <p>Use the following three headings to write the article. Add one heading of your own. (HKDSE 2012 Q1)</p> <p>Write your article using the three headings provided. You can use the headings in any order. (HKDSE 2014 Q1)</p>
3. 記述過往的事用 past tenses	<p>Write a report for your own school newspaper describing what happened. (Sample Q1)</p> <p>My school days (PP Q1)</p> <p>You have to present two photos. (HKDSE 2013 Q1)</p> <p>Lucky Village 40 years ago (HKDSE 2014 Q1)</p> <p>An event that changed Lucky Village (HKDSE 2014 Q1)</p>
4. 各部份內容應該互相扣連	<p>My school days \leftrightarrow The best part of my job (HKDSE 2012 Q1)</p> <p>Life in Lucky Village 40 years ago \leftrightarrow What Lucky Village is famous for (HKDSE 2014 Q1)</p>
5. 審題要兼顧大題目和分題	<p>You are the President of the Students' Union at your school. You are preparing a speech to welcome new students on the first day of school. In order to help new students achieve success and have an enjoyable school life, you want to talk about the following in your speech:</p> <ul style="list-style-type: none"> ◇ importance of following school rules ◇ importance of interpersonal relationships <p>(HKDSE 2016 Q1)</p>

HKDSE English 2013 Q6

Learning English through Workplace Communication (article)

You are a human resources assistant. Your boss has observed that **many people are leaving the office very late**. He has asked you to write an article for the company newsletter **describing the situation and discussing the negative effects**. You have also been asked to **give two suggestions to improve the situation**. Provide a **suitable title** for your article.

審題項目	題目重點	注意事項
議題	workplace	✓ 整篇文的重點都要 <u>圍繞工作</u>
範圍	your company	✓ 內容一定要 <u>針對公司</u> ，不能描述香港整體情況 ✓ 文章首尾、各段標題句和總結句，可多提company相關字眼，加強扣題
讀者對象	employees	✓ 要描述 <u>員工在工作場所面對的問題</u> ， <u>建議一定要針對員工</u> ✓ 文章首尾、各段標題句和總結句，可多提 <u>employees / colleagues</u> 等字眼，加強扣題
文章體裁	article	✓ 用 <u>semi-formal</u> 語氣，要記述 <u>公司內部狀況</u> ，也可以 <u>文字歸納數據</u>
刊登刊物	company newsletter (內部通信)	✓ <u>讀者一定是公司員工</u>
考問要點	<ul style="list-style-type: none"> describe the problems caused by overuse of smartphones based on personal observation give advice 	✓ 一定要寫leaving the office late帶來的問題， <u>不能寫原因，也不能寫leaving the office late以外的問題，否則離題!!</u> ✓ 要寫 <u>親身經歷</u> ，可用According to my observation / I witnessed等句式，加強真實感

HKDSE English 2014 Q6 (Article)

Learning English through Workplace Communication

The Hong Kong Daily is asking students to submit an article about their **summer job experiences**. You were employed as a **costumed character performer** in **one of the local theme parks** last summer. In your **article**, write about your **typical working day**, and the **good things and bad things** about your job. Write the article.

審題項目	題目重點	注意事項
議題	workplace	✓ 整篇文的重點都要 <u>圍繞工作</u>
範圍	summer job experience in a theme park	✓ 一定要寫在 <u>主題公園暑期工的經歷</u> ， <u>不能寫其他類型的樂園或工作機構</u> ，否則 <u>離題!!</u>
角色	a costumed character performer	✓ 一定要寫自己成為 <u>卡通人物扮演員</u> ， <u>不能寫其他職位!!</u>
時間性	last summer	✓ 敘事部份一定要用 <u>past tense/past continuous/past perfect</u> ，否則 <u>language 嚴重扣分!!</u>
文章體裁	Article in a newspaper submitted by a student	✓ <u>Informal Essay</u> ，要寫 <u>標題</u> ，行文語氣較輕鬆，可用簡寫，富有感情色彩
考問要點	<ul style="list-style-type: none"> a typical working day the good things and bad things about your job 	✓ 一定要寫 <u>一日之內的工作經歷</u> ， <u>不能描寫不同日子不同的工作經歷</u> ，否則 <u>離題!!</u> ✓ 可在 <u>段落首尾提typical working day字眼</u> ， <u>加強扣題</u> ✓ 詳述工作的樂趣和苦處，好壞處各寫2個或3個 ✓ 可在 <u>段落首尾提good thing/advantage/benefit // bad thing/disadvantage/drawback等字眼</u> ， <u>加強扣題</u>

