

Road to HKDSE

Writing notes (10) (Part A短文寫作)

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題目類型

A. Report (報告) → 用過去式

題目	考核重點
<p>HKDSE English Sample Paper Q1</p> <p>Sunday, 10th September, 2008 Hong Kong Post</p> <p>LOCAL NEWS</p> <p>Trapped in Building</p> <p>Yesterday, six people were trapped for five hours in a Wan Chai office building when the electricity suddenly went off and they discovered that the fire exits were locked. The Fire Services eventually rescued the six. The drama began at 11 am</p> <p>You are Pat Chan. You were one of the six people trapped in the building. Write a report for your own school newspaper describing what happened.</p>	<p>a. Write a report</p> <p>b. <u>Describe what happened</u></p>

B. Information poster(資料海報) → 用現在式和將來式

題目	考核重點
<p>HKDSE English Practice Paper Q1</p> <p>Your school is holding a walkathon to raise money for charity. <u>Complete</u> the following sections of <u>the information poster</u> below to <u>promote the walkathon</u> and <u>encourage students and their families to take part</u>.</p> <p>Annual Walkathon for Walk to Build</p> <p>Sunday 18 March 2012</p> <p>Help to raise money to build schools in China</p> <p><u>Why take part?</u></p> <p><u>The route of the walk</u></p> <p><u>The work of Walk to Build</u></p>	<p>a. Complete the <u>information poster</u></p> <p>b. <u>Promote the walkathon</u> and <u>encourage students and their families to take part</u></p> <p>c. <u>Why take part?</u></p> <p>d. The <u>route of the talk</u></p> <p>e. The <u>work of Walk to Build</u></p>

C. Feature Article (專題文章) → 用過去式、現在式和將來式

題目	考核重點
<p>HKDSE English 2012 Q1</p> <p>You are a famous news reporter for Hong Kong News.</p> <p>Your old secondary school has asked you to <u>write a feature article about yourself</u> for the next edition of the <u>school magazine</u>.</p> <p>Use the following <u>three headings</u> to write the article. <u>Add one heading of your own</u>.</p> <ul style="list-style-type: none"> - The <u>best part of my job</u> - <u>The biggest challenge</u> I have ever faced <u>in my job</u> - <u>My school days</u> - <u>Another heading</u> 	<p>a. Write a <u>feature article about yourself</u></p> <p>b. The <u>best part of my job</u></p> <p>c. <u>The biggest challenge in my job</u></p> <p>d. <u>My school days</u></p> <p>e. <u>Another heading</u></p>

D. Picture composition (看圖作文) → 用過去式和現在式

題目	考核重點
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HKDSE English 2013 Q1

- a. Present **two photos**
- b. Give **a title to each**
- c. **Give a brief explanation of why these photos are meaningful to you**

For question 1, write about 100 words for each photo.

You are taking part in a photo exhibition called 'My Memories'. As part of the photo exhibition, you have **presented two photos**. Now, you need to **give a title to each** and **a brief explanation of why these photos are meaningful to you.**

E. Introduction of a place (地方介紹) → 用過去式和現在式

題目	考核重點
<p>HKDSE English 2014 Q1</p> <p>The Local History Newsletter is a newsletter about the history of Hong Kong. Every month, it prints short articles about special places in Hong Kong. You have been asked to <u>write an article about an old village called Lucky Village</u>. Write your article using the three headings provided. You can use the headings in any order.</p> <ul style="list-style-type: none"> - <u>Life in Lucky Village 40 years ago</u> - <u>An event that changed Lucky Village</u> - <u>What Lucky Village is famous for</u> 	<ul style="list-style-type: none"> a. <u>Write an article about an old village called Lucky Village</u> b. <u>Life in Lucky Village 40 years ago</u> c. <u>An event that changed Lucky Village</u> d. <u>What Lucky Village is famous for</u>

Report (報告) -- 範例一

HKDSE English Sample Paper Q1

Sunday,

10th September,

2008 Hong Kong Post

LOCAL NEWS

Trapped in Building

Yesterday, six people were trapped for five hours in a Wan Chai office building when the electricity suddenly went off and they discovered that the fire exits were locked. The Fire Services eventually rescued the six. The drama began at 11 am

You are Pat Chan. You were one of the six people trapped in the building. **Write a report** for your own school newspaper **describing what happened**.

標題	Free Yourself Even If You Are Trapped
段落1 (起) 簡單介紹主角、發生了甚麼事、事件地點、何時發生	<p><u>Yesterday</u>, a <u>terrifying</u> but <u>meaningful</u> incident <u>happened</u>. Five classmates and I were working on a class project in an office in Wan Chai, which was well-equipped with computers and printers and scanners. We <u>started</u> our work using the facilities in the morning until something went wrong at 11 a.m. Our computer <u>suddenly</u> shut down <u>after</u> giving out some weird sounds. All the lights were off <u>at once</u> and the air-conditioner stopped.</p>

<p>段落2 (承)</p> <p>進一步描述事件，描述感受</p>	<p>Soon we realized that the electricity had gone off. We were out only to find that the fire exit was locked. Misfortunate never comes singly. Our mobile phones could not receive any signals. How miserable.</p> <p>As we were all trapped, we were very frightened. We could do nothing but wait for help. We pointed the finger of blame to the people who locked the exits. What if we encountered a fire? The result must be disastrous!</p>
<p>段落3 (轉)</p> <p>刻畫人物鬥爭和出人意外的轉折，是整個報告最精彩的的部分</p>	<p>Lacking help from the computers, it seemed that we were disabled and we felt so helpless. Some time passed. We realized that it was no use panicking so we grasped the time to take a break and forget everything. It was a golden opportunity to enjoy a relaxing atmosphere in the fast-paced city. We sat down and reflected on our life freely. We even set long-term goals, which we had not had time to do before. To make clear our targets in life could help us become successful and contribute to society effectively. In fact, many citizens in Hong Kong are living under great pressure and working like cows blindly every day. They should spare time to relieve their stress too.</p>
<p>段落4 (合)</p> <p>交代結局和教訓</p>	<p>Five hours later, we were finally rescued by the Fire Services. It was certainly a remarkable experience. I swore to myself that I would stay true to my goal and work hard to achieve it.</p>

