

**Road to Hong Kong Diploma of Secondary Education Examination**

**Part B Listening 長文答題技巧**

**A. 最緊要中points**

Points (P)	內容重點, 分數所在	
	<p align="center"><b>相關KW</b></p> <p>指引頁&lt;-&gt; DF內頁</p> <p>指引頁 &lt;-&gt; Note-taking</p> <p>DF內頁 &lt;-&gt; DF內頁</p> <p>DF內頁 &lt;-&gt; Note-taking</p>	<p align="center"><b>連接詞</b></p> <p>and/Plus / Also /</p> <p>In addition/added</p> <p>because/as/so</p> <p>to / in order to</p>
	<p align="center"><b>標題句 (TS)</b></p> <p align="center"><b>總結句 (CS)</b></p>	<p align="center"><b>特別字眼</b></p> <ol style="list-style-type: none"> <li>1. 目標 <ul style="list-style-type: none"> <li>✧ aim /purpose</li> </ul> </li> <li>2. 好處 <ul style="list-style-type: none"> <li>✧ good / beneficial / provide / support/ help / allow/learn/ make/let/improve/attract</li> </ul> </li> <li>3. 壞處 <ul style="list-style-type: none"> <li>✧ harmful/bad/concerned worried/disadvantage/drawback</li> </ul> </li> <li>4. 建議 <ul style="list-style-type: none"> <li>✧ suggest</li> </ul> </li> <li>5. 特別提醒 <ul style="list-style-type: none"> <li>✧ Don't forget to / make sure</li> </ul> </li> </ol>
<p align="center">Relevant Data (RD)</p>	<p align="center">重複重點 (P) 的引申或長例子</p>	
<p align="center">Irrelevant Data (IRD)</p>	<p align="center">內容完全和試題要求無關, 可以不理</p>	

✧ **Listening** 相關KW主要分為幾類, 相關KW附近便是內容重點

<p><b>1. 字眼完全相同</b></p> <table border="1"> <thead> <tr> <th>指引頁/DF/錄音</th><th>DF</th></tr> </thead> <tbody> <tr><td>follow-up action</td><td>follow-up action</td></tr> <tr><td>concept</td><td>concept</td></tr> <tr><td>arms</td><td>arms</td></tr> <tr><td>somewhere to live</td><td>somewhere to live</td></tr> <tr><td>word limit</td><td>word limit</td></tr> <tr><td>effects of tourism</td><td>effects of tourism</td></tr> <tr><td>challenge</td><td>challenge</td></tr> <tr><td>virtual pet</td><td>virtual pet</td></tr> <tr><td>equipment</td><td>equipment</td></tr> <tr><td>landmarks</td><td>landmarks</td></tr> <tr><td>smoking</td><td>smoking</td></tr> <tr><td>features</td><td>features</td></tr> <tr><td>coral</td><td>coral</td></tr> <tr><td>abandon</td><td>abandon</td></tr> </tbody> </table>	指引頁/DF/錄音	DF	follow-up action	follow-up action	concept	concept	arms	arms	somewhere to live	somewhere to live	word limit	word limit	effects of tourism	effects of tourism	challenge	challenge	virtual pet	virtual pet	equipment	equipment	landmarks	landmarks	smoking	smoking	features	features	coral	coral	abandon	abandon	<p><b>2. 同義詞</b></p> <table border="1"> <thead> <tr> <th>指引頁/DF/錄音</th><th>DF</th></tr> </thead> <tbody> <tr><td>decorated</td><td>decorating</td></tr> <tr><td>Antonia Zacha</td><td>Antonia</td></tr> <tr><td>how people feel</td><td>how I feel</td></tr> <tr><td>people not listening</td><td>Nobody listens!</td></tr> <tr><td>standing</td><td>stood</td></tr> <tr><td>children</td><td>kids</td></tr> <tr><td>old people</td><td>elderly</td></tr> <tr><td>voluntary work</td><td>volunteering</td></tr> <tr><td>sign</td><td>signage</td></tr> <tr><td>protect</td><td>preserve</td></tr> <tr><td>disadvantages</td><td>drawbacks</td></tr> <tr><td>price reduction</td><td>discount</td></tr> </tbody> </table>	指引頁/DF/錄音	DF	decorated	decorating	Antonia Zacha	Antonia	how people feel	how I feel	people not listening	Nobody listens!	standing	stood	children	kids	old people	elderly	voluntary work	volunteering	sign	signage	protect	preserve	disadvantages	drawbacks	price reduction	discount
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## B. 搵points攻略

