

Road to HKDSE 2017

Writing Notes 21 (Expository Essay and Report - 說明文和報告)

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	題目	考核重點
1	<p>HKDSE English 2012 Q9</p> <p>Learning English through Social Issues</p> <p>Your <u>school magazine</u> is going to include a <u>special feature</u> on mental health. Recently, <u>one of your friends</u> was suffering from <u>depression</u>. <u>Write an article for the school magazine about your friend's depression and how he/she overcame it. Give advice to others on how to keep fight depression.</u> You have also been asked to <u>give two suggestions to improve the situation. Provide a suitable title for your article.</u></p>	<p>a. <u>Write an article for the school magazine</u></p> <p>b. <u>Describe your friend's depression and how he/she overcame it</u></p> <p>c. <u>Give two suggestions to improve the situation.</u></p> <p>d. <u>Provide a suitable title</u></p>
2	<p>HKDSE English 2013 Q6</p> <p>Learning English through Workplace Communication</p> <p>You are a <u>human resources assistant</u>. Your boss has observed that <u>many people are leaving the office very late</u>. He has asked you to <u>write an article for the company newsletter describing the situation and discussing the negative effects.</u> You have also been asked to <u>give two suggestions to improve the situation. Provide a suitable title for your article.</u></p>	<p>a. You are a <u>human resources assistant</u>.</p> <p>b. <u>Write an article for the company newsletter</u></p> <p>c. <u>Describing the situation</u></p> <p>d. <u>Discussing the negative effects</u></p> <p>e. <u>Give two suggestions to improve the situation</u></p> <p>f. <u>Provide a suitable title</u></p>

	題目	考核重點
3	<p>HKDSE English 2015 Q4</p> <p>Learning English through Social Issues</p> <p>Many parents in Hong Kong are <u>sending their children to other countries to complete their schooling</u>. Write an <u>article</u> for your school magazine <u>examining two reasons</u> for the phenomenon. You should also discuss <u>the impact</u> of this <u>on local schools</u> and <u>on children who leave to study overseas</u>.</p>	<p>a. Write an <u>article</u></p> <p>b. Two reasons <u>why parents send their children to other countries to complete their schooling</u></p> <p>c. <u>The impact on local schools and children who leave to study overseas</u></p>
4	<p>HKDSE English 2015 Q7</p> <p>Learning English through Popular Culture</p> <p>You are working on a project entitled “<u>Cinemas in Hong Kong</u>” for the Learning English through Popular Culture module and have found that <u>fewer people go to cinemas than before</u>. Write a <u>report</u> to <u>explain why</u> this is happening and to <u>suggest what could be done to increase the number of moviegoers</u>. Give reasons to support your suggestions.</p>	<p>d. Write a <u>report</u></p> <p>e. <u>Explain why fewer people go to cinemas than before</u></p> <p>f. <u>Suggest what could be done to increase the number of moviegoers</u></p>

	題目	考核重點
5	<p>HKDSE English 2013 Q7</p> <p>Learning English through Popular Culture</p> <p>Asian singers and movie stars are gaining popularity all over the world and are no longer appealing only to Asian audiences. <u>Write an article for your school newspaper explaining why Asian stars are gaining popularity in Western countries. Give your article a title.</u></p>	<p>a. <u>Write an article for your school newspaper</u></p> <p>b. <u>Explaining why Asian stars are gaining popularity in Western countries</u></p> <p>c. Give your article <u>a title</u></p>

6	<p>HKDSE English 2016 Q5</p> <p>Learning English through Social Issues</p> <p>The Hong Kong Daily is holding an essay competition for secondary school students on the theme “<u>Hong Kong’s Disappearing Street Life</u>”. The aim is to promote youth awareness of the need to preserve unique aspects of Hong Kong culture. Entries must focus on one aspect of local street life or culture that is <u>fast disappearing</u> and <u>suggest why it is worth preserving</u>.</p> <p>Write your essay.</p>	<p>a. <u>Describe a street culture that is fast disappearing</u></p> <p>b. <u>Suggest why it is worth preserving</u></p>
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格式1

標題	
Paragraph 1 (寫作目的)	<ol style="list-style-type: none"> 1. <u>表示對某議題的關注</u> 2. <u>介紹議題背景</u> 3. 介紹文章各部分 (影響 + 建議)
Paragraph 2 (影響一)	<ol style="list-style-type: none"> 1. <u>標題句 (影響)</u> 2. 問題背景 3. <u>影響 (較輕微 / 短期)</u>
Paragraph 3 (影響二)	<ol style="list-style-type: none"> 1. <u>標題句 (影響)</u> 2. 問題背景 3. <u>影響 (較嚴重 / 長期)</u>
Paragraph 4 (承接上文，開啟下文)	<ol style="list-style-type: none"> 1. 有鑑於上述影響，提出以下建議
Paragraph 5 (建議一，要針對影響一)	<ol style="list-style-type: none"> 1. <u>標題句</u> 2. 建議<u>原因</u> / 建議<u>好處</u> 3. 建議的<u>具體實施方法</u> 4. <u>總結句</u>，強調建議可解決問題
Paragraph 6 (建議二，要針對影響二)	<ol style="list-style-type: none"> 1. <u>標題句</u> 2. 建議<u>原因</u> / 建議<u>好處</u> 3. 建議的<u>具體實施方法</u> 4. <u>總結句</u>，強調建議可解決問題
Paragraph 7 (總結)	<ol style="list-style-type: none"> 1. 再次指出問題影響 2. 強調建議有助解決問題

