

Road to HKDSE

Writing notes (7) (Letter of Advice - 建議書)

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\*筆記從第二頁開始

## A. 歷屆試題

	題目	考核重點
1	<p><b>HKDSE English Sample Paper Q4</b></p> <p><b>Learning English through Poems and Songs</b></p> <p>A local restaurant is running a competition for a creative advertisement to attract overseas tourists. Your friend, Pat, wants to enter the competition and has written a poem which he thinks could be quite effective for advertising the restaurant. He has asked for your opinion.</p> <p><b><u>Write a reply to Pat</u></b> telling him what you think about his idea.</p> <p><b><u>Comment on the things you like best about his poem</u></b> and <b><u>what could be improved to make the advertisement more effective.</u></b></p> <p style="text-align: center;">Lunchtime in Golden Bauhinia Chinese Restaurant</p> <p style="text-align: center;">Many people wait</p> <p style="text-align: center;">It's already one o'clock</p> <p style="text-align: center;">Will they get a seat?</p> <p style="text-align: center;">Around the tables</p> <p style="text-align: center;">Everyone talking loudly</p> <p style="text-align: center;">It makes my ears hurt.</p> <p style="text-align: center;">I can smell my lunch</p> <p style="text-align: center;">Noodles, garlic and roast pork</p> <p style="text-align: center;">I hope it comes soon.</p> <p style="text-align: center;">Delicious dim sum</p> <p style="text-align: center;">Spring rolls, crispy and crunchy,</p> <p style="text-align: center;">They are my favourite.</p> <p style="text-align: center;">Yummy roast pork bun</p> <p style="text-align: center;">So hot it burns my hand</p> <p style="text-align: center;">Ouch! Eat it quickly.</p>	<p>a. A competition for a creative advertisement</p> <p>b. Write a reply to your friend</p> <p>c. Comment on the things you like best about his poem</p> <p>d. Comment on what could be improved to make the advertisement more effective</p>

	題目	考核重點
2	<p><b>HKDSE English Sample Paper Q3</b></p> <p><b>Learning English through Sports Communication</b></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. <u>Write a reply to him, explaining why you are worried about his new hobby. Try to persuade him to take up a different sport</u> and give reasons for your recommendation.</p>	<p>a. Motorbike racing as a hobby</p> <p>b. Write a reply to your brother</p> <p>c. Explain why you are worried</p> <p>d. Persuade him to take up a different sport</p>
3	<p><b>HKDSE English Practice Paper Q8 (Email)</b></p> <p><b>Learning English through Workplace Communication</b></p> <p>Your friend is going for a job interview for the position of “Part-time Promoter” for a mobile phone company. It will be a group interview. Your friend is very nervous and has asked you for your advice. Write an email to your friend offering advice on how to prepare for the interview and what to do during the interview.</p>	<p>a. A job interview</p> <p>b. Write an email to your friend</p> <p>c. Advise on how to prepare for the interview</p> <p>d. Advise on what to do during the interview</p>
4	<p><b>HKDSE English 2014 Q3 (Email)</b></p> <p><b>Learning English through Drama</b></p> <p>Your school has received a complaint from City Hall about the poor behaviour of a group of your Drama Club members who attended a drama performance last week. You are the chairperson of your school’s Drama Club and you have been asked by your teacher to write an email to your Club members regarding the complaint. Write the email to your Club members.</p>	<p>a. Role: the chairperson of your school’s Drama Club</p> <p>b. Write an email to your Club members regarding the complaint</p>

## HKDSE English Practice Paper Q8

### Learning English through Workplace Communication

Your **friend** is going for **a job interview** for the position of “**Part-time Promoter**” for a mobile phone company. It will be a group interview. Your friend is very **nervous** and has asked you for your advice. Write **an email** to your friend **offering advice** on **how to prepare for the interview and what to do during the interview**.