	秘訣	關鍵字
1.	<p>留意老師或上司的指引信件</p> <p>先留意指引的各部分是屬於哪一個Task</p> <p>再留意每個Task要在Data File的哪一部分找資料, 然後在相關部分打記號, 如T8, T9, T10, <u>不同部分可用不同顏色的筆劃分, 方便識別。應該將整個Data File閱畢, 才開始做Tasks。</u></p> <p>然後留意每個Task要寫的內容、格式、是否需要大小標題等, <u>再在Data File找重複或同義關鍵字</u></p> <p>留意每個Task的寫作目的和語氣</p> <p><u>指引頁也有內容重點</u></p>	<p><b>Look</b> at your <b>notes</b> from ..., the <b>statistics from</b> the World Health Organization</p> <p><b>I've also found</b> some travel adverts which might help.</p> <p>Remember to <b>take a look at</b> your notes from ...</p> <p><b>You should be able to get information</b> from...</p> <p><b>Use the notes you took</b> and ...</p> <p>Remind him about the <b>submission deadline</b> and the <b>first payment date</b></p> <p>A <b>suitable title</b> for the article</p> <p>重覆關鍵字: <b>Tourism</b> &amp; <b>Tourists</b></p> <p>encourage people to try &amp; 不應寫負面資料</p> <p>Write an introductory paragraph for the survey</p> <p>&amp; I am writing to introduce an online survey about ...</p> <p>Emphasise how successful "Flatmates" has been</p> <p>&amp; "Flatmates" has been successful</p> <p>Tell them they can reply to your email:</p> <p>&amp; Students should reply to email to enter the competition</p>
2.	<p>段落長: <u>先在整項資料的頭尾和每一段的頭尾找尋重點, 留意標題句</u></p> <p>段落短: <u>整段大多數內容都是重點</u></p>	

3	留意文件開頭的組織介紹，往往有內容重點，包括組織名稱、地址、電話號碼和網頁	Cultural Commons <a href="http://www.culturalcommons.org.hk">www.culturalcommons.org.hk</a> Tel: 46288070																														
4	<p>分析統計圖最重要是<u>比較多少</u>和<u>分析上升或下降的趨勢</u>，並交代數數據<u>最少和最多</u>的項目</p> <table><tr><th>Year</th><th>No. of pet owners</th></tr><tr><td>2009</td><td>6 million</td></tr><tr><td>2010</td><td>8 million</td></tr><tr><td>2011</td><td>17 million</td></tr><tr><td>2012</td><td>19 million</td></tr><tr><td>2013</td><td>27 million</td></tr></table> <p>The number of pet owners <b>has increased</b> from about 6 million in 2009 to more than 27 million in 2013.</p>	Year	No. of pet owners	2009	6 million	2010	8 million	2011	17 million	2012	19 million	2013	27 million	<p>大於</p> <table><tr><td>greater than</td><td>larger than</td></tr><tr><td>bigger than</td><td>higher than</td></tr><tr><td>more than</td><td></td></tr></table> <p>小於</p> <table><tr><td>smaller than</td><td>lower than</td></tr><tr><td>fewer than</td><td>less than</td></tr></table> <p>上升</p> <table><tr><td>increase</td><td>go up</td></tr><tr><td>rise</td><td>soar</td></tr></table> <p>下降</p> <table><tr><td>decrease</td><td>reduce</td></tr><tr><td>decline</td><td>go down</td></tr></table>	greater than	larger than	bigger than	higher than	more than		smaller than	lower than	fewer than	less than	increase	go up	rise	soar	decrease	reduce	decline	go down
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5	注意統計圖的橫軸和縱軸，分析數據時要交代日期和數據																															
6	留意數據的平均(per / average)和總和(total)	per / average / total																														
7	寫大數字不用寫實數，可用大約、少於或多於字眼	<p>大約</p> <table><tr><td>about</td><td>approximately</td></tr></table> <p>少於</p> <table><tr><td>less than</td><td>fewer than</td></tr></table> <p>多於</p> <table><tr><td>more than</td><td>over</td></tr></table>	about	approximately	less than	fewer than	more than	over																								
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8	牽涉數據的題目，要幾項資料一起閱讀，找出他們之間的關係，有時需要計算	Mei Foo + Kowloon Bay = 9.0 + 2.5 <b>Half</b> the amount paid for “Flatmates” × \$28200 = \$14100
9	留意Data File開首的“Situation”部分，考生代入的身分、職銜、所屬部門和機構，以及要舉辦的活動，往往是內容重點	You are <b>Pat Lee</b> . You are <b>an assistant</b> to Donnie Kwok. You work in the <b>Campus Services Department</b> at <b>Hong Kong University</b> . Your club is planning to <b>take part in a tree-planting activity</b> . The best project <b>will be selected to enter the competition</b> .
10	留意每個Task的指示，可能包含內容重點	Mrs. Lee, your teacher, has asked you to write an email to <b>invite Professor Liu for the special event</b> at your school.
11	寫 <b>Letter</b> 和 <b>Email</b> 要特別注意格式。雖然Data File沒有提及，但考生必須寫地址和上下款。要從Data File的不同地方找出寄件人地址、收件人地址、收件人職銜、收件人姓名、寄件人姓名和寄件人職銜。	
12	寫Letter of Reply (回覆信)一開始就要表明代表機構、寫信目的，簡介事情原委，給 <b>Editor</b> 的回信，還要清楚交代原信件的寄件者和寫信日期	<b>I am writing to apologize</b> for the poor service you have received from our hospital recently. <b>I am writing on behalf of</b> the Kowloon Exotic Pets Hospital in response to the letter written by Mr. Squeers on March 23, 2014 concerning his dissatisfaction with our hospital.