Report (報告) -- 範例二

標題	Five Hours' Fright
<p>段落1 (起)</p> <p>簡單介紹主角、發生了甚麼事、事件地點、何時發生</p>	<p><u>Last Sunday</u>, six people were trapped in an office building in Wan Chai. The six included two staff members of a tourist agency, a couple, an old man and me.</p> <p>The drama <u>began at 11 a.m.</u> There were only six people in the office as it was not peak season of tourism. Therefore, it was quite silent. I was planning an itinerary for my trip to Egypt.</p>
<p>段落2 (承)</p> <p>進一步描述事件，描述感受</p>	<p>Nothing went wrong until the electricity went off all of a sudden. Everyone <u>screamed</u> in terror. We <u>rushed</u> to the fire exits, only to find that they were locked! One of the staff members tried to calm us down. "It may be a short circuit only," he said. "One moment, please. We're going to contact the management office."</p>
<p>段落3 (轉)</p> <p>刻畫人物鬥爭和出人意表的轉折，是整個報告最精彩的的部分</p>	<p><u>In the meantime</u>, we were <u>disappointed</u> to <u>find out</u> the air-conditioning had stopped working. I <u>felt</u> that I <u>was choking</u>! <u>Shortly afterwards</u> the staff member <u>notified</u> us that the electricity supply had been suspended.</p> <p>"Our mobile phones don't have a signal," he said. "How about yours?"</p> <p>We checked our mobile phones <u>immediately</u>. No one could give a positive answer. I <u>looked at</u> the people around me. The old man <u>yelled loudly</u> and insisted on leaving as soon as possible. The staff <u>gave</u> him some cold water and comforted him. The couple <u>were grumbling</u> as well. I just <u>felt helpless</u> – no light, no air and no communication with the outside world.</p>
<p>段落4 (合)</p> <p>交代結局和教訓</p>	<p>All we could do was wait for someone to rescue us. We <u>impatiently looked at</u> our watches again and again. <u>In order to</u> show their professionalism, the staff <u>chatted with</u> us and talked about our travel plans. <u>A couple of hours later</u>, we heard the roar of a fire engine. <u>Eventually</u>, the firefighters <u>broke into</u> the building and all of us <u>breathed a sigh of relief</u>.</p> <p>It was 4pm when we <u>escaped from</u> the building, meaning we were trapped for five hours. What an <u>incredible</u> experience!</p>

Report (報告) -- 範例三

標題	Report on the power outage in Wan Chai
段落1 (起) 簡單介紹主角、發生了 甚麼事、事件地點、何 時發生	<p>On 9th September, 2008 at 11:03 a.m., there was a <u>power outage</u> in the Western Wan Chai Commercial Centre inside which six people were trapped owing to a locked fire exit. Written by one of the six victims Pat Chan, the following report <u>details</u> what was like to be <u>caught up in this incident.</u></p>
段落2 (承) 進一步描述事件，描述 感受	<p><u>Before the outage</u></p> <p>As scheduled, two other candidates and I arrived at ABC Musical Company's office on the fifth floor at around 10:45 a.m. to attend an <u>audition</u> for a part-time job in a musical drama. We were <u>instructed</u> to wait in the office while the two directors were preparing for the interview.</p>

<p>段落3 (轉)</p> <p>刻畫人物鬥爭和出人意 表的轉折，是整個報告 最精彩的的部分</p>	<p><u>The outage</u></p> <p>At 11:00 a.m. <u>things started to go awry</u>. While I was having my <u>vocal audition</u>, the lamp and lights went <u>dim</u> and as we attempted to <u>sort things out</u>, the electricity was cut off and all light was <u>extinguished</u>. Since the office only had a blocked <u>casement</u>, we were <u>cloaked in complete darkness</u>. The directors, candidates and I immediately <u>rushed to</u> the front room to attempt to escape. Yet, as the entrance was <u>sealed</u> by an automatic door with an <u>encrypted</u> password, without electricity it <u>malfunctioned</u>. We then immediately <u>took a detour</u> to the emergency fire exit on the other side of the office.</p> <p>However, given the extremely <u>limited visibility</u>, we had to <u>crawl</u> our way through many obstacles. With the guidance of the exit light, we <u>groped</u> for the fire exit. On the way to the exit, however, one of the <u>escapees sustained injuries</u> when she <u>stumbled on</u> a pile of <u>staples</u> that had fallen on the floor during the chaos. Responding to her <u>desperate yelp</u>, we successfully sought a first-aid kit right away from the <u>pantry</u> just <u>in the vicinity</u>. While the injured was being <u>tended to</u> and <u>bandaged</u> by two escapees, the rest of us <u>proceeded to</u> look for the exits.</p> <p>As we arrived at the exit, we <u>fumbled for</u> the handle and pushed the door <u>only to realize</u> that it was blocked and locked. <u>In a surge of panic</u>, I immediately contacted the police for an <u>extraction squad</u>. Without any means to escape, we sat and waited <u>in desperation</u> for an hour before the fire services rescued us from the building.</p>
<p>段落4 (合)</p> <p>交代結局和教訓</p>	<p><u>Aftermath</u></p> <p>There were no <u>casualties</u> in this incident but a minor injury resulted from being hurt by staples. It was later reported that the office <u>tenant breached the regulations</u> by locking the fire exits and blocking them with lots of <u>obstacles</u>.</p>

Report (報告) -- 範例四

For question 1, write about 200 words.

You are the chairperson of the school's Eco-friendly Club. You just organized the following activity:

Eco-friendly Club
Bottle Collection Day
 Date: 21-22 February

Help recycle plastic bottles.

Drop them in the bin at the school gate.

However, the activity did not receive much support from your schoolmates. The club's teacher adviser has asked you to write a report about the event, the problems you observed and your suggestions for improvement.

標題	Report on Bottle Collection Day
段落1 簡單介紹活動	<p><u>The event</u></p> <p><u>Last week</u>, Eco-friendly Club had its first attempt at plastic bottle collection. We asked students to <u>dispose of</u> their bottles in designated bins at various places on the school campus <u>in order to encourage</u> recycling amongst our peers. We also asked students to bring in bottles from home.</p>
段落2 分析活動出現的問題	<p><u>Problems</u></p> <p>The main problem we <u>encountered</u> was the enthusiasm of students. <u>Very few students</u> brought their bottles to school. This was <u>unfortunate as</u> it meant that we were not able to recycle as much.</p>