格式2

標題	
Paragraph 1 (寫作目的)	<ol style="list-style-type: none"> 1. <u>表示對某議題的關注</u> 2. <u>介紹議題背景</u> 3. 介紹文章各部分 (影響 + 建議)
Paragraph 2 (影響一)	<ol style="list-style-type: none"> 1. <u>標題句 (影響一)</u> 2. 問題背景 3. <u>影響 (較輕微 / 短期)</u>
Paragraph 3 (建議一，要針對影響一)	<ol style="list-style-type: none"> 1. <u>標題句</u> 2. 建議<u>原因</u> / 建議<u>好處</u> 3. 建議的<u>具體實施方法</u> 4. <u>總結句</u>，強調建議可解決問題
Paragraph 4 (影響二)	<ol style="list-style-type: none"> 1. <u>標題句 (影響二)</u> 2. 問題背景 3. <u>影響 (較嚴重 / 長期)</u>
Paragraph 5 (建議二，要針對影響二)	<ol style="list-style-type: none"> 1. <u>標題句</u> 2. 建議<u>原因</u> / 建議<u>好處</u> 3. 建議的<u>具體實施方法</u> 4. <u>總結句</u>，強調建議可解決問題
Paragraph 6 (總結)	<ol style="list-style-type: none"> 1. 再次指出問題影響 2. 強調建議有助解決問題

◇ 建議可牽涉以下stakeholders

students / teens	teachers	schools
social workers	parents	the police
the entertainment industry	the mass media	the government

◇

◇ 建議可分為concrete (具體) 和abstract (抽象)

Concrete (具體)	Abstract (抽象)
set up laws / legislation	step up education
step up law enforcement	step up publicity
monitoring / supervision	put up commercials
carry out raids	organize public campaigns
spend money / allocate resources	provide counseling services
provide financial assistance	step up cooperation / step up collaboration
	strengthen communication

◇

◇ 建議可分short run(短期) 和long run (長期)

Example: Poverty alleviation

Short Run	Long Run
distribute cash	implement 16-year free education
provide transportation subsidy for the poor	increase the number of university places
	strengthen vocational training

◇ 建議要符合以下原則

1	Suggestion 要針對每個 problem ，想problems前要考慮suggestions
2	Feasibility (可行性) → 時間/成本/地點/人力資源/受歡迎程度
3	Effectiveness (成效)
4	Coverage (廣泛性) → 越多人受益/參與越好
5	Creativity (創意)

◇

◇ 建議3步曲

1	Suggestion (S)
2	Details (D) → 實行細節 / 牽涉的stakeholders
3	Benefits (B)

◇

◇ 建議結尾方法

1	Appeal (呼籲)
2	Warning (警告)
3	總結建議 + 好處
4	表達希望

◇

◇ 建議題注意事項

1	Suggestion題目要先分析問題，再給建議
2	Transitional paragraph要獨立1段
3	問題和建議內容要均衡 → 2問題 + 2建議 // 3問題 + 3建議
4	Describe situation或Express my concern可用1段交代

◇

◇

◇

◇

◇ 百搭句式

Sbdy + should + arouse sbdy's awareness of + n.	Sbdy + should realize the seriousness of + n.
Sbdy + should gain a better understanding of + n.	Sbdy + play an important role in + n.
It is time + for + sbdy + to + v.	Every effort should be made to + v.
Sbdy + should adopt zero tolerance to + sthg	Sbdy + should put a halt to the problem
Sbdy + should take the initiative to + v.	Sbdy + should closely monitor + sthg
Sbdy + should deploy more resources to + v.	Sbdy + should tackle the problem before it goes out of hand

HKDSE English 2012 Q9

Learning English through Social Issues

Your **school magazine** is going to include a **special feature** on mental health. Recently, **one of your friends** was suffering from **depression**. Write **an article** for the school magazine about **your friend's depression and how he/she overcame it**. **Give advice** to others on **how to keep fight depression**.

標題	<u>Depression no longer exists in my dictionary</u>
Paragraph 1 介紹	<p>1. 背景介紹</p> <p>Living in a highly competitive <u>metropolis</u> like Hong Kong, we can hardly <u>evade</u> stress from various aspects in our life. If we cannot deal with it appropriately, let alone not be aware of it, it might become depression. Worse still, it might be detrimental to our or even others' lives.</p> <p>2. 寫作目的</p> <p>Therefore, we teenagers, need to recognize the sources of depression and learn how to fight depression <u>squarely</u>.</p>
Paragraph 2 過渡段	<p>1. 開啟下文</p> <p>As I mentioned, stress and depression come from various aspects, including academic performance, family expectation, poor influence and even love affairs, all of which are usually encountered by most youngsters.</p>