13	寫Letter of Reply (回覆信), 要先看原信件, 找出對方的疑問、投訴或關注事項, 然後再找其他資料, 逐一回應對方。全文的結構應該是歸納一個疑問, 然後立刻回應, 然後再寫第二個疑問和回應, 如此類推。閱讀Data File時要根據 <u>重覆關鍵字和文意進行分類</u> , 例如寫完投訴A, 接著就要寫 <u>反駁投訴A的論點</u> 。寫完投訴B, 接著就要寫 <u>反駁投訴B的論點</u> , 如此類推。	<u>Refer to the article</u> that was published <u>Answer the points raised</u> in the article 投訴A: Your organization cares about making <u>money</u> . 回應A: We have an orphan programme which is <u>free</u> . 投訴B: When an owner no longer wants his pet and lets it go into the <u>wild</u> , the <u>ecosystem</u> is damaged. 回應B: We organize a workshop to educate people about the threat to the <u>ecosystem</u> if something is released into the <u>wild</u> .
14	Transcript of Interview (訪問稿)由Interviewer (訪問者) 和被訪者的對話組成。通常會由Interviewer先發問, 然後被訪者回答。閱讀時應集中留意被訪者的說話, 因為取分重點大多數來自這部分。雖然Interviewer的部分可以略讀, 但間中有一兩個重點來自這部分。	Interviewer: What exactly is a skyscraper? Professor Liu: A skyscraper is <u>a tall building</u> ... <u>there is no specific height</u> that makes a skyscraper a skyscraper – <u>usually used for commercial and residential purposes</u>
15	留意資料的附加筆記	提示方塊 □ 上司對下屬的吩咐 箭號 深色字
16	留意列點的資料	<ul style="list-style-type: none"> <li>• A suitable title for the article</li> <li>• An interesting opening and closing</li> <li>• Try a prison hotel</li> <li>• Sleep in a cell like a prisoner</li> </ul>
17	仔細分析不同資料之間的關係, 找出重複 <u>關鍵詞</u> 。 如果不同資料出現 <u>重覆字詞</u> , <u>字詞附近的內容便是內容重點</u>	Data 1: <u>Word limit</u> for <u>half page advertisements</u> would be 50-70 words. Data 2: Total <u>word count</u> for this <u>advert</u> = 80. This is supposed to be a <u>half-page advert</u> Data 1: <u>Somewhere to live</u> / <u>Children</u> / <u>Medical</u> Data 2: <u>Somewhere to live</u> / <u>Kids</u> / <u>Doctors</u>
18	Task 5/Task 8雖然以聆聽較多, 但很多時候有一半答案都能從Data File找到	