HKDSE English 2016 Q2 (Letter to the editor)

Learning English through Sports Communication

Because of the lack of sports facilities, some people in your community have suggested that **schools** should allow the public to use their sports facilities **after school hours**.

Write a **letter to the editor** of the **Hong Kong Daily** stating your opinion. Support your opinion with **three reasons**.

審題項目	題目重點	注意事項
議題	workplace	✓ 整篇文的重點主要 <u>圍繞運動和健康</u>
範圍	schools in Hong Kong	✓ 一定要寫 <u>全港學校</u> ， <u>不能只寫自己學校</u> ， <u>否則離題!!</u>
時間性	after school hours	✓ 一定要寫 <u>放學時間後</u> ， <u>例如星期一至五 1600-2200</u> ， <u>星期六日</u> ， <u>不能寫上課時間</u> <u>讓public用facilities</u> ， <u>否則離題!!</u>
文章體裁	letter to the editor	✓ Formal Letter ，上款寫Dear Editor，下款寫Yours faithfully, Chris Wong
考問要點	<ul style="list-style-type: none"> allow the public to use their sports facilities after school hours Support your opinion with three reasons 	✓ 贊成可寫 <u>香港運動設施嚴重不足</u> ， <u>建議可推動運動文化</u> ， <u>提升市民健康</u> ✓ 反對可寫建議 <u>剝削學生放學後使用sports facilities的權利</u> ， <u>對放學後補課或溫習的學生造成滋擾</u> ， <u>增加學校行政成本</u> ✓ 寫 <u>3個主論點</u> 或 <u>2主論點加1駁論</u>

HKDSE English 2014 Q2 (Letter to a fitness centre)

Learning English through Sports Communication

A local fitness centre is being renovated. As the chairperson of your school's Sports Club, write a **letter to ask the fitness centre to donate some of their old equipment to your school**. In your letter, describe **how the donation could benefit your school and the fitness centre**.

審題項目	題目重點	注意事項
議題	sports communication	✓ 整篇文的重點主要 <u>圍繞運動和健康</u>
範圍	the fitness centre your school	✓ 內容一定要 <u>針對捐助對健身中心和學校的好處</u> ，不能談及其他方面，否則離題!!
讀者對象	the fitness centre	
文章體裁	Letter to a business organization	✓ Formal Letter ，上款寫Dear Sir/Madam，下款寫Yours faithfully, Chris Wong + Chairman of XXX school's Sports Club
文章性質	Request for donation	✓ 語氣一定要 <u>恭敬</u> ，千萬 <u>不能用威逼語氣</u> ，結尾要表示感謝
考問要點	<ul style="list-style-type: none"> Describe how the donation could benefit your school and the fitness centre. 	✓ 學校方面可以指出捐助能 <u>促進運動文化，提升學生健康</u> ✓ 健身中心方面可以指出捐助能 <u>節省棄置成本，提升企業形象</u>

HKDSE English 2012 Q2 (Forum Post)

Learning English through Sports Communication

You have been following an online debate in *Health and Fitness eMag* about the value of doing virtual sports (such as those played on a Wii) versus real sports. Write your view on the topic and post it on the online forum.