<p>段落3-5</p> <p>提出解決方法</p>	<p>Solutions</p> <p>a. Advertise earlier</p> <p><u>To ensure that</u> this problem does not happen again, <u>we should take the following measures.</u> <u>Firstly, it is necessary to</u> advertise earlier. We only gave students one week's notice, <u>so</u> perhaps they did not have time to collect bottles. <u>Next time</u>, for any activity we <u>organize</u>, we will <u>advertise</u> one month in advance and send out reminders every week.</p> <p>b. Extend the collection period</p> <p>Another solution is to extend the collection period. We only allocated two days for this recycling activity. <u>Obviously</u>, this was not long enough. <u>Next time</u>, when we hold a collection activity, we will do it for one or two weeks <u>so that</u> students <u>can</u> bring more collection items back.</p> <p>c. Increase the amount of collection points</p> <p>A final point to consider is the amount of collection points in the school. We only had one for this particular collection. Perhaps <u>in the future</u>, we should consider having one in each classroom.</p>
<p>段落6</p> <p>總結</p>	<p>Conclusion</p> <p><u>In conclusion, we have learned many valuable lessons</u> that will guarantee success in the coming activities. The members of our club are very dedicated and <u>it is certain that all these recommendations will be implemented in order to</u> ensure a better outcome next time.</p>

Information poster (資料海報) --範例一

<p>HKDSE English Practice Paper Q1</p> <p>Your school is holding a walkathon to raise money for charity. <u>Complete</u> the following sections of <u>the information poster</u> below to <u>promote the walkathon</u> and <u>encourage students and their families to take part.</u></p> <p>Annual Walkathon for Walk to Build</p> <p>Sunday 18 March 2012</p> <p>Help to raise money to build schools in China</p> <p><u>Why take part?</u></p> <p><u>The route of the walk</u></p> <p><u>The work of Walk to Build</u></p>

標題	<p>Annual Walkathon for Walk to Build</p> <p>Sunday 18 March 2012</p> <p>Help to raise money to build schools in China</p>
段落	<u>Why take part?</u>
1-2	<u>Are you bored with surfing the Internet? Are you looking for some healthy and meaningful activities to participate in?</u> Annual Walkathon for Walk to Build <u>is here for you and your family!</u>
為何參加	<p>You could not only inhale fresh air and exercise your muscles, your efforts could also help raise funds to build schools in China. As the proverb says, “To give is better than to take”. <u>Why not seize the chance</u> and spend the precious day with your beloved ones?</p> <p><u>Join us now!</u></p>

<p>段落3</p> <p>活動</p> <p>詳情</p>	<p><u>The route of the walk</u></p> <p>We will walk from Central to the Peak and the walking <u>will last for two to three hours, starting at 8 a.m. and ending at 11 a.m.</u> Many hikers are fans of this route <u>because of</u> its beautiful scenery along the way. <u>It would be a golden opportunity to</u> explore the Peak, which is one of the most famous scenic spots in Hong Kong.</p>
<p>段落4</p> <p>組織</p> <p>介紹</p>	<p><u>The work of Walk to Build</u></p> <p>Walk to Build is a non-profit making organization. It <u>aims to</u> build schools for underprivileged children in China. With the belief “Life is equal”, <u>the mission of</u> the organization <u>is to</u> overcome inter-generational poverty by giving every child a chance to acquire knowledge. More than 10 schools have been built since our establishment. Many children are still waiting. <u>Please give them a hand!</u></p>

標題	<p>Annual Walkathon for Walk to Build</p> <p>Sunday 18 March 2012</p> <p>Help to raise money to build schools in China</p>
段落 1-2 為何 參加	<p><u>Why take part?</u></p> <p>Poverty in rural areas in Mainland China has always been a thorny problem. There is a lack of education facilities in these regions. Thousands of pitiful children do not have the opportunity to receive education. The annual walkathon aims to raise funds for Walk to Build to help the needy on the mainland. The money raised will be spent on constructing schools in China, as well as subsidizing children's education expenses. In the walkathon last year, we successfully raised HK\$100,000 for the redevelopment projects in Sichuan and enabled more than one thousand students to go to school.</p>
段落3 活動 詳情	<p><u>The route of the walk</u></p> <p>This year, we set the route of the walk on <u>Lion Rock Mountain</u>. It provides a golden opportunity for participants to experience the route the children living in hilly areas of China always take to go to school. The duration of the walk will be approximately two hours. With tracks that are a little challenging, it will be both exciting and fun for students and their families to join this meaningful activity. The beautiful scenery of Kowloon is also the highlight of the event.</p>

<p>段落4</p> <p>組織</p> <p>介紹</p>	<p><u>The work of Walk to Build</u></p> <p><u>Founded</u> in 2006, Walk to Build is a local charity aiming at building schools and providing teaching resources for provinces in China that suffer from poverty. Poverty has <u>rendered</u> children unable to go to school since their families can hardly pay for their education expenses. The hilly and <u>tortuous</u> road makes it even more difficult for children to go to school.</p> <p>Walk to Build will use the donations to build and repair schools, as well as to provide training for teachers. Walk to Build has already constructed over ten schools in <u>impoverished provinces</u> in Mainland China.</p> <p>With better education, people in Mainland China will be capable of escaping from <u>impoverishment</u>.</p> <p>What are you waiting for? Join the walkathon and help the people in need!</p>
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Information poster (資料海報) --範例三

For question 1, write about 200 words.

Student Exchange Programme Summer Study Abroad: UK

Let's join the student exchange programme and spend the summer at York Language School in the UK!

Date: 18th July – 16 August

Cost: HK \$18,000

Programmes: Apart from attending English courses, students can take part in volunteer work, such as helping out at charity shops, in order to experience British culture

Your school careers adviser has shown you this poster about a summer study programme. You have been asked to write a text for your school website in the Careers section. Write the text, giving information about this summer programme to your schoolmates and persuading them to join it.

標題	Summer Exchange Programme in the UK
段落	<u>Introduction and Objectives</u>
1-2	<u>If you don't want to</u> waste your summer time, you can consider <u>taking part in</u> the
活動	summer study programme organized by the school. You will have a <u>rewarding</u> time in the UK.
介紹	The student exchange programme this summer <u>will be held from 18 July to 16 August</u> with York Language School. <u>The programme is mainly for</u> S4 and S5 students, and has two main <u>objectives</u> . <u>Firstly, it aims to</u> enhance students' English language proficiency. <u>Secondly, it aims to</u> promote cross-cultural exchange. Students <u>will attend language courses</u> and <u>do volunteer work</u> in the UK.

段落4	<u>Golden opportunity</u>
呼籲 同學 參加	<u>Don't miss this golden opportunity</u> to improve your English and learn more about British culture! <u>Contact us for more information.</u>

Feature Article (專題文章) -- 範例一

HKDSE English 2012 Q1

You are a famous news reporter for Hong Kong News.

Your old secondary school has asked you to **write a feature article about yourself** for the next edition of the **school magazine**.