19	留意大寫、粗體、斜體和 <u>畫上橫線</u> 的字句	<i>the spelling of Thai place names... and ask her if all the details in the article are accurate</i>
20	留意資料的數據、日期和地點, <u>小心陷阱</u>	
21	留意有數字和年份的列表, 特別 <u>留意不同數據的比較</u>	1928: \$10300 per night at Dragon Hotel 2013: \$4200
22	留意腦圖和結構圖	
23	留意剔號	Our advisors will provide you with: ✓ Sound financial advice ✓ Advertising wizardry
24	留意括號內的文字, 往往包含內容重點	(not allowed to comment on prisoners legally) (no plans for a competition) (deadline: Feb 10 <sup>th</sup> )
25	活動的“ <b>Basic Facts</b> ”包括名稱、日期、時間地點、參加人物和目標。	Name Time/Date/Venue Who? Aims?
26	介紹講座要詳細交代時間、日期、地點、講座內容、講者背景、講者成就以及講者和講題的關係	Time/Date/Venue Content of the talk Background information of the speaker Achievements of the speaker The relationship between the speaker and the talk
27	介紹參賽者( <b>participants</b> ), 不但要介紹姓名, 還要介紹背景資料和成就。	Background information of the participant Achievements of the participants
28	不要遺忘 <b>Note sheet</b> 抄的資料, 所有tasks都可能有用 <b>Note sheet</b> 和其他資料需要互相參照, 留意重覆關鍵字	<b>Tapescript:</b> There are two difficulties: firstly... and secondly, to <b>fill</b> in the school <b>application form</b> . <b>Data:</b> <b>Form filling</b> service ( <b>forms</b> from Education Bureau) ☎ help available



29	找好處和壞處要留意正面/負面字，特別留意字首。	<div>正面</div> <table><tr><td>help</td><td>provide</td><td>maintain</td><td>responsible</td></tr><tr><td>motivate</td><td>give</td><td>good</td><td>enable</td></tr><tr><td>enable</td><td>gain</td><td></td><td></td></tr></table> <div>負面</div> <table><tr><td>ruin</td><td>afraid</td><td>wrong</td><td>discriminate</td></tr><tr><td>harmful</td><td>bad</td><td></td><td></td></tr></table>	help	provide	maintain	responsible	motivate	give	good	enable	enable	gain			ruin	afraid	wrong	discriminate	harmful	bad		
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30	留意圖表圖例，往往包含內容重點。	Listening & agreeing – 43% Rejecting and disagreeing – 40% Some people think you are listening or agreeing while some others think you are rejecting or disagreeing.																				
31	分析成本時， <u>省卻的成本也要寫</u> 。	We <b><u>won't have to worry about</u></b> the following <b><u>expenses</u></b> :  1. Studio audience (not allowed to comment on prisoners legally) 2. Prize expenses (no plan for a competition)																				
32	分析成本時，要自行 <u>把各成本相加</u> 。	\$6000 + \$28200 X 50%  = About \$20000 per episode  (round up the figure to the nearest \$10000)																				
33	留意數據背後的意義	Cost of Flatmates: \$61700 per episode Cost of Insiders: \$20000 per episode Justification of producing Insiders: It is <b><u>cheaper to produce</u></b> than Flatmates.																				
34	有時Data File會有 <u>超過一處地方表達相同重點</u> ，答題時選擇可 <u>準確概括意思的關鍵字眼</u>	Data 1: It was a good idea for me to have a virtual pet before a real one.  <b>Data 2:</b> We think of this as <b><u>practice</u></b> for having a real pet.																				
35	有時Data File會有 <u>超過一處地方出現相同的組織名稱</u> ，有的是簡寫，有的是全寫，緊記要寫全寫。	Data 1: AFCD  <b>Data 2: Agriculture, Fisheries and Conservation Department</b>																				