<p>Paragraph 3</p> <p>朋友遭遇 (1)</p>	<p>1. 標題句</p> <p>Let me take a classmate of mine, Edward, as an example.</p> <p>2. 詳細解釋</p> <p>As you know, we are studying in a band one school, with a very high university admission rate over the past decade. As one of the students sitting for the first HKDSE which is full of uncertainties, Edward felt confused about whether his performance and scores could really satisfy the entrance requirements of universities. Because of these, Edward studied very hard, burying himself in mountains of exercises and notes during lunch time in classrooms and after school in self-access centres. Edward dared not sleep too much every night. He might even feel guilty when he intentionally dozed off for a short while owing to his inadequate rest.</p>
<p>Paragraph 4</p> <p>朋友遭遇 (2)</p>	<p>1. 標題句</p> <p>Edward actually lives in a happy family and has got a girlfriend in the next class since Form 4.</p> <p>2. 詳細解釋</p> <p>His family members and girlfriends are supposed to be the ones who can relieve his stress out of studies and relation with classmates, but both of his brothers are already master graduates and his girlfriend had frequently come first in the whole form. Although they did not exert any explicit expectation and stress on him, Edward felt inferior because he reckoned he would not perform as brilliantly as his brothers and his girlfriend, and was anxious whether his parents would feel if he was the black sheep in the family and if his girlfriend would abandon him were he perform less satisfactorily in the HKDSE. With no one to talk to, Edward wailed almost every night and once he even committed suicide by cutting his wrist. Fortunately, Edward's mother discovered his action in time and sent him to hospital.</p>

<p>Paragraph 4</p> <p>朋友遭遇 (3)</p>	<p>1. 標題句</p> <p>Understanding the stress and depression of Edward, his family members and relatives told him that they still loved him no matter what results he would obtain in the public exam.</p> <p>2. 詳細解釋</p> <p>His girlfriend told him that even though she was better than him academically, she knew nothing about cooking and computers – Edward usually cooks for her and solves problems on the computer! Besides, Edward’s girlfriend tried to relax with Edward, occasionally through various sports outdoors, such as cycling, jogging and gym workout. And she took Edward to see a social worker, who provided him with emotional support and practical advice. After a few months, he was <u>bailed out of the quagmire</u> of depression. No longer was he frustrated nor stressed. Despite his doubt on whether he can perform well in the HKDSE and enter university, he does not cry anymore, staying calm, healthy and level-headed under the support of everyone close to him.</p>
<p>Paragraph 5</p> <p>建議 (1)</p>	<p>1. 標題句</p> <p>From Edward’s case, it can be easily seen that people close to us are undoubtedly the ones who can help us fight depression.</p> <p>2. 建議原因 / 執行方法</p> <p>Don’t hide anything inside your heart. Instead, <u>bare our soul</u> by voicing our stress, difficulties and sadness to your family, classmates and <u>confidants</u>, who are supposed to see you through. Your stress will be halved once it is shared. Don’t hide your depression from anyone who is eager to care about you. Your loved ones certainly do not want to see you cut your wrist or even <u>commemorate</u> you in a <u>funeral</u>.</p>

<p>Paragraph 6</p> <p>建議 (2)</p>	<p>1. 標題句</p> <p>Inevitably, some people around you may not appreciate you but exert you with stress and negativity.</p> <p>2. 建議原因 / 執行方法</p> <p>Remember, do not be affected by others easily, whether they make negative comments deliberately or unintentionally. Your well-being is based on your own thought, but not subject to anyone. Therefore, you may need to listen to others' comments selectively. Just ignore any negative or even malicious criticisms but embrace the welcoming ones. If you find it hard to have benevolent soul mates, you may try to make calls to some radio show hosts, who do not know who you are but are supposed to give you encouragement, and even social workers, who are trained to be professional to deal with your stress effectively.</p>
<p>Paragraph 7</p> <p>建議 (3)</p>	<p>1. 標題句</p> <p>Just staying at home is not an effective way to fight depression.</p> <p>2. 建議原因 / 執行方法</p> <p>You need to have some pastime of any kind, provided that they are leisurely or give you a sense of satisfaction and success, such as cycling, singing karaoke or even playing video games. You may have a good feeling after such activities and you will be imbued with energy and determination to deal with any hardship ahead of you.</p>
<p>Paragraph 8</p> <p>總結</p>	<p>1. 總結全文</p> <p>Remember, don't let any negativity interfere in your personal feelings and find anyone that give you support. Don't conceal your frustration but expose your difficulties and worries to anyone you trust. Also, everyone is born with talent. Don't feel despondent if you are not as talented as others in terms of a certain aspect, because you do have something you excel in.</p> <p>2. 勸勉讀者</p> <p>So, do have a positive mind and seek appropriate measures to cope with depression. When we are optimistic and enthusiastic about life, never will "depression" creep into our dictionary.</p>

Content	7/7	7/7
Language	7/7	7/7
Organization	7/7	7/7
Total	21/21	21/21

	42/42 (5**)
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Adapted from Edward Fung's tutorial notes
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HKDSE English 2012 Q9

Learning English through Social Issues

Your **school magazine** is going to include a **special feature** on mental health. Recently, **one of your friends** was suffering from **depression**. Write **an article** for the school magazine about **your friend's depression and how he/she overcame it**. **Give advice** to others on **how to keep fight depression**.