Use the following **three headings** to write the article. **Add one heading of your own.**

- The **best part of my job**
- **The biggest challenge** I have ever faced **in my job**
- **My school days**
- **Another heading**

段落1	<u>The best part of my job</u>
工作最好之處	<p>Many students might think that the best part of being a reporter is that they can interview public figures and celebrities, say Andy Lau, Eason Chan or whoever you like, However, this is not what I think. In fact, when it comes to the most rewarding part of my job, probably the first springing to my mind is that I hold the responsibility to <u>reveal the truth</u> to the general public. I report different affairs happening every day in our society, including political and business news, thus giving a more comprehensive view of our city to citizens. This sense of accomplishment has <u>driven</u> me to <u>pursue perfection relentlessly</u> in my reporting career.</p>

<p>段落2</p> <p>工作最大挑戰</p>	<p><u>The biggest challenge I have ever faced in my job</u></p> <p>When asked about the biggest challenge ever faced by other reporters, most of them will be <u>unanimous</u> in their answer – deadlines of articles. While it is beyond doubt that meeting tight deadlines is indeed the most terrifying task for a reporter, my experience is a little bit different. The biggest challenge I have ever confronted, in fact, was the <u>accusation</u> from the public that I <u>fabricated</u> information in one of my articles, which <u>was concerned with</u> the <u>extra-marital affairs</u> of a celebrity in Hong Kong. Exceedingly stressed by public pressure and <u>condemnation</u> at that time, I <u>fell victim to</u> depression. Fortunately, my family and colleagues <u>showered me with support</u> and public misunderstanding was eventually <u>rectified</u>.</p>
<p>段落3</p> <p>校園生活</p>	<p><u>My School Days</u></p> <p>When speaking of my school days, there is a lot to say. But like anyone of you, I was just an ordinary boy who liked playing basketball with classmates, and, playing tricks on teachers as well! It was a shame to say but, my academic results were not satisfactory at all; or rather, terrible. After all, who would like to study in their <u>adolescence</u> with other entertainment so readily available? Nevertheless, this was my wrong thought. It was fortunate that I discovered the significance of studying and started to work <u>assiduously</u>, along with the assistance from my respectable teachers. Finally, I <u>came through the HKCEE and the HKALE in flying colours</u> and graduated from the School of Journalism of the Chinese University. That is why I can become a reporter now.</p>

段落4	<u>My dream</u>
我的 梦想	<p>In fact, I am very pleased to tell you that I have my dream come true already. Yes, that is right – to become a reporter. It may sound ludicrous that while others' dream is to become some kinds of CEO who make a hefty sum of money or a lion-hearted firefighter who save lives, mine is to become a small reporter doing dreary and monotonous clerical work day after day. But I can tell you: there is no shame to pursue your own dream. However trivial or mediocre your dream may seem in others' eyes, you should strive and fight for your chosen path of life. No matter how many times you fail, stand up and keep endeavouring. Someday, you can prove how "BIG" your dream is!</p>

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

Feature Article (專題文章) -- 範例二

段落1	<u>The best part of my job</u>
工作最好之處	<p>Have you ever thought of the scenario after the 2008 Sichuan earthquake? Have you ever imagined how bitter it is for those innocent children to suffer from the Iraq War? Reporters have long been praised as “the kings without crowns”, and the best part of it, undoubtedly, must be the <u>privilege to unveil the truth</u> to the general public and even people from all over the globe to arouse their sympathy, awareness and attention to the international issues in particular, and obviously this is the reason why I find my job very rewarding when compared to the others.</p>
段落2	<u>The biggest challenge I have ever faced in my job</u>
工作最大挑戰	<p>Frankly speaking, the biggest challenge I am confronted with must be the <u>abysmal</u> living conditions and environment in the earthquake-stricken Wenchuan region in Sichuan. “Tofu construction” was <u>prevalent</u> and everywhere was left <u>in ruins and shacks</u>. What do you think about the environment of temporary shelters where frontline news reporters like us <u>reside in</u>? It was actually disgusting and full of <u>grisly</u> insects! Nevertheless, we could do nothing but tolerate. That is the greatest challenge I have ever faced in my job.</p>

<p>段落3</p> <p>校園生活</p>	<p><u>My School Days</u></p> <p>When I was a junior form student, I was naïve and innocent like many of you now. At that time, I was <u>indifferent towards</u> current affairs that were happening in the world as I was born and raised in an <u>affluent</u> family. Hardly did I develop any <u>empathy</u> towards the <u>underprivileged</u> citizens in other parts of the globe. It was not until the occurrence of the Yugoslavia Civil Wars in the early 1990s that I was motivated to explore the <u>realm</u> of international politics with some of my classmates. Through <u>partaking in</u> a wide variety of activities ranging from video-making competitions to report-writing competitions did I cultivate my journalistic skills as well as identity as a global citizen.</p>
<p>段落4</p> <p>勸勉</p>	<p><u>My message to fellow schoolmates</u></p> <p>As an old saying goes, “Success means dedication.” Even though I am considered a <u>prominent</u> reporter in Hong Kong, I have to overcome countless difficulties and challenges. Most importantly, I am often questioned by my parents regarding the heavy workload of being a news reporter and the experience of complete loneliness. All these have <u>shaped my personality</u> of not giving up easily.</p> <p>With the <u>imminence</u> of the HKDSE and selection of university programmes, it is time you thought of your future career paths and worked <u>industriously</u> for your <u>blossoming future!</u></p>

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

Feature Article (專題文章) -- 範例三

<p>段落1</p> <p>工作最好之處</p>	<p><u>The best part of my job</u></p> <p>News reporting is not as easy as it seems despite the fact that most of my colleagues look <u>effortless</u>. We have to collect information, write our scripts, rehearse and collaborate with our colleagues, not once, but thousands of times over the year. It is like doing school projects every six hours. Yet, the <u>arduous</u> work is what makes my job interesting. However, the best part of my job is on-site interviews. Whenever important events or accidents happen, I am assigned with the duty to report them to the public as soon and accurately as possible. <u>The sense of fulfillment</u> of collecting raw information, summarizing it, and presenting as clearly as possible has become my personal goal every day.</p>
<p>段落2</p> <p>工作最大挑戰</p>	<p><u>The biggest challenge I have ever faced in my job</u></p> <p>News reporting can be a lot more dangerous than you think. The biggest challenge I have ever encountered in my career is that I was <u>deployed to</u> the Philippines to keep the audience updated on <u>the 823 Manila Hostage Crisis</u>. Our van stationed about 20 metres away from the coach where a group of Hong Kong tourists were held hostage by a Former Philippine policeman who was armed with guns. A shot was fired, followed by a series of gunshots which forced us to retreat. Suddenly, the car window cracked, and I <u>felt a burning pain</u> behind my ear, and <u>blood started trickling down</u> the back of my neck. I was told later that if the bullet had passed into instead of beside my neck, I would have died.</p>