36	討論區回帖和人物對話用字比較informal, 有時需要作出修改, 配合Formal的文章。	<b>Data:</b> I can hide in my cage and Hamish has to find me. 答案: Virtual pet owners can play <b>hide-and-seek</b> with their pets.
37	留意投訴人的身分	We received a complaint letter from <b>a student</b> , Gracie Ma.
38	聆聽部份答案往往會重覆, 就算第一次不能完全聽到, 也要保持專心, 把握第二次機會。	
39	分析數據的題目, 不要照抄數字, 需要用文字歸納。	<b>Data:</b> 63% of the employers are willing to employ ex-offenders. 答案: <b>A majority of</b> employers would like to employ ex-offenders. <b>Data:</b> 89% of employers are satisfied with the performance of ex-offenders. 答案: <b>A large majority of</b> employers are satisfied with ex-offenders' performance. <b>Data:</b> 10% of employers think that ex-offenders are <b>untrustworthy</b> and 25% of employers think that ex-offenders are <b>anti-social</b> . 答案: <b>Most</b> employers think that ex-offenders are <b>trustworthy</b> and <b>sociable</b> .
40	Revenue = 收入 Overhead costs = Running costs (營運成本) (從Revenue扣減) Setup costs = Fixed costs (固定成本) (與profits無關)	Revenue – Running costs = profit

41	<p>有時會有大篇資料介紹不同事物，需要<u>分辨題目重點字眼所屬的類別</u>。</p>	<p><b>Data 1: Social experiment reality television</b> subjects the participants to a situation that is <b>different from their own values</b>. They can <b>learn from their new experience</b>.</p> <p><b>Data 2: Rich Men in Poverty</b> invites local <b>celebrities</b> to live the life of <b>low-income citizens</b>.</p> <p>答案: <b>Rich Men in Poverty</b> is a <b>social experiment reality television programme</b> that requires participants to face a situation which <b>differs from the values of their own</b>. Through this experience, they can <b>learn a lot</b>.</p>
42	<p>不要看漏任何一項Data!!</p>	

**B. 陷阱!!**

1	<b>Minutes</b> (會議紀錄)的會議日期和下次會議日期 (The next meeting date)不是活動日期!!									
2	Data File可能有 <u>超過一個地址</u> , 要小心辨別哪一個才是題目要求的地址。  Headquarter? Branch?  School? Venue of the activity?									
3	<b>Email</b> 和Letter一樣要寫 <u>上款和下款</u> !!									
4	同一個內容重點可能會分散在兩個Data, 閱讀Data File時要自己整合, 完整寫出重點。  例子1:  <b>Data 1:</b> They have a <b>free</b> programme; they take in all kinds of <b>unwanted exotic pets</b> and <b>look after them until a new home can be found</b>  <b>Data 2:</b> This year the <b>Orphan Programme</b> was again run...  答案: We have been running a completely <b>free of charge Orphan Programme</b> in which we take in all kinds of <b>unwanted exotic pets</b> and <b>look after them till we find a new home for them</b>  例子2:  <b>Email 1:</b> We expect the course to last for <b>5 hours</b> a day.  <b>Email 2:</b> We will need <b>one more hour</b> for each lesson.  答案: The course is going to last for <b>6 hours</b> (5+1).									
5	<b>Webpage</b> 不要看漏機構名稱, 寫服務, 一定要提及提供服務的機構。  <b>Webpage</b> 有很多 <u>表面瑣碎的欄目</u> , 往往是 <u>內容重點</u> , 要和其他Data互相參照, 找出 <u>重覆關鍵字</u> 。									
6	不要忽略 <u>漫畫和地圖</u> , 要分析圖片的意義。									
7	數據描述一定要準確, 用 <u>準確的文字描述百分比</u> 。 <table><tr><td></td><td>❓</td><td>✓</td></tr><tr><td>43%</td><td>most people / few people</td><td>some people</td></tr><tr><td>90%</td><td>all people / some people</td><td>most people / the majority of people</td></tr></table>		❓	✓	43%	most people / few people	some people	90%	all people / some people	most people / the majority of people
	❓	✓								
43%	most people / few people	some people								
90%	all people / some people	most people / the majority of people								
8	同一項Data可能包含 <u>2至3個Tasks</u> 的內容重點, <u>不要只顧其中一個Task</u> , 忽略其他tasks									
9	每個Task的重點通常列點顯示, 但其他部分也會 <u>暗藏重點</u>									