審題項目	題目重點	注意事項
議題	sports communication	✓ 整篇文的重點主要 <u>圍繞運動和健康</u>
範圍	health and fitness	✓ 討論區名稱為 <u>Health and Fitness</u> ，應該從 <u>身體健康和心理健康</u> 分析virtual sports和real sports的優劣
文章體裁	A post on an online forum	✓ <u>Informal Essay</u> ，要寫標題，行文語氣較輕鬆，可用 <u>簡寫</u> ，宜 <u>多用個人生活事例</u>
考問要點	Write your view virtual sports vs real sports	✓ “Write your view”和“versus”代表文章是 One-sided argumentative ，應該從virtual sports和real sports <u>兩者選其一</u> ， <u>分析選擇為何比另一選項優勝</u>

HKDSE English 2015 Q2 (Letter to the principal)

Learning English through Sports Communication

A number of your classmates have expressed their **disappointment about physical education (PE) lessons** at school, saying that the lessons are not interesting. As the chairperson of the Class Association, you have decided to **reflect your classmates' opinions** about this to your **principal, Ms Chan**.

Write a letter to Ms Chan **explaining why your classmates are unhappy about existing PE lessons**. You should then **suggest two new activities that could be introduced in future PE lessons** and explain why students would prefer such activities.

審題項目	題目重點	注意事項
議題	Sports Communication	✓ 整篇文的重點主要 <u>圍繞運動和健康</u>
範圍	your classmates your principal future PE lessons	✓ 內容一定要針對 <u>自己班級和同學</u> ， <u>不能寫其他學校</u> ， <u>不能寫香港整體狀況</u> ，否則離題。 ✓ <u>建議一定要在PE lessons實行</u> ，不能提議班際或校際比賽
角色	a chairperson of the Class Association reflecting classmates' opinion	✓ 學生寫信給校長，語氣要 <u>恭敬</u> ✓ 代表同學表示不滿， <u>行文一定從學生立場出發</u> ， <u>不能否定同學的意見</u>
時間性	future PE lessons	✓ 建議一定要在將來PE lessons實行
文章體裁	Letter to the principal	✓ <u>Formal Letter</u> ，上款寫Dear Ms Chan，下款寫Yours sincerely, Chris Wong + Chairperson of the Class Association
考問要點	<ul style="list-style-type: none"> explaining why your classmates are unhappy about existing PE lessons suggest two new activities that could be introduced in future PE lessons 	✓ 同學不滿可指出體育科活動 <u>單調</u> 、 <u>缺乏諮詢</u> 和 <u>缺乏競爭</u> ✓ 建議可推薦體育課教授 <u>同學熱愛的運動</u> ，加入 <u>競爭元素</u>

HKDSE English Sample Paper Q9 (Letter to a non-governmental organization)

Learning English through Social Issues

You suspect that your neighbours are treating their pets badly. Write a **letter to the Society for the Prevention of Cruelty to Animals (SPCA)** showing your concern and **give details of any incidents of abuse you are aware of**. Suggest what could be done to ensure the welfare of the pets and say why these measures are urgent. Sign your name 'Chris Wong'.

審題項目	題目重點	注意事項
議題	Social Issues	
範圍	your neighbour and your pets	✓ 內容一定要針對 <u>鄰居虐待寵物的情況</u> ， <u>不能論述香港整體情況</u>
讀者對象	The SPCA	✓ 建議要針對 SPCA，提出 <u>SPCA可實行的措施</u>
文章體裁	Letter to a non-governmental organization	✓ Formal Letter ，上款寫Dear Sir/Madam，下款寫Yours faithfully, Chris Wong
考問要點	<ul style="list-style-type: none"> Showing your concern Give <u>details of any incidents</u> of abuse you are aware of Suggest what could be done 	✓ 信件開頭清楚交代 <u>I am writing to express my concern about</u> the problem of animal abuse in my neighbourhood ✓ 一定要 <u>記敘鄰居虐待寵物的情況</u> ， <u>不能只論述虐待動物的原因或影響</u> ，否則離題!! ✓ 從 <u>加強執法</u> 和 <u>加強教育</u> 等方面給予建議
時間性	Give <u>details of any incidents</u>	✓ 如果記述已發生的虐待事件，應該用 <u>past tense/past continuous/past perfect</u> ✓ 如果記述的虐待事件每日發生，應該用 <u>present tense</u>

HKDSE English Practice Paper Q9 (Speech)

Learning English through Social Issues

You want to give a **speech** at the following conference:

Growing up in H.K. in the 21st Century

A conference for young people aged 13-18

We are looking for students to give short talks on the topic of

‘The joys of being a teenager in Hong Kong’

Write a speech for the conference.