標題	<u>Every Cloud has a Silver Lining</u>
Paragraph 1	1. 標題句
朋友遭遇 (1)	<p>In the recent Manila Hostage Crisis, a dismissed officer took over a tourist bus in Rizal Park, in a bid to get his job back.</p> <p>2. 詳細解釋</p> <p>Thanks to the catastrophic rescue attempt of the Philippines' police force, eight of the Hong Kong visitors in the bus were killed by the irrational criminal, one of whom is my best friend Chris's father for whom he shows high respect for. To feed the families living below the poverty line, his father spared no pains to strive for their welfare. In Chris's eyes, his father, Leung Kwok Hun, is the fighter for justice.</p>

<p>Paragraph 2</p> <p>朋友遭遇 (2)</p>	<p>1. 標題句</p> <p>However, perhaps he was <u>getting in bad company</u>, perhaps he mistakenly thought that such silly behaviour is an <u>antidote to</u> his <u>harrowing</u> experience, he took <u>heroin</u> and <u>cocaine</u>.</p> <p>2. 詳細解釋</p> <p>As you could easily expect, his health was deteriorating as time <u>elapsed</u>, both physically and mentally. Headache, <u>nausea</u>, and poor memory... Hardly could he put up with the pain <u>inflicted by</u> these symptoms. Although he could <u>derive</u> short-term pleasure from abusing drugs, he couldn't help feeling <u>heart-broken</u> every time he recalled his honourable father.</p>
<p>Paragraph 3</p> <p>朋友遭遇 (3)</p>	<p>1. 標題句</p> <p>Being <u>on the brink of</u> mental collapse, Chris <u>resorted to</u> a social worker called Sanford, who then <u>administered</u> appropriate treatment for his <u>peculiar</u> deeds and depression.</p> <p>2. 詳細解釋</p> <p>With the <u>ceaseless</u> patience of Sanford, Chris finally realized how silly he was to live such an unhealthy life. Not only didn't he consider his mother's feeling, he neglected the <u>irreparable</u> side-effects taking drugs brought about as well.</p>

<p>Paragraph 4</p> <p>朋友遭遇 (4)</p>	<p>1. 標題句</p> <p>Now, he is no longer <u>falling prey to</u> drugs, completely getting rid of depression he once suffered from and being back on track.</p> <p>2. 詳細解釋</p> <p>With a view to following in the footsteps of his father, he aims to be an activist, <u>lending a helping hand to</u> the people <u>in dire straits</u> and protesting against social injustice like his father did. Recently, he has become a member of <u>Scholarism</u>, inciting hunger strikes to demonstrate his discontent with the introduction of <u>compulsory National Education</u> to the current curriculum. He is now more optimistic and motivated than he used to be after <u>surmounting</u> his depression.</p>
<p>Paragraph 5</p> <p>過渡段</p>	<p>1. 承接上文</p> <p>As the saying goes, “Where there is a wall, there is a way.” Most of you may have come across some difficulties just like Chris did, thus getting <u>beset with</u> depression.</p> <p>2. 開啟下文</p> <p>In case you <u>are faced with</u> adversities, you have to <u>figure out</u> some ways to <u>triumph over</u> them.</p>

<p>Paragraph 6</p> <p>建議 (1)</p>	<p>1. 標題句</p> <p>For a start, you should think positively rather than think negatively.</p> <p>2. 建議原因 / 執行方法</p> <p>We should always bear in mind that there are actually a wealth of solutions to the problems we have. Staying depressed definitely does more harm than good to our mental health. Therefore, it is conducive for us to look on the bright side more frequently.</p> <p>3. 總結句</p> <p>As long as you are optimistic, sooner or later, you could find your way out of your ordeal.</p>
<p>Paragraph 7</p> <p>建議 (2)</p>	<p>1. 標題句</p> <p>Another piece of constructive advice is to confide in people around you.</p> <p>2. 建議原因 / 執行方法</p> <p>Always bear these words in mind: A trouble shared is a trouble halved. If you keep concealing your ordeal from your friends, you are only heading for the dead-end. Sharing your trauma with your friends, especially those who had experienced the same, is particular conducive in the sense that they can draw on their first-hand experiences of depression to offer you some valuable advice. Surely, this can bail you out of the nightmares.</p>
<p>Paragraph 8</p> <p>總結</p>	<p>1. 引用名言</p> <p>Margaret Thatcher, the former English Prime Minister once said in her autobiography "The Path to Power" that, whatever the hurdles ahead are, she would bravely leap over them. The Iron Lady set a good example for us to follow.</p> <p>2. 勸勉讀者</p> <p>Finally, it is my earnest hope that readers could properly deal with their mental problems. After all, every cloud has a silver lining.</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.