段落3	<u>My School Days</u>
校園生活	<p>You might have thought that I was a confident speaker even back in my school days, but the truth was, no matter how hard I tried, the best I could manage was to <u>stutter</u>. Even when I was called upon to answer questions in a class, I <u>felt butterflies in my stomach</u>, not to mention speaking in public in front of millions of viewers. However, my English teacher, Miss Chan, saw my potential in me, inviting me to join the campus TV. At first, I was too afraid and only dared to write scripts for our student reporters. With the continuous encouragement from Miss Chan, I finally <u>plucked up courage</u> and started reporting. You know the rest of the story – I have been reporting news ever since.</p>
段落4	<u>What does it take to become a good news reporter?</u>
做記者的先決條件	<p>To become a good reporter, it does not only require brilliant language skills and a critical mind. No matter what kinds of news reporters you choose to become, it is of paramount importance to have a kind heart and a right attitude. As a <u>veteran</u> reporter, my sole goal is to pursue truth. Nowadays, it is not uncommon to see the paparazzi using <u>long lens cameras</u> to invade celebrities' private lives. In order to <u>grasp the attention of</u> the audience, they make up contents which harm other people and ignore the feelings of victims, taking pictures of their bloody faces from car accidents. These are all against journalistic Code of Conduct and something I <u>frown upon</u>. Do remember, if you choose to be a good reporter, <u>conscience</u> is far more important than making <u>a hefty sum of money</u>.</p>

Content	7/7	7/7
Language	6/7	7/7
Organization	7/7	7/7
Total	20/21	21/21
	41/42 (5**)	

Feature Article (專題文章) -- 範例四

<p>段落1</p> <p>工作最好之處</p>	<p><u>The best part of my job</u></p> <p>The best part of my job is the opportunity it has given me to care about our community in different aspects. Last summer, I covered a story about a poor 7-year-old kid whose parents had died in a tragedy. To my delight, people were touched and over two million dollars were raised within a week to help this poor kid out. I do think it is meaningful to <u>arouse public awareness</u> to care for <u>the underprivileged</u>.</p>
<p>段落2</p> <p>工作最大挑戰</p>	<p><u>The biggest challenge I have ever faced in my job</u></p> <p>My biggest challenge ever faced was attempting to stop my tears running out in a report. Once I had to interview <u>a handicapped orphan</u> who was abandoned by her parents. So sentimental was I that I was moved to tears. It took a few moments until I could hold my tears back and finish the whole interview. I had underestimated the importance of having full control of my emotion until I had to report such a <u>harrowing</u> story.</p>

<p>段落3</p> <p>校園生活</p>	<p><u>My School Days</u></p> <p>Despite not being one of the brightest students at school, I was not given up and was encouraged by my caring teachers to <u>partake in an array of</u> challenging activities, and one of them was called “Young Reporters”, through which I developed my interest in being a reporter. Without any experience in reporting, we were asked to interview <u>people from all walks of life</u>, ranging from property tycoons to people <u>dwelling in</u> subdivided flats. Assisted by my teachers, I overcame the challenge and was given the “Best Reporter Award”. It was my beloved teachers who provided me with the power and strength to become who I am now, and I miss them.</p>
<p>段落4</p> <p>決心的重要</p>	<p><u>The power of determination</u></p> <p>Contrary to what you might think, my path as a reporter is not a <u>plain-sailing</u> one. However, I believe in myself all along. Not performing well enough in my A-Level exam, I <u>clenched my fist</u> and <u>gritted my teeth</u> and took the exam again to pursue my dream. Thankfully, I was admitted to the programme of journalism at Baptist University of Hong Kong. Had I not been determined and persistent, I would not have been what I am today. Remember, never give up hope and stay determined.</p>

Picture composition (看圖作文) – 範例一

HKDSE English 2013 Q1

For question 1, write about 100 words for each photo.

You are taking part in a photo exhibition called ‘My Memories’. As part of the photo exhibition, you have **presented two photos**. Now, you need to **give a title to each** and **a brief explanation of why these photos are meaningful to you.**

	<p style="text-align: center;"><u>A Child’s Dream</u></p> <p>Back in the days of my primary school years, my teachers installed a blackboard – instead of the shiny whiteboards in many schools nowadays – in our classrooms. The blackboard had been a significant part of my childhood: on it I recited class materials, expressed my opinion and drew pictures to decorate the classroom. The <u>homely murkiness of that wooden plank captured all my aspirations</u> and imagination as a young child. Thus, I stopped to take this photo one day when I visited a school in a backward village in China. Completely immersed in her task, the little girl did not notice me. To me, the blackboard was her <u>tabula rasa</u> – an <u>untouched realm</u> full of potential. It was as if I was watching her <u>mapping out</u> her future with the white chalk. This photo may appear ordinary, but it represents a child’s <u>uncapped potential</u> – the potential to learn, to prosper and to dream big.</p>
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	<u>Joining Hands</u>
	<p>Our <u>civilization</u> is built by the <u>collective efforts</u> of people. This kind of <u>interdependence</u> and connection is <u>figuratively</u> presented in this photo. I <u>cherish</u> the idea of cooperation. Thus, this photo has become particularly meaningful to me as it demonstrates just that. This photo was taken during one of my visits to a team-building camp designed for companies which wish to strengthen the relationships between their employees. As I took the photo from down below, the team of co-workers put their hands together, <u>synchronously</u> shouting “Yes!” with <u>beaming smiles</u>. Overwhelmed by that <u>surge of positivity</u> and <u>morale</u> of cooperation, I took this photo, which has since become a reminder of the importance of teamwork. Despite our personal ambitions and aspirations, it is important for us to learn to work with others and pursue a goal that benefits all together.</p>