審題項目	題目重點	注意事項
議題	Social Issues	✓ 整篇文可以論述 <u>社會不同方面</u>
範圍	Hong Kong	✓ 整篇文限制較少， <u>論述範圍較廣</u>
讀者對象	teenagers (13-18)	✓ 內容一定要 <u>針對年青人</u> ，談及其他年齡人士會離題!! ✓ 文章首尾、各段標題句和總結句，可多提 <u>teenagers/youngsters</u> 等字眼，加強扣題
文章體裁	Speech	✓ 要打招呼，注意和觀眾的互動，結尾要感謝觀眾
場合	Conference	✓ 使用 <u>formal</u> 語氣
考問要點	<ul style="list-style-type: none"> The joys of being a teenager in Hong Kong 	✓ 一定集中寫年青人的 <u>樂趣</u> ， <u>不能談及</u> 他們面對的 <u>困難</u> ，否則離題!! ✓ 可以分析 <u>普遍情況</u> ，引用 <u>個人經歷</u> ✓ 可以從 <u>物質</u> 和 <u>心靈</u> 2方面分析 ✓ 文章首尾、各段標題句和總結句，可多提 <u>joy/happiness/merriment</u> 等字眼，加強扣題

HKDSE English 2016 Q4 (Letter to the editor)

Learning English through Debating

It has recently been reported that **some parents in Asian countries** are installing apps on their children's mobile phones that **monitor their activities** to ensure that **they use these devices responsibly**.

Write a letter to the Young Post stating whether you agree with these parents' actions or not. Justify your position with **three reasons**.

審題項目	題目重點	注意事項
範圍限制	<ul style="list-style-type: none"> some parents in Asian countries monitor their activities to ensure they use these devices responsibly 	<ul style="list-style-type: none"> ✓ 要針對Asia，用字上<u>不能說parents in Hong Kong</u>，要扣緊Asian parents字眼，最好能援引亞洲例子 ✓ 一定要寫<u>監視子女mobile phones上的活動</u>，<u>不能寫監視子女日常活動和行蹤</u>，否則離題!
文章體裁	letter to the editor	<ul style="list-style-type: none"> ✓ Formal Letter，上款寫Dear Editor，下款寫Yours faithfully, Chris Wong
考問要點	<ul style="list-style-type: none"> monitor their activities to ensure they use these devices responsibly Justify your position with three reasons 	<ul style="list-style-type: none"> ✓ 贊成可寫<u>防止子女沉迷使用手機，損害健康，避免不良資訊荼毒心靈，誤墮犯罪者圈套，招致損失</u> ✓ 反對可寫<u>破壞父母與子女的信任，為子女樹立壞榜樣</u> ✓ 寫<u>3個主論點</u>或<u>2主論點加1駁論</u>

主要題目類型概覽

類型	重點字眼	試題例子
1. O n e - s i d e d argumentative Letter/article (必須有明確立場)	✓ express your views ✓ what is your opinion ✓ justify your position ✓ you believe (that) (假定你有某立場) ✓ whether you are for or against ✓ whether you agree (贊成/反對)	HKDSE English 2016 Q2 Learning English through Sports Communication Because of the lack of sports facilities, some people in your community have suggested that schools should allow the public to use their sports facilities after school hours . Write a letter to the editor of the Hong Kong Daily stating your opinion. Support your opinion with three reasons .
2. Two-sided argumentative (均衡鋪陳正反論 點，不需要有明確 立場)	✓ the advantages and disadvantages of ✓ the benefits and drawbacks of ✓ the pros and cons of ✓ the good things and bad things of	Learning English through Popular Culture Taking selfies has been getting more and more popular in the world. Write an article for your school magazine describing the phenomenon according to your own observation. You should also analyse <u>the benefits and drawbacks of</u> taking selfies.