	<p>Can you write the article? As well as <b>the basic facts</b> can you <b>also</b> include:</p> <ul style="list-style-type: none"> <li>- The significance of the restaurant's name</li> <li>- The basic concept of the restaurant</li> <li>- The Eat Yourself Fitter Week Slogan</li> </ul>														
10	<p>留意信件或電郵的下款, 寄件人的<u>職銜</u>可能是內容重點。</p> <p>Regards</p> <p>Dr. Michael Leung</p> <p><b>Head of Hong Kong Metropolitan University Clinic</b></p>														
11	<p>留意<u>電郵的收件人</u>, 是否和Task相關。</p> <p>指引頁:</p> <p>Tell them about <b>the contestants</b>.</p> <p><b>Data File:</b></p> <p>To: <b>Ho Chun Yu</b></p> <p>From: Donnie Kwok</p> <p>Subject: Re: Super Chef</p> <p>Thank you for agreeing to be <b>in our Super Chef Competition</b>.</p>														
12	<p>留意<u>年表的姓名</u>, 是否和Task相關。</p> <p><b>Winners of Top Chef Challenge Live:</b></p> <table border="1"> <tr> <td>2005</td><td>Karl Burns</td></tr> <tr> <td>2006</td><td>Julia Nagle</td></tr> <tr> <td>2007</td><td>Steven Hanley</td></tr> <tr> <td>2008</td><td>Elena Poulou</td></tr> <tr> <td>2009</td><td>Paul Hanley</td></tr> <tr> <td>2010</td><td><b>Ho Chun Yu</b></td></tr> <tr> <td>2011</td><td>Yvonne Pawlett</td></tr> </table>	2005	Karl Burns	2006	Julia Nagle	2007	Steven Hanley	2008	Elena Poulou	2009	Paul Hanley	2010	<b>Ho Chun Yu</b>	2011	Yvonne Pawlett
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2010	<b>Ho Chun Yu</b>														
2011	Yvonne Pawlett														
13	<p>留意<u>插圖的解說</u>, 是否和Task相關。</p>														



**Ho Chun Yu:** now a presenter of his own cookery programme on Hong Kong TV.

- 14 Tapescript和Data File對同一件事都有描述, 要選擇較詳細的描述
- Tapescript: She became ill after **eating a smoked salmon sandwich**.
- Data File: I visited the Coffee Shop and **had a sandwich**.

15	<p>不同Data要互相參照，分辨那項資料是<u>陷阱</u>，<u>那些資料真正適用</u>。</p> <p><b>Data 1:</b></p> <p><b>Top Chef Challenge</b></p> <p>Two <u>novice chefs</u> are given <b>a set of ingredients</b>. The chefs' dishes are <u>judged by different TV celebrities</u> every week.</p> <p><b>Data 2:</b></p> <p><b>Super Chef Competition</b></p> <p>The format of the competition will be <b>the same as the Top Chef Challenge</b> <u>apart from</u> both you are <b>professionals</b>. The other <u>difference</u> is that the <b>judges</b> (who <b>will be students</b>) will be judging your food for <b>how healthy it is as well as the taste</b>.</p> <p>內容重點：</p> <ul style="list-style-type: none"> <li>- It's like Top Chef Challenge</li> <li>- <b>Professional</b> chefs have to cook with given ingredients (<b>not "novices"</b>)</li> <li>- will be judged by <b>students</b> (<b>not "TV celebrities"</b>)</li> <li>- judged on taste and healthiness</li> </ul>
16	<p>聽數字和時間要<u>小心陷阱</u>，要特別留意是否有<u>更改</u>。</p> <p>陷阱: I'd like to propose it to be from the third to the ninth.</p> <p>更改: How about <b>extending</b> it for <b>two more days</b>?</p> <p>答案: <b>March 3-March 11 (Mar 9 + 2 days = Mar 11)</b></p> <p>陷阱: We had it from ten till eight last year.</p> <p>更改: Maybe we can <b>extend</b> it for <b>another hour</b>.</p> <p>答案: <b>10a.m. – 9 p.m. (8 p.m. + 1 hour = 9 p.m.)</b></p>