上款	Dear Peter,
Paragraph 1 開場白	<p>1. 問候對方</p> <p>How are you recently? Sorry for the late reply but I really got a <b>hectic</b> schedule <b>packed with</b> assignments and tests in the past few weeks.</p> <p>2. 回應對方信件的重點</p> <p>Having heard that you are going to a job interview for the position of “Part-time Promoter” for a mobile phone company, I feel so happy for you. Don’t worry too much!</p> <p>3. 表明寫信目的</p> <p>Here I would like to offer you some advice on how to prepare for the interview and what to do during the group interview.</p>

<p>Paragraph 2</p> <p>建議一 (熟悉公司及產品資料)</p>	<p>1. 標題句</p> <p>I think the first thing you have to do before the interview is to <b><u>get yourself familiarize with</u></b> the company's background information, including their <b><u>mission</u></b>, target customers and products.</p> <p>2. 詳細建議</p> <p>Having a <b><u>thorough</u></b> understanding of products and customers' needs is important for you to <b><u>contribute to</u></b> the company's <b><u>profits</u></b>. Therefore, you should definitely do some research about the design, functions and price range of the company's products. I believe visiting the company's webpage will be more than enough.</p> <p>3. 總結句</p> <p>I am sure that it will help you <b><u>stand out</u></b> from other candidates.</p>
<p>Paragraph 3</p> <p>建議二 (準備文件)</p>	<p>1. 標題句</p> <p>Another reminder is that you should <b><u>get yourself prepared for</u></b> the documents needed, the clothing that you will wear and the transport that you will take on that day.</p> <p>2. 詳細建議</p> <p>Documents include your <b><u>resume</u></b>, results of public examinations, proofs of previous part-time jobs and <b><u>internship</u></b> and any other certificates proving your <b><u>qualifications</u></b>. It saves time for photocopying and will show the interviewers your <b><u>passion for</u></b> the job. As for clothing, I think wearing suit would be the best choice because it makes you look more <b><u>mature</u></b> and professional. Also, I think you should search for all the routes together with the estimated time before the interview to avoid being late.</p> <p>3. 總結句</p> <p>All these can give the interviewers a good impression.</p>

<p>Paragraph 4</p> <p>建議三 (表現長處)</p>	<p>1. 標題句</p> <p>Lastly, you should <u>maintain your composure</u> and <u>showcase</u> your strengths.</p> <p>2. 詳細建議</p> <p>You have already made a great step forward with <u>sufficient</u> preparation and the key to success will be your performance <u>on the spot</u>. I know that you are quite <u>anxious</u> but don't panic and try your best. You are always <u>energetic</u> and outgoing. Just show them your strengths and <u>seize the opportunity</u> to express yourself in the group interview. Keep yourself polite and <u>enthusiastic</u> without being <u>dominating</u>.</p> <p>3. 總結句</p> <p>As long as you are confident, you will let the interviewers know that you are the most appropriate candidate among all.</p>
<p>Paragraph 5</p> <p>結語</p>	<p>1. 祝願對方成功</p> <p>Good luck! Everything will <u>run smoothly</u>. I look forward to your good news.</p>
<p>下款</p>	<p>Best regards, Chris</p>

## HKDSE English Sample Paper Q3

### Learning English through Sports Communication

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, explaining why you are worried about his new hobby. Try to persuade him to take up a different sport and give reasons for your recommendation.

上款	Dear Andy,
Paragraph 1 開場白	<p><b>1. 問候對方</b></p> <p>I'm sure you are enjoying your new school life in Australia.</p> <p><b>2. 回應對方信件的重點</b></p> <p>You told me that you've <u>taken up</u> motorbike racing <u>as a hobby</u>. I've looked at the photos you sent me of your racing. You seemed to be enjoying your new hobby very much. However, I'm quite worried about that.</p> <p><b>3. 表明寫信目的</b></p> <p>Here I would like to offer you some advice on the potential dangers of motorbike racing and recommend an <u>alternative</u> hobby for you.</p>