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

Picture composition (看圖作文) – 範例二

	<p style="text-align: center;">Turning a New Page</p> <p>This photo <u>captures my frustration</u> when I was asked to write an introduction of myself in English in front of the whole class when I first came to Hong Kong. I was in primary three when my family moved from Foshan, China, to this <u>cosmopolitan</u> city. My English was terrible – at the age of eight, I still couldn't memorize all the <u>alphabets</u>. I can still <u>vividly remember</u> the <u>giggles</u> of my classmates behind my back when I was struggling to write something sensible. I <u>clenched the chalk</u> in my <u>pathetic, fragile</u> fingers and <u>beads of sweat</u> were <u>draining down</u> my <u>burning, crimson face</u>. I was lost, <u>claustrophobic</u> and ashamed, and with the <u>soothing words</u> from my teacher I <u>staggered back</u> to my seat <u>clumsily</u> in shameful tears and <u>awe</u>. But it is from that day that I told myself I need to work hard; it is from that day that I understood the importance of persevering for excellence,; it is from that day I vowed – I will achieve phenomenal success and never be looked down upon again! This photo <u>marks the turning page</u> of my childhood – probably my life – and from then on, I studied extra hard to improve my English skills, and <u>attained</u> great improvements. Now, this photo acts as a reminder of the once <u>frail</u> and helpless girl I was, urging me to <u>strive harder for</u> myself and my family, to keep learning and <u>persevering</u>.</p>
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	<p style="text-align: center;"><u>Transformation and Acceptance</u></p>
	<p>This photo was taken when I was selected by my secondary school for a valuable chance of participating in an overseas exchange programme. See the chubby girl on the left with a huge grin? That is me. I have transformed from a shy girl to a cheerful, confident teenager. We took this photo when we were about to leave the ancient English school complex for the last time, with my English buddies as well as my other schoolmates. When we joined hands, I felt accepted and loved. I felt the blissful friendship that we cultivated together. I felt that my hard work to improve myself had paid off. I swept through their eyes – blue ones, brown ones, green ones and black ones – and I could see acceptance from their irises. No longer was I the outcast of his society, not even when I was staying overseas. I had transformed and I was accepted by this world. This photo captures the overwhelming moment of my epiphany, captures my brilliant smile and captures the sweet hope I held for a bright future. Every now and then I would lose myself staring at this picture, remembering the hopes I held, reminding myself that this world is a lovable place and with endeavours, we can achieve what we want.</p>

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

Picture composition (看圖作文) – 範例三

	<p style="text-align: center;"><u>Breaking the Brick Wall</u></p> <p>This photo captures the moment when I was trying to introduce myself to my primary school classmates – an attempt to break the adamant barrier between me and my classmates.</p> <p>I was born in mainland China and hadn't received any education on English language until I came to Hong Kong and went to a local primary school. English was extremely <u>intimidating</u> to me and hardly could I understand a single word from my classmates or teachers when they spoke in English. I was shy and I hid myself, feeling that nobody understood the difficulties I was facing and nobody was willing to help. Fortunately, I met Ms Young, my English teacher.</p> <p>Ms Young was so <u>benevolent</u> that she offered me after school tutorials on English and gave me great support academically and emotionally. Her kindness, generosity and love helped me overcome my fear towards English and I successfully <u>came out of my comfort zone</u>.</p> <p>This photo shows the moment when I was determined to actively get to know my classmates by introducing myself using English. Although my English was not good at all, I kept telling myself "Come on! You can do this!" in my mind while I was writing on the blackboard. This is truly one of my bravest moments in my life. I often take this photo out to remind myself of how <u>tenacious</u> I can be when I face <u>setbacks</u> in life and Mr. Young's benevolence. Had it not been for her help, I would not have been bold enough to enhance my English and break this adamant brick wall – the language barrier between me and my classmates.</p>
	<p style="text-align: center;"><u>Sail with Peers</u></p>

This photo has captured a memorable moment of growth for me and some of my best friends.

This photo was taken when I was participating in a camp full of teenagers from different countries and cultural backgrounds. In a group of eight, our mission was to build a little boat using limited materials like bamboo sticks and plastic containers and sail in the ocean.

It was an extremely **arduous** task for us as none of us had any experience related to building a boat. As time went by, a few groups had already started their sails and we were still **clueless** and helpless. An American boy in my group, Peter, accidentally broke a bamboo stick. Furious and hopeless, I mindlessly shouted, "What are you doing? You stupid American!" It was racist and extremely inappropriate for me to say that. Offended and infuriated, Peter **punched me on my face** and I immediately fought back. Luckily, some of my group mates were cool enough to **halt** the fight and demanded us to **reflect upon** our naïve behaviour. Feeling regretful, I took back my offensive words and apologized to Peter. **Miraculously**, we worked much more efficiently than before and **came up with** a way to build the boat with one less bamboo stick. Despite finishing the mission last, we all **wore a smiley face** and this photo was taken before our voyage when we covered hands and **yelled at the top of our voice** to support ourselves.

Every time I see this photo, it reminds me of the importance of patience, understanding and mutual respect when working with others. These three qualities can help us sail through storms of arguments in our life voyage, forging unbreakable bonds with our peers. This photo contains a lesson on friendship that cannot be learnt from any textbooks in the world.

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

Picture composition (看圖作文) – 範例四

	<p style="text-align: center;"><u>Inspirations from a Young Girl</u></p> <p>In this photo <u>features</u> a diligent girl who hoped to <u>disentangle herself from</u> poverty with knowledge. I met this girl during a 3-month education project which aimed to provide some basic English training for poor village children. I used to think that I was helping them, but it <u>turned out</u> that I was learning a lot from them. Asked to write a sentence with the word “knowledge” on the blackboard, the girl in the photo wrote “I dream of changing my destiny with knowledge, and I promise I will not give up.” Every student in the class then volunteered to tell me their dreams. Yes, they were poor, but dreams were there. They inspired me to pursue my dream of becoming a teacher and finally I realized it. I miss the days I was with them.</p>
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	<u>Together We Achieve More</u>
	<p>Have you ever thought of the true meaning of <u>collaboration</u>? This photo perfectly illustrates the importance of teamwork. The photo was taken five years ago, when I participated in a training camp called “Outward Bound” to <u>hone my interpersonal skills</u> and <u>communication skills</u>. Tough though the training was, we learnt a lot. At the very beginning we met a lot of setbacks in such activities as treasure hunts and orienteering. Being the worst group among all, we thought of quitting the last activity, rock climbing. However, our group leader cheered us all up, asking all of us to put our hands together, and more importantly to enjoy it and learn from it. The photo was taken just before the game started. Although we were not the champion, we did succeed in finishing it, and we were all proud of ourselves. We fully understood we could never achieve a common goal without having good cooperation with our teammates together.</p>

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

	<p style="text-align: center;">Linking, Bonding</p> <p>段落1 - 突出相片的象徵意義</p> <p>This photo was taken on the annual Sports Day at school. It seems to be nothing special, but it <u>symbolizes</u> the time when our hearts were truly linked together.</p> <p>段落2 – 詳述事情，抒發感受</p> <p>Our class spirit was not strong at all; we were not <u>keen</u> <u>on</u> working as a team. On that day, we had to take part in a class relay competition. Sadly, no one wanted to represent our class. Then our monitor exclaimed, “We are a family! There is no excuse for us to <u>surrender</u> to other classes!” All of a sudden, we <u>perked up</u> and were fully “charged”. We covered hands and yelled at the top of our voice, “6D Best!” And could you believe it? The girl at the left corner who has the brightest smile used to be the quietest girl in the class! Eventually, we won the race. Nothing will be a miracle if we are united!</p>
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Picture composition (看圖作文) – 範例五