17	<p>Data File通常介紹工作機構的所有部門，要尋找指引頁和其他Data的重覆關鍵字，找出真正需要的部門，其他不相關的部門不需要寫。</p> <p>例子1:</p> <p>指引頁:</p> <p>...sending some <b>Marketing</b> major students to join our Internship Programme</p> <p>其他Data:</p> <p><b>Marketing Department</b> ☑ 相關</p> <ul style="list-style-type: none"> <li>- Assist in designing advertisement</li> <li>- Assist in brainstorming concepts</li> </ul> <p>Accounts Department ☐ 不相關</p> <ul style="list-style-type: none"> <li>- Perform various administrative duties</li> <li>- Responsible for auditing financial records</li> </ul> <p>例子2:</p> <p><b>Situation:</b></p> <p>You are an assistant to Donnie Kwok, the manager in charge of the <b>Drug Prevention Unit</b>.</p> <p><b>Drug Prevention Unit</b> ☑ 相關</p> <ul style="list-style-type: none"> <li>- Preventive education and publicity programmes</li> <li>- Treatment and rehabilitation services</li> <li>- External cooperation</li> </ul> <p>Law Enforcement Unit ☐ 不相關</p> <ul style="list-style-type: none"> <li>- Enactment of and review of legislation</li> <li>- Target illegal supply of psychotropic substances</li> </ul>
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18	<p>Division of labour (分工)要提及負責的部門名稱。</p> <p><b>Marketing department</b> to put up signposts to show the direction to the venue</p> <p><b>Logistics department</b> to install Octopus payment system</p>				
19	<p>任何信件的上款都不應該寫收件人的全名。(千萬不要寫Dear Peter Leung!!)</p> <p><b>Formal Letter</b>的上款應該只寫收件人的姓氏; <b>Informal Letter</b>的上款應該只寫收件人的名字</p> <table border="1"> <tr> <td>Formal Letter</td><td>Dear Mr. Leung,</td></tr> <tr> <td>Informal Letter</td><td>Dear Peter,</td></tr> </table>	Formal Letter	Dear Mr. Leung,	Informal Letter	Dear Peter,
Formal Letter	Dear Mr. Leung,				
Informal Letter	Dear Peter,				
20	<p>下款要寫寄件人全名和職位名稱</p> <p>Yours sincerely,</p> <p><b>Chris Wong</b></p> <p><b>Chairman of the Students' Union</b></p>				
21	<p>完成每一個Task, 要留意文章或信件的名義。如果指引頁中, 上司吩咐 <b>“Write a Email for me”</b>, <b>Email</b>的下款要寫上司的姓名; 上司吩咐<b>“Draft a letter of reply on my behalf”</b>, <b>Letter</b>的下款要寫上司的姓名; 上司吩咐 <b>“Draft a speech for me”</b>, <b>Speech</b>的主講人必定是上司, <b>Speech</b>的自我介紹部分也是介紹上司的姓名和職銜。</p>				
22	<p>Letter of reply要分清收件人身分, 有時直接回覆寫信人, 有時是<b>Letter to the Editor</b>, 收件人是<b>Editor</b>, 不是寄信者, 上款要寫<b>Dear Editor</b></p>				
23	<p>有時Data File上的資料字面意思看似和Task不相關, 但實際上包含Task要求的項目, 一樣要寫。</p> <p>題目要求:</p> <p>Prepare a notice for the coming <b>bakery course</b>.</p> <p><b>Data File:</b></p> <p>ST noted the need to change the details on <b>the certificates of completion to be given to participants</b>.</p> <p>答案:</p> <p>After completing the course, the participants will be awarded <b>certificates of completion</b>.</p>				