<p>Paragraph 2</p> <p>解釋一 (電單車太危險)</p>	<p>1. 標題句</p> <p>To commence with, motorbike racing is a very dangerous sport.</p> <p>2. 詳細解釋</p> <p>It may easily cause severe injuries or even death. There are <b><u>a host of</u></b> cases worldwide in which <b><u>adolescents</u></b> have been seriously injured or even died when participating in motorbike racing.</p> <p>3. 總結句</p> <p>I hope you can avoid taking part in motorbike racing since we seriously don't want you to <b><u>put your life to jeopardy</u></b>.</p>
<p>Paragraph 3</p> <p>解釋二 (電單車浪費時間)</p>	<p>1. 標題句</p> <p>It is also noteworthy that motorbike racing is an extremely time-consuming activity.</p> <p>2. 詳細解釋</p> <p>In order to control your bike perfectly, you would need to develop precise techniques. Furthermore, you are required to <b><u>familiarize yourself with</u></b> the tracks in various competitions. To be sure, all these would take you a lot of time.</p> <p>3. 總結句</p> <p>As the chance to study overseas is <b><u>precious</u></b>, you should <b><u>treasure such an opportunity</u></b> and spend more time studying.</p>



<p>Paragraph 4</p> <p>解釋三 (電單車浪費金錢)</p>	<p>1. 標題句</p> <p>In addition, the equipment required for the activity is very expensive since it has to <u>meet</u> certain safety <u>standards</u>.</p> <p>2. 詳細解釋</p> <p>Not only is the motorbike itself costly, the <u>accessories</u> and <u>supplementary</u> equipment such as <u>helmets</u> and gloves can also <u>cost you a fortune</u>. You should also bear in mind that you will have to pay long-term maintenance expenses so that your bike can work properly.</p> <p>3. 總結句</p> <p>Apparently, this would be a heavy <u>financial burden</u> for you and your family.</p>
<p>Paragraph 5</p> <p>另外選擇</p>	<p>1. 標題句</p> <p>In fact, there are still many types of sports that you might consider participating in. Why not try rugby?</p> <p>2. 詳細解釋</p> <p>I know rugby is a popular sport in Australia. In contrast, you will have few opportunities to even try it out in Hong Kong. Rugby is definitely more exciting than motorbike racing. Other than that, playing rugby is also beneficial to your health. Through taking part in this team sport, you will make more friends <u>from all walks of life</u>. Most importantly, you will learn how to <u>collaborate with</u> your teammates, which is an <u>indispensable</u> skill in our society.</p> <p>3. 總結句</p> <p>I'm quite sure that you would benefit even more from playing rugby than from participating in motorbike racing.</p>

<p>Paragraph 6</p> <p>總結</p>	<p>1. 再次勸喻對方放棄電單車</p> <p>You are always a reasonable person. <b>I hope you understand why</b> I'm concerned about your hobby.</p> <p>2. 勸勉對方</p> <p>Consider taking up another sport as your hobby. <b>Don't forget to <u>strike a balance between</u></b> studying and your hobby as well.</p> <p>3. 期待回信 + 祝願</p> <p>I look forward to hearing from you soon. Do work hard.</p>
<p>下款</p>	<p>Take care,</p> <p>Chris</p>

## HKDSE English 2014 Q3

### Learning English through Drama

Your school has received a complaint from City Hall about the poor behaviour of a group of your Drama Club members who attended a drama performance last week. You are the chairperson of your school's Drama Club and you have been asked by your teacher to write an email to your Club members regarding the complaint. Write the email to your Club members.

上款	Dear Drama Club Members,
Paragraph 1  開場白	<p>1. 寫信目的 (事情 + 時間 + 地點)</p> <p>I am writing to inform you of the complaint our school received from City Hall regarding your poor behavior during the drama performance you attended last week.</p> <p>2. 批評學生</p> <p>According to the organizers of the performance, your behavior was “<b><u>utterly unacceptable</u></b>” and “was a <b><u>disgrace</u></b> to your school”. I would like to take this opportunity to express my disappointment towards your selfish and poor behavior and I sincerely hope that all of you would read through this email seriously to prevent any misbehavior during drama performances in the future.</p>