標題	Think Twice Before You Act
<p>Paragraph 1</p> <p>(寫作目的)</p>	<p>1. 背景介紹</p> <p>Going to work is sometimes demanding and challenging. We are given a wide variety of tasks every day and are so responsible that we urge ourselves to complete the tasks before the deadline.</p> <p>2. 開啟下文</p> <p>Yet, leaving the office very late is never a sensible option for us. There are some negative effects we should consider carefully.</p>
<p>Paragraph 2</p> <p>(影響一)</p>	<p>1. 標題句</p> <p>To start with, leaving the office late would deprive us of the valuable time gathering with our loved ones.</p> <p>2. 詳細解釋論點</p> <p>There is no denying that your career is of paramount significance and so you should rank your job on top of everything else. However, apart from your job, there are still many priceless elements which are worthy of your attention. Through having gatherings with your family or friends, not only could you consolidate your relationship with them, but you could also share your sorrow and glee with them. You could take this opportunity to breathe a sigh of relief. On the contrary, if you miss these chances, you may face much pressure and even lose your incentive to work due to monotonous routine. Worse still, you may find your life meaningless since you toil every day, from dawn to bed time.</p> <p>3. 影響</p> <p>This negative effect is actually quite far-reaching and we should therefore think twice before we act.</p>

<p>Paragraph 3</p> <p>(影響二)</p>	<p>1. <u>標題句</u></p> <p>Secondly, apart from the dreadful impact of the lack of social gatherings, leaving office late would contribute to worsening health condition.</p> <p>2. <u>詳細解釋論點</u></p> <p>Physically, your neck or hands would be in pain if you work for too long. It is often reported that many employees suffer from occupational illnesses due to excessive workload. What's more, leaving office late means delaying the time for dinner. It is of utmost importance to have diet on time, according to professional physicians. With ever-changing eating schedule, our stomach and other internal organs will be adversely affected.</p> <p>3. <u>影響</u></p> <p>Thus, not only does leaving office late hinder your social life, this also exacerbates your health condition.</p>
<p>Paragraph 4</p> <p>(承接上文，開啟下文)</p>	<p>1. 有鑑於上述問題，提出以下建議</p> <p>To deal with this problem, I would like to have two friendly reminders for all of you. I hope you will find them useful.</p>

<p>Paragraph 5</p> <p>(建議一)</p>	<p>1. <u>標題句</u></p> <p>To prevent ourselves leaving the office too late, all of the colleagues should have more cooperation so as to speed up the work process.</p> <p>2. 建議的<u>具體實施方法</u></p> <p><u>First and foremost</u>, we should have a clear plan of dividing the tasks precisely and allocating the specific tasks to different colleagues. Tasks should be allocated according to one's strengths and weaknesses. This process is crucial since it can reduce the chance of having <u>duplication of work</u>.</p> <p>3. <u>建議成效</u></p> <p>Through having clear division of labour can we work efficiently and enjoy <u>the synergy effect</u>. To be sure, we can have smoother operation and leave the office <u>punctually</u> without delaying the work process.</p>
<p>Paragraph 6</p> <p>(建議二)</p>	<p>1. <u>標題句</u></p> <p>Another suggestion is that each department can hold more regular meetings.</p> <p>2. 建議的<u>具體實施方法</u></p> <p>In the meeting, colleagues can report their process in order to ensure the tasks are <u>on schedule</u>. By reviewing the schedule, encouragement can also be given so that every employee will have more working incentives. In the meantime, corrective <u>measures can be taken</u> if anything goes wrong.</p> <p>3. <u>總結句</u>，強調建議可解決問題</p> <p>Through organizing regular and productive <u>evaluation meetings</u> can we enhance the working efficiency of colleagues, thereby preventing unnecessary overtime work.</p>

<p>Paragraph 7</p> <p>(總結)</p>	<p>1. 總結超時工作的禍害</p> <p><u>To conclude</u>, leaving the office late will jeopardize our relationship with our loved ones and aggravate our health.</p> <p>2. 強調<u>建議有助解決問題</u></p> <p>Hopefully, with further collaboration and productive evaluation meetings, our working processes will be streamlined and our workload will be lightened.</p> <p>3. 用積極正面的語氣作結</p> <p>You are never alone. We are a team, helping the company to achieve goals and maximize profit. Thus, support is available all the time if you are in need. Feel free to seek help from your colleagues and do remember to think twice before your act and not to leave the office too late.</p>
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	Marker 1	Marker 2
Content	7/7	6/7
Language	6/7	6/7
Organization	7/7	7/7
Total Score	39/42 (5**)	

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.

標題	<u>Say bye to “OT”</u>
<p>Paragraph 1</p> <p>(寫作目的)</p>	<p>1. 背景介紹</p> <p>How is your week going? Is that already the third cup of Espresso you have today? How much sleep did you get last night? All of us are trying so hard for our jobs, and it has been a common practice that we do not leave the office until our eyes can barely open. Even the management board has noticed the alarming phenomenon. It is understandable that some of you are frustrated by the escalating piles of files and the ever-growing to-do-list.</p> <p>2. 開啟下文</p> <p>But today, it is time for you to put a halt to the undesirable practice of leaving the office late and say bye to OT.</p>
<p>Paragraph 2</p> <p>(影響一)</p>	<p>1. <u>標題句</u></p> <p>To commence with, leaving the office late will exacerbate your family relationship.</p> <p>2. 詳細解釋論點</p> <p>When was the last time you sat in front of the television with your family and enjoyed a TV show? When was the last time you were home before your kid was asleep and told him a story? Evidently, long working hours deprive you of your time to spend with your loved ones. According to one of the staff in the human resources department, his teenage daughter blamed him for being absent from her graduation ceremony, as he was struggling to meet his deadlines. Since then, their relationship can hardly be repaired.</p> <p>3. <u>影響</u></p> <p>As you can see, the repercussions of working overtime are devastating and far-reaching.</p>