類型	重點字眼	試題例子
3. Issue-Suggestions	<ul style="list-style-type: none"> ✓ expressing your concerns ✓ describing the situation ✓ give details of any incidents ✓ share your experience of ... ✓ outline the point of view of ✓ Explain why ✓ the reasons for ✓ discussing the negative effects ✓ give suggestions ✓ give recommendations 	<p>HKDSE English 2013 Q6</p> <p>Learning English through Workplace Communication</p> <p>You are a human resources assistant. Your boss has observed that many people are leaving the office very late. He has asked you to write an article for the company newsletter <u>describing the situation</u> and <u>discussing the negative effects</u>. You have also been asked to <u>give two suggestions</u> to improve the situation. Provide a suitable title for your article.</p>
4. Persuasive Letter	<ul style="list-style-type: none"> ✓ persuade ... to 	<p>HKDSE English 2014 Q5</p> <p>Learning English through debating</p> <p>Currently, only a small number of students in your school have access to school lockers. As the chairperson of the Student Union of your school, you have collected the views of students from different classes on this issue. Write a letter to Ms Lee, your school Principal, to <u>persuade her to</u> change the policy on lockers.</p>

類型	重點字眼	試題例子
5. Letter of Request	<ul style="list-style-type: none"> ✓ ask sbdy to donate ✓ describe how the donation could benefit ... 	<p>HKDSE English 2014 Q2</p> <p>Learning English through Sports Communication</p> <p>A local fitness centre is being renovated. As the chairperson of your school's Sports Club, write a letter to <u>ask the fitness centre to donate some of their old equipment to your school</u>. In your letter, <u>describe how the donation could benefit</u> your school and the fitness centre.</p>
6. Introduction of an activity	<ul style="list-style-type: none"> ✓ outlining the new project ✓ explaining the activities ✓ the benefits of the activity ✓ the importance in 	<p>HKDSE English 2012 Q8</p> <p>Learning English through Workplace Communication</p> <p>You are an intern at Hong Kong Correctional Services. The government has launched a campaign called <i>Second Chance</i> to encourage employers to recruit reformed criminals or drug addicts. Write a letter to all Hong Kong businesses <u>outlining the new project</u>, <u>explaining the benefits</u> and <u>persuading them</u> to join the scheme.</p>

類型	重點字眼	試題例子
7. Letter of Advice	<ul style="list-style-type: none"> ✓ offering advice ✓ advise him to ✓ persuade him to ✓ what could be improved ✓ give reasons for your advice 	<p>HKDSE English Sample Paper Q3</p> <p>Learning English through Sports Communication</p> <p>You have received a letter from your brother Andy who is studying in America, telling you he has taken up motorbike racing as a hobby. Write a reply to him, <u>explaining why you are worried about</u> his new hobby. Try to <u>persuade him to</u> take up a different sport and <u>give reasons for your recommendation</u>.</p>
8. Descriptive	<ul style="list-style-type: none"> ✓ describing what happened ✓ typical working day ✓ the good things and bad things about your job ✓ how you feel / felt ✓ what you learnt from this experience ✓ how ... can benefit ✓ discuss the challenges ✓ what you need to improve 	<p>HKDSE English 2014 Q7</p> <p>Learning English through Popular Culture</p> <p>You recently attended a stand-up comedy show and you were impressed by the performance. Write an article for your school magazine <u>describing the show, discussing the challenges</u> such performers might face and <u>how students at school can benefit</u> from watching such a performance.</p>

類型	重點字眼	試題例子
9. Story	<p>✓ Write a story about how you found out the truth</p> <p>✓ Write a short story describing the events that led up to ...</p>	<p>HKDSE English 2014 Q9</p> <p>Learning English through Short Stories</p> <p>You are taking a creative writing workshop and you have to submit the following assignment:</p> <p>Imagine you are a university student living in a student hall. Your roommate has suddenly decided to leave. Write a short story <u>describing the events that led up to your roommate's sudden departure.</u></p>