<p>Paragraph 2</p> <p>詳細批評1</p>	<p>1. 敘述學生行為不當</p> <p>I have been made known that many of you <b><u>disregarded</u></b> the actors and the actresses onstage and the audience, talking loudly with your friends during the course of the performance. Some of you even <b><u>relentlessly raised your voice</u></b> when talking at times, regardless of Miss Lee's warning during the show.</p> <p>2. 詳細批評學生 喧嘩</p> <p>Firstly, I am extremely disappointed with the selfish behavior <b><u>portrayed</u></b>. I do understand that some of you might be bored or uninterested. However, we must not forget that by chatting during a show, we were <b><u>depriving</u></b> the rights <b><u>of</u></b> other people in the <b><u>auditorium</u></b> and it was extremely selfish to affect the actors' performance for your own benefits. In case you would like to share a comment or two with your friends concerning the show, keep it till after the show to prevent <b><u>posing any disturbance</u></b> to the audience.</p>
<p>Paragraph 3</p> <p>詳細批評2</p>	<p>1. 敘述學生行為不當</p> <p>In addition, I was told that some of you did not follow the rules and regulations of City Hall, eating and drinking in the theatre during the show.</p> <p>2. 詳細批評學生在劇場飲食</p> <p>I would like to emphasize the importance of following a set of <b><u>social etiquette</u></b> in public. You are representing the school, and thus please be reminded of the necessary behavior required when attending such public activities. To begin with, it was unacceptable and intolerable for you to give a bad impression to the City Hall when representing the school. Secondly, you should remember that the regulations prohibiting eating and drinking are necessary to keep the theatre clean at all times. Therefore, in the foreseeable future, please act more responsibly and follow the instructions of different public events, be it a drama performance or a sports activity.</p>

Paragraph 4	<p>1. 敘述學生行為不當</p>
詳細批評3	<p>Furthermore, Miss Lee informed me that many of you <b><u>burst into laughter</u></b> at inappropriate times and some of your mobile phones even rang during the performance.</p> <p>2. 詳細批評學生大笑</p> <p>I am sure many of you have had the experience of performing onstage, in which you have to let the emotions of the character <b><u>soak in</u></b> in order to deliver an outstanding performance. Imagine you are playing the role of Romeo, <b><u>lamenting</u></b> in melancholy next to the “dead” Juliet, and someone in the auditorium <b><u>snickered</u></b> loudly and a mobile phone rang. Will you be affected? The actors and actresses have <b><u>put in so much effort</u></b> in creating a <b><u>spectacular</u></b> show and have spent months trying to interpret the characters, with a view to delivering a perfect performance and <b><u>capture the hearts and minds of the audience</u></b>. Is it fair to ruin the performance just because you cannot <b><u>exert</u></b> self-control? Undeniably, laughter during appropriate times such as in a comedy is <b><u>vital</u></b> to encourage the comedians onstage, yet please note that inappropriate outburst of laughter can severely <b><u>sabotage</u></b> the mood of all the performers. Do not laugh inappropriately and switch off your mobile phones before the show.</p>

<p>Paragraph 5</p> <p>詳細批評4</p>	<p><b>1. 敘述學生行為不當</b></p> <p>Lastly, the complaint from the City Hall noted that some of you were sleeping in your seats during the performance and during the question-and-answer session. None of you paid any attention or had any contributions.</p> <p><b>2. 詳細批評學生缺乏集中</b></p> <p>I would like to highlight once again the <u>strenuous efforts</u> made during the preparation and organization of the event. Many of you have participated in large-scale drama performances at school and I am sure you can recall the endless nights of rehearsal and the hours we <u>sacrificed</u> to design the music, lighting and props. I believe that it is extremely disrespectful for some of you to sleep during the performance. I understand that at times, some drama performances may not cater to your preference. Nevertheless, we should still express our <u>gratitude</u> and respect to the performers. According to <u>Confucianism</u>, there is a teacher in every three people. Instead of falling asleep, you should have paid attention to the performance, <u>critiquing</u> it and analyzing how the features and elements of the drama could have been improved. Only through concentrating on the show can you find your own weaknesses and enhance your performance in the school plays in the future.</p> <p><b>3. 詳細批評學生沉默不發言</b></p> <p>The question-and-answer session was hosted especially to allow students to learn more about acting, directing and stage designing. The drama troupe hoped to <u>inculcate</u> theatrical knowledge and the skills of <u>aesthetic judgment in</u> students. The aim of sending all of you to this drama performance is to allow you to widen your horizons and learn from the professionals. However, by remaining silent in the Q&amp;A session, not only did you disrespect the occasion and the hard work of the actors, you also deprived yourselves of an opportunity to learn. Therefore, in future drama performances, remember to display a sense of enthusiasm about learning by actively participating in the question-and-answer session, <u>in lieu of</u> remaining silent.</p>
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Paragraph 6	<p>1. 強調戲劇對學生的價值</p> <p>Drama is not only an arena and platform for people to display their talent in aesthetic development, it is also a <b><u>conduit</u></b> for youngsters to grow and develop into responsible, appreciative and thoughtful leaders of tomorrow.</p> <p>2. 對學生的勸勉</p> <p>I sincerely hope that after reading this email, you would learn how to <b><u>reflect on</u></b> your <b><u>wrongdoings</u></b> and exercise self-control during future drama performances.</p>
總結	
下款	<p>Regards,</p> <p>Chris Wong</p>