<p>Paragraph 3</p> <p>(影響二)</p>	<p>1. <u>標題句</u></p> <p>Apart from the exacerbation of family relationship, frequently working for long hours <u>engender</u> various health problems, for example, back pain, shoulder pain and muscle fatigue.</p> <p>2. <u>詳細解釋論點</u></p> <p>They are all caused by our <u>sedentary lives</u> sitting in front of the desk from 8 a.m. to 10 p.m. Aside from physical problems, long working hours bring us stress and make us emotional. According to university studies, long working hours are the <u>culprits</u> of some <u>chronic diseases</u>, such as high blood pressure, which leads to the possibility of suffering from a stroke.</p> <p>3. <u>影響</u></p> <p>It is far more serious than you have ever imagined, isn't it?</p>
<p>Paragraph 4</p> <p>(承接上文，開啟下文)</p>	<p>1. 有鑑於上述問題，提出以下建議</p> <p>For many of you, there is always one question that perplexes you. Why can some of our colleagues always leave the office on time every day while finishing their work punctually? Here is some precious advice for you.</p>

<p>Paragraph 5</p> <p>(建議一)</p>	<p>1. <u>標題句</u></p> <p>First and foremost, planning and spending your time wisely can prevent you leaving the office late.</p> <p>2. 建議的<u>具體實施方法</u></p> <p>Many of us are networking addicts. Hardly can we <u>resist the temptation of</u> browsing Facebook, Instagram or Weibo. According to a supervisor from the personnel appraisal team, some of our employees are obsessed with the Internet, checking Facebook every ten minutes and replying Whatsapp or Wechat messages instantly. Have you ever thought of how much time you <u>have squandered</u> by repeating these kinds of behavior? Starting from today, draw a schedule on what tasks you are going complete and accomplish them. Make sure you place your smartphone into the drawer and concentrate on your work.</p> <p>3. <u>建議成效</u></p> <p><u>Immersed in</u> your tasks, you will find that you will work much more efficiently than before and no longer need to leave the office late.</p>
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<p>Paragraph 6</p> <p>(建議二)</p>	<p>1. <u>標題句</u></p> <p>In addition to a work schedule, it is advisable for you to make use of neuro-linguistic programming (NLP).</p> <p>2. 建議的<u>具體實施方法</u></p> <p>It is a technique which programmes your brain, enabling you to believe in what you can do and effectively achieve your goal! You should tell yourself that you are capable and confident, which can boost the productivity of the day with a higher self-esteem and optimism. You are highly encouraged to attend the NLP workshop co-organized by the Psychology Department of the Chinese University and our human resources department. You are also recommended to read about NLP on our company website during your lunch break or leisure time as we will be posting more information for you.</p> <p>3. <u>總結句</u>，強調建議可解決問題</p> <p>Trust the method of neuro-linguistic programme as it will be effective in enhancing your working efficiency and preventing you leaving the office late.</p>
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<p>Paragraph 7</p> <p>(總結)</p>	<p>1. 總結超時工作的禍害</p> <p>Dear colleagues, we are all ambitious to <u>climb up the career ladder</u>. However, if we continue our hectic lifestyle and leave the office late, <u>alarm bells will ring</u>. Not only will our family relationship be jeopardized, we will suffer physically and mentally.</p> <p>2. 用積極正面的語氣作結</p> <p>Take the measures mentioned above and say bye to OT. I wish you all would be healthy, have a brilliant career ahead and contribute to the continuous success of our company.</p>
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Content	7/7	7/7
Language	6/7	7/7
Organization	7/7	7/7
Total	20/21	21/21
	41/42 (5**)	

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.

標題	<u>Work is not all of a life</u>
<p>Paragraph 1</p> <p>(寫作目的)</p>	<p>1. 稱讚員工</p> <p>Thanks to the unremitting hard work of our colleagues, our company has been enjoying the enviable reputation in town, luring more and more customers to use our computer products.</p> <p>2. 開啟下文</p> <p>However, what has also raised concern of the management is the trend that our colleagues are leaving the office late, which is obviously worsening these months.</p>
<p>Paragraph 2</p> <p>(影響一)</p>	<p>1. 標題句</p> <p>Leaving the office late certainly brings about an array of problems. To commence with, your health will suffer as a result of working long hours without a break.</p> <p>2. 詳細解釋論點</p> <p>We do not need experts to convince us that balancing the daily grind with regular exercise and having adequate sleep are the best recipe for good health. However, whether you can squeeze sufficient time from your tight daily routine for a good rest, especially if you are not leaving the office until 10 o'clock, is truly questionable. Hardly do you have time to rest, let alone spend any time working out! Besides, sitting in the office for over ten hours can put enormous stress to your backbone and spine.</p> <p>3. 影響</p> <p>That our colleagues suffer from health problems of various kinds is definitely the last thing we want to see! Remember, productivity positively correlates to our health.</p>