	<p style="text-align: center;">The First Word of Hope</p> <p>段落1 - 突出相片令人印象難忘</p> <p>This might not be a striking image in your eyes, but to me it definitely is. I can never forget this scene though it happened at the age of 8. It just keeps flashing back in my mind.</p> <p>段落2 – 詳述事件背景</p> <p>The photo was taken when I was on an exchange trip to an impoverished region in Mainland China. I toured to a local school and had lessons with indigenous children. The little, frail girl Mary in the photo was sitting beside me. She had such beautiful eyes. Then she asked me, “Could you teach me how to write my name?” Feeling perplexed, I held her bony hand and taught her how to write it. Not long after, her teacher asked if anybody wished to write down his/her name on the blackboard.</p>
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	<p style="text-align: center;">The First Word of Hope</p> <p>段落3– 交代事件結局和感想</p> <p><u>Without a second thought</u>, Mary <u>volunteered</u>. Only at that moment did I realize she had a guiding stick with her – she was blind! Slowly she found a chalk, wrote her name down with her <u>trembling hand</u> and said, “Thank you Chris, no one has taught me how to write before!” <u>Tears blurred my vision</u>, and no words could precisely describe how <u>grateful</u> I felt. Since then, this photo has always been my <u>source of motivation</u>.</p>
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	Marker 1	Marker 2
Content	7/7	6/7
Language	6/7	7/7
Organization	7/7	7/7
Total Score	40/42 (5**)	

Introduction of a Place (地方介紹) – 範例一

HKDSE English 2014 Q1

The Local History Newsletter is a newsletter about the history of Hong Kong. Every month, it prints short articles about special places in Hong Kong. You have been asked to **write an article about an old village called Lucky Village**. Write your article using the three headings provided. You can use the headings in any order.

- **Life in Lucky Village 40 years ago**
- **An event that changed Lucky Village**
- **What Lucky Village is famous for**

<p>段落1</p> <p>40年前幸運村的生活</p>	<p><u>Life in Lucky Village 40 years ago</u></p> <p>1. 幸運村概述 -- 無科技的世界</p> <p>At that time, it was still an <u>unplugged</u> world: no iPads, no E-books, no new games like Flappy Bird. Every “Lucky Villager” lived in a simple way.</p> <p>2. 幸運村村民的工作</p> <p>Most of them worked from 8 a.m. to 5 p.m. in the plastic manufacturing factories nearby in Pok Fu Lam and returned home afterwards to cook a <u>mouth-watering</u> meal for their little kids.</p> <p>3. 幸運村村民的生活</p> <p>One thing was <u>rather unique</u> about Lucky Village – the large playground area on the 2nd floor, which is rarely seen nowadays in those small-medium flats. For children, it was a heaven. They could play see-saws, stickers, rubber bands, hide-and-seek, you name it. Unlike the <u>extravagant</u> luxury flats nowadays, even though the hygiene condition was <u>not that satisfactory</u> and people were not as wealthy as <u>property tycoons</u> like Li Ka-shing, life in Lucky Village in the 1970s was simple and <u>blissful</u>.</p>
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段落2

改變幸運村的事件

An event that changed Lucky Village**1. 挑戰**

Green tea latte, Caramel Macchiato, New York Cheesecake... Do you enjoy these products of Starbucks? Lucky Villagers probably do not. Two years ago, the dim sum teahouse Cha-Kee in the village was **facing closure** and would be taken over by the coffee chain store – Starbucks. The news spread quickly in Lucky Village and **provoked an outcry**. “Cha-Kee is our **collective memories**. I especially love the **glutinous rice with chicken in lotus leaf**,” said one of the villagers.

2. 渡過難關

Eventually, **a host of** Lucky Villagers donated money, **filed complaints** and even **resorted to petition** to support Cha-Kee’s survival against Starbucks. This large-scale event not only **strengthened the bondage** in the neighbourhood, but also **manifested** the meaning of team spirit. “Great things are not done by one person, but a team of people.” Steve Jobs’ adage is also **applicable** in this case and finally they succeeded.

<p>段落3</p> <p>幸運村為何著名</p>	<p><u>What Lucky Village is famous for</u></p> <p>1. 和諧的鄰舍關係</p> <p>Lucky Village is one of the oldest villages in the territory, yet it is not <u>solely</u> famous for its long history, but warmth. Every month, there is a regular meeting and gathering of all villagers in the large playground area. They share their meals, chit-chat about various current affairs, exchange their ideas and feelings during the gathering. Such is the <u>harmonious</u> and <u>jovial</u> atmosphere <u>pervading</u> in Lucky Village that <u>captures the attention</u> of local citizens.</p> <p>2. 星巴克危機</p> <p><u>Aside from</u> this, the aforementioned “Starbucks crisis” was also reported by Apple Daily, which <u>aroused public attention</u> to this little village.</p> <p>3. 幸運村精神 – 溫暖和愛</p> <p>I would say, Lucky Village is <u>reputable for</u> its warmth and love – It is not simply a name, or a fame, but a spirit.</p>
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	Marker 1	Marker 2
Content	7	7
Language	7	7
Organization	7	7
Total Score	42/42 (5**)	

Introduction of a Place (地方介紹) – 範例二

<p>段落1</p> <p>40年前幸運村的生活</p>	<p><u>Life in Lucky Village 40 years ago</u></p> <p>1. 農耕生活</p> <p>On the pasture stands <u>a horde of</u> cows. Vitally important are these cows to <u>peasants</u> as farming was <u>the bread and butter</u> of villagers in Lucky Village. All the <u>kiths and kins</u> farmed together amid <u>sweltering hot</u> or <u>freezingly cold</u> weather. Villagers <u>toiled and moiled</u> to grow crops for their <u>subsistence</u>.</p> <p>2. 消閒活動</p> <p>Harsh as their work might seem, they indeed led <u>a leisurely life</u>. Adults sang <u>folk songs</u> while children burst into laughter when playing hide and seek. After a typical day of work with blood, sweat and tears, villagers had their freshly harvested vegetables for dinner.</p>
<p>段落2</p> <p>改變幸運村的事件</p>	<p><u>An event that changed Lucky Village</u></p> <p>1. 介紹發展計畫</p> <p>Gone are the days when villagers led a <u>primitive</u> life. As the government decided to develop Lucky Village, <u>hosts of</u> people were paying visits to the village. The government <u>endeavoured</u> to turn Lucky Village into a suburban resort in which tourists could <u>partake in an array of</u> activities.</p> <p>2. 計劃詳情</p> <p><u>A hefty sum of fortune</u> was <u>expended</u> on building hotels as well as <u>renovating</u> infrastructures and entertainment facilities. <u>Canoes</u>, handy farming tools as well as swimming caps were purchased, <u>to name but a few</u>. <u>A trace of</u> excitement was added to the <u>serene</u> environment.</p>