Content	7/7	7/7
Language	6/7	6/7
Organization	6/7	6/7
Total	19/21	19/21
	38/42 (5**)	

### Learning English through Workplace Communication

Your friend, Lucy Lau, has won a major singing competition and has been offered a recording contract. She has also been offered a place at the police training school to become a policewoman. She cannot decide which offer to accept and has written to ask your advice.

Write a letter in reply advising her to accept the place as a singer and giving reasons why you feel that this would be a better career choice for her. Sign your letter "Chris Wong". Do not write any address.

上款	Dear Andy,
Paragraph 1 開場白	<p><b>1. 問候對方</b></p> <p>I'm very pleased to hear from you again. I'm doing fine, and how about you? You must be doing good, right?</p> <p><b>2. 回應對方信件的重點</b></p> <p>And I should congratulate you as you have two wonderful options in front of you, and I am really jealous! Well! I know you still haven't made up your mind whether to be a police-cadet or a singer.</p> <p><b>3. 表明寫信目的</b></p> <p>As a friend, I do think that you should accept the offer of being a singer, instead of being a police-cadet.</p>



<p>Paragraph 2</p> <p>解釋一</p>	<p>1. 標題句</p> <p>In the first place, being a star has long been your <u>coveted dream</u>.</p> <p>2. 詳細解釋</p> <p>You have been telling me that your dream is to be on the stage giving brilliant performances to audience. Having won awards of various kinds in singing contests, you possess the talent in singing. Now here comes the chance. It is definitely an invaluable opportunity for you to realize your <u>long-cherished</u> dream. Now that <u>the window of opportunity has been opened</u> for you, and I do think that you should go ahead to <u>strive for excellence</u> in your life, or it will become a regret for your whole life.</p>
<p>Paragraph 3</p> <p>解釋二</p>	<p>1. 標題句</p> <p>Moreover, being a policewoman is somehow a dangerous job.</p> <p>2. 詳細解釋</p> <p>You risk your life when carrying out your duties, especially in cases of robberies and catastrophes. That policemen lose their precious lives when fulfilling duties is no news to us all. Your parents will surely be <u>apprehensive about</u> you if you truly become a policewoman, and you will worry all of those who care about you, including me, Lucy. Do you really want to see all of us live in anxiety? I really don't want you to take up such a risky post when the other alternative is so attractive. Surely being a singer is a much safer job, although you may have to put up with those cameras ( but you do enjoy them, don't you?)</p>

<p>Paragraph 4</p> <p>理解對方， 說之以理</p>	<p>1. 標題句</p> <p>I understand your worry that the salary of being a singer is not stable, especially when compared with being a police-cadet.</p> <p>2. 詳細解釋</p> <p>Yes, it's true. You will have a relatively stable salary if you become a policewoman. However, you also have a chance to get a monthly salary up to thousands of dollars if your choice is to be a singer. It all depends on your talent and whether you are willing to <u>make arduous effort</u>. I'm sure you'll be a popular singer with your extraordinary charming voice and diligence. Do believe in yourself, and I'm sure you won't let me down. Even if the career path is not as smooth as we think, you do have the option to <u>opt out of</u> the career. You can choose to enter other professions if you truly find the job not suitable for you. You may even consider again being a policewoman. It's still not too late.</p> <p>3. 總結句</p> <p>So do give yourself a chance to make your dream come true.</p>
<p>Paragraph 6</p> <p>總結</p>	<p>1. 結束信件</p> <p>Okay, it's late now. I have to go to school early tomorrow.</p> <p>2. 勸勉對方</p> <p>So do consider my advice. I will be proud of myself for having a popular singer as my good friend. Make a sensible choice and take good care of yourself!</p>
<p>下款</p>	<p>Take care,</p> <p>Chris</p>

## Learning English through Popular Culture

You have received a letter from your friend Michael who is studying in America, telling you he has been pursuing brand name products. He thinks his pursuit of these items can make him look fashionable. Write a reply to him, explaining why you are worried about his obsession with fashion.