<p>Paragraph 3</p> <p>(影響二)</p>	<p>1. <u>標題句</u></p> <p>Not only is leaving the office late detrimental to our health, it is equally deleterious to our social and family life.</p> <p>2. <u>詳細解釋論點</u></p> <p>We are humans, rather than machines which are programmed to work. Never should we underestimate the importance of getting along with others, our friends and family members in particular. Will you truly lead a happy life if you end up living in your own hub of success with no one to share the laughter and tears? Life should not be all about work. Do not leave your loved ones unattended or it will become a real regret.</p> <p>3. <u>影響</u></p> <p>Make sure you spend plenty of time on your social life, which is a crucial element for good mental health.</p>
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<p>Paragraph 5</p> <p>(建議一)</p>	<p>1. <u>標題句</u></p> <p>Evidently, work is not all of a life. So how we can make sure we avoid leaving the office late and the above-mentioned negative impacts of obsession with productivity? A good starting point can be paying attention to the scheduling of your work.</p> <p>2. 建議的<u>具體實施方法</u></p> <p>As a matter of fact, as is usual the case, our colleagues are forced to leave the office late not because of the amount of work, but the poor management of tasks. It is highly advisable that you organize your own timetable and prioritize your work in accordance with urgency and importance. Leave the non-urgent tasks till later after having completed the urgent ones.</p> <p>3. <u>建議成效</u></p> <p>Escalated productivity is expected with the better management of work order, and the need to stay in the office until late at night will cease to exist.</p>
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<p>Paragraph 6</p> <p>(建議二)</p>	<p>1. <u>標題句</u></p> <p>Department managers and supervisors also have a <u>decent</u> role to play in improving the situation.</p> <p>2. 建議的<u>具體實施方法</u> + <u>好處</u></p> <p>It has been observed that some tasks are not assigned according to the respective ability and strengths of their <u>subordinates</u>. In some cases, manpower is simply not adequate. Department managers and supervisors should pay attention to the importance of division of labour and make recruitment for part-time and temporary staff whenever necessary to alleviate the heavy burden of work on our colleagues.</p>
<p>Paragraph 7</p> <p>(總結)</p>	<p>1. 用積極正面的語氣作結</p> <p>Work is not all of a life. Everyone of you is an important asset of our company. Therefore, your quality of life does matter to us. Start <u>reconciling</u> your work <u>with</u> family, friends and rests from today and avoid leaving the office late.</p>

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

Learning English through Social Issues

Many parents in Hong Kong are sending their children to other countries to complete their schooling. Write an article for your school magazine examining two reasons for the phenomenon. You should also discuss the impact of this on local schools and on children who leave to study overseas.

範例1

標題	<u>Overseas learning, a blessing or a curse?</u>
<p>Paragraph 1</p> <p>介紹</p>	<p>1. 背景介紹</p> <p>In many Asian countries, parents prefer sending their young kids overseas for receiving education. In an international metropolis like Hong Kong, this phenomenon is commonplace.</p> <p>2. 開啟下文</p> <p>Should overseas studying be advocated? Parents should be aware of the merits and drawbacks of sending the children to the Western world in order to make their kids gain the best rewards upon graduation.</p>
<p>Paragraph 2</p> <p>原因1</p>	<p>1. 標題句</p> <p>Government officials, like CY Leung, always prefer to send their kids overseas for education. A reason contributing to this trend is that the Western living environment is the best place for students to hone their fluency in English speaking.</p> <p>2. 詳細解釋</p> <p>English has been regarded as the most frequently used language for centuries. Hong Kong, as an international city which attaches importance to global trade, surely puts great emphasis on English. After their kids' entry into the competitive job market, English will be a common medium for workplace communication.</p> <p>3. 總結句</p> <p>Therefore, to make their children proficient in communicating with Western people, parents send their kids overseas.</p>

<p>Paragraph 3</p> <p>原因2</p>	<p>1. 標題句</p> <p>Another force driving parents to prefer overseas education is that Hong Kong's education system is notorious for its tremendous pressure.</p> <p>2. 詳細解釋</p> <p>As a knowledge-based society, Hong Kong values spectacular academic achievements and the significance of inculcating knowledge from textbooks into students. If parents are financially capable of sending their kids overseas where free and feasible studying schedules and environment are advocated, why don't they do so? Undeniably, a relaxing studying environment without fierce competition will most effectively boost students' potential and ameliorate their development mentally.</p>
<p>Paragraph 4</p> <p>對學生影響1</p>	<p>1. 標題句</p> <p>Evidently, studying overseas brings numerous benefits to us. For instance, we can learn to be independent without parents staying with us all the time.</p> <p>2. 詳細解釋</p> <p>Sad to say, the kids in Hong Kong have been labeled as "spoiled emperors" as they are mostly obsessed with material comfort. Regarding their children as priceless pearls, parents always satisfy their children's wants by all means. If children are sent overseas, this will significantly reduce their reliance on parents and parents meanwhile can no longer spoil their kids. Eventually, children will transform into more mature and independent individuals.</p>