<p>段落3</p> <p>幸運村為何著名</p>	<p><u>What Lucky Village is famous for</u></p> <p>1. 有機耕種</p> <p>Highly <u>celebrated</u> is the organic farming and healthy eating workshops organized by the villagers. Those who <u>patronize</u> the workshops are offered the opportunity to work with cows. Many a visitor finds the experiment <u>imbued with thrills and spills</u> as they are afraid of the cows, though they are <u>tamed</u>.</p> <p>2. 健康飲食工作坊</p> <p>Having <u>sown seeds</u>, <u>cut weeds</u> and applied <u>organic fertilizers</u>, visitors will proceed to cooking mouth-watering <u>vegetarian</u> dishes. Visitors can't fail to love the <u>organic spices</u>!</p>
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	Marker 1	Marker 2
Content	7	7
Language	7	7
Organization	7	7
Total Score	42/42 (5**)	

Introduction of a Place (地方介紹) – 範例三

<p>段落1</p> <p>幸運村為何著名</p>	<p><u>What Lucky Village is famous for</u></p> <p>1. 逃過颱風厄運</p> <p>Lucky Village is famous for its good luck and this is how the village was named. A long time ago, a <u>devastating</u> typhoon caused many deaths and great economic losses in the old villages nearby. <u>Fortunately</u>, all the people and <u>properties</u> in Lucky Village were not damaged. After this incident, Lucky Village started to be famous because of its good luck.</p> <p>2. 遠近馳名的小食檔</p> <p>Also, there is an old couple selling traditional Chinese snacks in a street stall in the village and the snacks are recommended by many local magazines. Many people visit there because they want to try these snacks and the Lucky Village become more well-known owing to the delicious and famous snacks.</p>
<p>段落2</p> <p>40年前幸運村的生活</p>	<p><u>Life in Lucky Village 40 years ago</u></p> <p>1. 簡單的溝通方式</p> <p>Unlike nowadays, the people living in the Lucky Village 40 years ago communicated through <u>face-to-face interactions</u> and this led to <u>harmonious relationships</u> between neighbours.</p> <p>2. 純樸和諧的鄉村生活</p> <p>At the centre of the village, there was a big area and the people in the village liked to meet there after having dinner. This was also the place where the kids played together, the adults sang together and the elderly sat and talked together. During some traditional Chinese festivals, such as the Chinese New Year, all of the people in the village would like to meet and had a meal together and the <u>atmosphere</u> was great. The life in Lucky Village was simple and <u>harmonious</u>.</p>

<p>段落3</p> <p>改變幸運村的事件</p>	<p><u>An event that changed Lucky Village</u></p> <p>1. 介紹發展計畫</p> <p>5 years ago, the government <u>launched a plan</u> to remove the Lucky Village due to the lack of land for development and intended to <u>transform</u> the Lucky Village <u>into</u> a city. Most of the people agreed to move out, including the old couples who sell the traditional snacks.</p> <p>2. 呼籲人們珍惜幸運村</p> <p>The Lucky Village became empty and rarely had people visit it. As a result, its special features started to <u>fade</u>. The removal plan is going to start next year and the village will disappear afterwards. Let's visit this precious village before it is too late and keep a record of this unique village.</p>
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	Marker 1	Marker 2
Content	7	6
Language	6	6
Organization	7	6
Total Score	38/42 (5**)	

Letter of Application (求職電郵) – 範例

Write an application letter in response to the following advertisement:

Volunteers Needed

IT KIDS is a local community centre providing charity services for our neighbourhood. We are offering free computer courses to children aged between 6 and 10.

You will have to:

- reach children to get familiar with common computer programmes
- design a website for our centre with the children

Write an email to Mr. Donald Tsang for application.

In your email, make sure you tell Mr. Tsang:

- a. why you are interested in the job
- b. why you are suitable for the job
- c. what activities you would do with the children

Give a suitable subject for your email. Part of the email has been written for you.

電郵	<p>To: Donald Tsang (donald@itkids.edu.hk) (題目已提供)</p> <p>Subject (主題): Application for volunteer position in IT Kids</p>
上款	Dear Mr. Tsang,
段落一 表明對工作 有興趣，自 我介紹優點	<p><u>I would like to</u> apply for the volunteer position in your centre. I saw your advertisement in the newspaper and I am extremely interested in the job because I am <u>keen on</u> helping young people. <u>I would like to help</u> them come to grips with computer knowledge as I <u>aspire</u> to be a teacher after graduation. This experience would definitely <u>equip me with</u> relevant techniques and <u>I will know</u> how to deal with children later in my career. <u>Moreover</u>, I have always kept myself updated with the latest development of information technology and I <u>enjoy</u> trying out the latest software.</p>
段落二 解釋自己為 何是適合人 選	<p>I believe that I am <u>a suitable candidate</u> for the position because <u>I have the relevant knowledge and experience</u>. <u>As mentioned above</u>, I have developed websites and magazines. Having been the Information Technology monitor and the Chairman of Information Technology Club in my school, I <u>have hands-on experience in organizing activities</u> to <u>promote computer knowledge</u>. <u>Also</u>, my character will <u>enable me to</u> finish this task with ease. I am considered a <u>patient</u> and <u>eloquent</u> person.</p>

<p>段落三</p> <p>解釋自己入職後可作出的貢獻</p>	<p><u>In order to</u> do my job well, I would design a course of 10 sessions. For the first five sessions, I would teach the children how to use some common software, like Word and PowerPoint. <u>Furthermore,</u> I would teach the kids to use some website creation software, like Adobe Dreamweaver. <u>In order to help</u> the children better understand the procedures, I would design some handouts for them. For the last five sessions, the children will be divided into two or three groups to design the website for your centre. They can apply what they have learnt in the previous lessons and build the website.</p>
<p>段落四</p> <p>希望對方考慮自己的申請</p>	<p><u>I hope that</u> you will <u>consider my application.</u> I would be <u>grateful</u> if you could arrange an interview for me.</p>
<p>下款</p>	<p>Yours sincerely,</p> <p><i>Chris Wong</i></p> <p>Chris Wong</p>