Give him advice on how to look cool.

上款	Dear Michael,
Paragraph 1 開場白	<p>1. 回應對方信件的重點</p> <p>Thank you so much for your letter sharing with me your delight in being a “trendsetter”. I can totally feel that you’re overjoyed when you uploaded so many newly-bought “A” &amp; “F”, “Hollister” and “American Eagle” shirts on both your Facebook and Instagram.</p> <p>2. 表明寫信目的</p> <p>But to be honest, as your soul mate, I cannot help but express my worries about your obsession with these fashion items.</p>
Paragraph 2 解釋一	<p>1. 標題句</p> <p>Michael, I’m really <b>apprehensive of</b> your blind pursuit of fashion.</p> <p>2. 詳細解釋</p> <p>You told me in your letter that you saved the money by <b>skipping lunch</b> and taking up part-time jobs. Is it really worth it to work so hard simply for some designer shirts and handbags? My answer is for sure no. I do understand you desire a sense of uniqueness and you believe wearing these products can make you look chic. However, have you ever noticed the cruel fact that fashion trends change constantly? The items that <b>come into fashion</b> at this moment may <b>go out of style</b> the next day. You can’t simply keep up with the latest trends.</p>

<p>Paragraph 3</p> <p>解釋二</p>	<p>1. 標題句</p> <p>Well, you may say that you'll make all-out effort to <u>stay tuned with</u> the fashion trends.</p> <p>2. 詳細解釋</p> <p>True, you can continue to pour your life savings into the pocket of the producers of fashion items. But if you do so, you'll become <u>a slave to</u> fashion; you'll lose your soul and personality; you'll be at risk of financial peril. This can be attributed to the fact that once you become a shopaholic, you'll easily get into debt and the debts can <u>snowball</u>, messing up your life and making you reach the point of no return. As you can see, the consequences could be disastrous.</p> <p>3. 動之以情</p> <p>My dearest friend, I do care about you. Stop your obsession please!</p>
<p>Paragraph 4</p> <p>過渡段</p>	<p>1. 承上</p> <p>I know you'll have a hard time filling your <u>psychological void</u> if you end the obsession suddenly.</p> <p>2. 啟下</p> <p>So, I'm going to offer you some useful tips on making yourself chic and cool without spending extravagantly on designer clothes and accessories.</p>

<p>Paragraph 5</p> <p>選擇1</p>	<p>1. 標題句</p> <p>For a start, it's imperative that you change your mindset as regards creating fashion styles.</p> <p>2. 詳細解釋</p> <p>Have you thought about establishing your own style? Do keep in mind that it's you who set the trends and it's you who define what fashion is. A classic yet simple shirt can already create uniqueness that can capture attention. There's really no point in <u>squandering</u> thousands on fashion items every month just to become chic.</p>
<p>Paragraph 6</p> <p>選擇2</p>	<p>1. 標題句</p> <p>Another piece of advice is that you have to bear in mind the rule that true beauty <u>is not only composed of</u> outer beauty.</p> <p>2. 詳細解釋</p> <p>Inner beauty, which <u>comprises</u> such elements as intelligence, <u>caliber</u>, responsibility and morality, is another part of the formula. So, rather than becoming a fashion victim, you'd better seek to add value to your personalities. Don't you believe joining voluntary work and achieving excellent academic results could also help you look chic?</p>
<p>Paragraph 7</p> <p>總結</p>	<p>1. 勸勉對方</p> <p>Your misconception that wearing expensive clothes is equivalent to being cool and fashionable should be <u>eradicated</u> in no time. Listen to me, carrying your pursuit of designer accessories too far will ruin your life. I really hope you can take my advice.</p> <p>2. 隨時樂意幫忙</p> <p>I'm always here to help. Just let me know if you have any problems.</p>
<p>下款</p>	<p>Take care,</p> <p>Chris</p>