<p>Paragraph 4</p> <p>對學生影響2</p>	<p>1. 標題句</p> <p>Nevertheless, only when adolescents are outgoing will the above-mentioned changes benefit them.</p> <p>2. 詳細解釋</p> <p>Imagine if your kids are shy and unable to communicate actively with strangers, they will never develop any talent or gain any benefits from overseas schooling. In the worst-case scenario, kids may even stay away from their schoolmates owing to their reluctance to work in a bizarre and uncomfortable environment. Aren't these serious problems derived from overseas education?</p>
<p>Paragraph 5</p> <p>對學校影響</p>	<p>1. 標題句</p> <p>When examining the impacts on local schools, they will undoubtedly be the beneficiaries.</p> <p>2. 詳細解釋</p> <p>As the number of students dwindles with the surging number of students pursuing studies overseas, schools can fortunately utilize and distribute the educational resources evenly and effectively in classes. With a smaller class size, schools can offer more assistance for the students behind schedule. Apparently, local schools can definitely achieve better results academically.</p>

<p>Paragraph 6</p> <p>總結</p>	<p>1. 尊重子女意願</p> <p>When parents are considering whether or not to send their kids overseas for schooling, they should first take their children's ability into account. Communication between the two parties can effectively work out the best way for the growth of kids eventually. Therefore, parents should not compel their kids to study overseas if this is not in line with their own will, or else the parents-children relationship will worsen.</p>
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Content	7/7	6/7
Language	6/7	6/7
Organization	7/7	6/7
Total	20/21	18/21
	38/42 (5**)	

範例2

標題	<u>An insight into studying overseas</u>
<p>Paragraph 1</p> <p>介紹</p>	<p>1. 人物入題</p> <p>In the airport, a parent gives a passionate hug to her son, reminding him to take good care of himself overseas.</p> <p>2. 開啟下文</p> <p>Such scenes are not uncommon nowadays, as the trend of studying abroad has been gaining popularity and what effects it may have on local schools and children?</p>
<p>Paragraph 2</p> <p>原因1</p>	<p>1. 標題句</p> <p>The first reason to be noted is that studying abroad helps train one's self-management skills.</p> <p>2. 詳細解釋</p> <p>Repulsed by the recent incidents of Hong Kong kids bringing disgrace to the families, many parents dread that their children will become spoilt under their shelter. Such characteristics are never what employers look for. In hopes of <u>standing the young blood in good stead</u> in terms of personal development, many opt for sending them abroad for education. Owing to the absence of parental care, youngsters have to rely on themselves to solve their daily struggles, ranging from tying shoelaces to cooking a meal.</p> <p>3. 總結句</p> <p>Hence, more and more parents choose to let go of their children in exchange of practical life skills.</p>

<p>Paragraph 3</p> <p>原因2</p>	<p>1. 標題句</p> <p>The issue actually goes beyond the desire for self-reliant individuals, and it touches the deficiency of the current education system in Hong Kong.</p> <p>2. 詳細解釋</p> <p>This cosmopolitan city is notorious for its ossified regimentation, which usually stifles creativity and critical thinking. In contrast, western education stresses more on individuality and freedom of expression. Losing faith in the local system, which often churns out regurgitating machines, parents seek alternative channels so as to ensure holistic development of their children.</p> <p>3. 總結句</p> <p>Therefore, studying abroad is a viable option for them.</p>
<p>Paragraph 4</p> <p>過渡段</p>	<p>1. 歸納上文</p> <p>The craze for foreign schools can be ascribed to the above reasons with the same underlying principle – parents want to give the best to their offspring.</p> <p>1. 開啟下文</p> <p>Nevertheless, they should not neglect the fateful impact of their children studying abroad.</p>

<p>Paragraph 5</p> <p>對學校的影響</p>	<p>1. 標題句</p> <p>For local schools, such a phenomenon may encourage them to excel.</p> <p>2. 詳細解釋</p> <p>In view of the current trend of <u>indigenous local school children</u> leaving for better education, many educators in Hong Kong actually have <u>sobering overhaul on</u> their teaching approaches. Many acknowledge the edge of the Western way of education and try to model on it. Take our school as <u>a telling example</u>. During lessons chances are you have participated in <u>vigorous discussion</u> with classmates on related issues, being called up for creative answers, or conducted presentations to showcase your findings. Needless to say, many local schools are trying to step out of the restrictions of traditional teaching, thereby increasing openness in class. Such fusion of the East and the West is regarded as the best recipe for nurturing future pillars of our society.</p>
<p>Paragraph 6</p> <p>對學生的影響</p>	<p>1. 承接上文 + 標題句</p> <p>Despite the fact that local schools are stimulated to learn from their foreign counterparts, the phenomenon of studying overseas may not affect children leaving home positively.</p> <p>2. 詳細解釋</p> <p>The weakened relationship with parents is <u>indubitably</u> an undesirable impact on children. Teenagers studying overseas are separated from their parents by miles and can only <u>resort to telecommunication</u> for virtual interaction. Coupled with <u>defiance against</u> parental control during <u>adolescence</u>, it is little wonder that youngsters may become more <u>distant</u> from their parents. This makes teenagers <u>prone to</u> neglecting their important, life-long relationship with their parents that <u>gives unwavering support</u> to sustain them through difficult times.</p>

Paragraph 7 總結	1. 總結全文 In conclusion, the hope of parents for their children to <u>outperform</u> others in terms of life skills and courage of expression compels them to send the young to foreign countries to continue schooling. Such a phenomenon may influence local schools and children, both positively and negatively.
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Adapted from Pui Ching Middle School's 5 Sample Essays**