24	<p><b>Letter</b>開頭要寫寄件人地址、收信人全名、收信人職位和地址，<b>Email</b>不用寫。</p> <p style="text-align: right;">Sunflower Public Secondary School</p> <p style="text-align: right;">128 Town Park Road South,</p> <p style="text-align: right;">Yuen Long, N.T.</p> <p style="text-align: right;">21 April, 20__</p> <p>Miss Doris Hung</p> <p>Executive Producer</p> <p>Department of General Production</p> <p>Starlight Television Ltd.</p> <p>339 Broadcast Drive</p> <p>Kowloon Tong, Kln</p>														
25	<p>大多數Tasks都是<u>假設讀者對活動詳情毫無了解</u>，因此<u>姓名、組織名稱等一定要清楚交代</u>。</p> <p><b>Situation:</b> You work for New Leaf. You have to prepare a notice to inform prisoners of a coming bakery course.</p> <table border="1"> <thead> <tr> <th>Data 1</th><th>Data 2</th></tr> </thead> <tbody> <tr> <td>Thanks for your email enquiring about the workshop...</td><td>Thanks again for <b>co-organizing the bakery course</b> with us...</td></tr> <tr> <td>Regards,</td><td>Regards,</td></tr> <tr> <td>Sandy Lam</td><td>Sam Tsoi</td></tr> <tr> <td><b>Prince Bakery</b></td><td><b>New Leaf</b></td></tr> </tbody> </table> <p>答案:</p> <table border="1"> <tbody> <tr> <td style="text-align: center;">❌</td><td style="text-align: center;">✓</td></tr> <tr> <td><b>Prince Bakery</b> will co-organize the bakery course with <u>us</u>.</td><td><b>New Leaf</b> and <b>Prince Bakery</b> will co-organize the bakery course.</td></tr> </tbody> </table>	Data 1	Data 2	Thanks for your email enquiring about the workshop...	Thanks again for <b>co-organizing the bakery course</b> with us...	Regards,	Regards,	Sandy Lam	Sam Tsoi	<b>Prince Bakery</b>	<b>New Leaf</b>	❌	✓	<b>Prince Bakery</b> will co-organize the bakery course with <u>us</u> .	<b>New Leaf</b> and <b>Prince Bakery</b> will co-organize the bakery course.
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<b>Prince Bakery</b> will co-organize the bakery course with <u>us</u> .	<b>New Leaf</b> and <b>Prince Bakery</b> will co-organize the bakery course.														

26 有些題目牽涉金錢、時間、日期和地點，需要作出選擇，千萬不要照抄，反而要動腦筋，一步步找出最合適的選擇。

題目要求：

**Avoid the peak season** of travelling and **pick the best time** for the campaign.

Date	Number of tourists
<b>16-30 Jun</b>	<b>200,000</b>
1-15 Jul	400,000
16-31 Jul	600,000
1-15 Aug	800,000
16-31 Aug	1,000,000

The best time: **16-30 Jun**

例子2:

**Data 1:** Find a shopping mall in **Shatin**

**Data 2:**

<b>Top One Shopping Plaza ☐ Causeway Bay Bus Terminus</b>	11:00 a.m.-8:00 p.m.
<b>Lead of the City ☐ Tsim Sha Tsui Bus Terminus</b>	10:30 a.m.-9:00 p.m.
<b>Shake and Chic ☐ Shatin Bus Terminus</b>	11:30 a.m.-7:30 p.m.
<b>Glamorous City ☐ Shatin Bus Terminus</b>	11:30 a.m.-8:00 p.m.

**Data 3:**

**Shake and Chic ☐ fully booked**

**Glamorous City ☐ ✓**

**The shopping mall chosen: Glamorous City**

26

**例子3:****指引頁:**

- The Hong Kong Island **Swimming Gala** will be held on **September 2**.
- The advertisement will last **20 seconds**.
- Place an ad in the broadcast time of *Sleeping Men*. Find the **dates** and the **advertising fee**.
- The broadcast time will be changed to **7:30 p.m.-8:30 p.m.** starting from **episode 5**.

**Data 1:****TV Guide – July 13**

**6:30-7:30 p.m. (Wednesday) *Sleeping Men* #1**

**Data 2: Calendar**

<b>Wednesday</b>	<b>Jul 13, Jul 20, Jul 27, Aug 3, Aug 10, Aug 17, Aug 24, Aug 31</b>
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**Data 3:** Choose the **episodes** that are **closest to the date of the event**.

**Data 4: Different packages of advertisement placement**

1. For the **daily package**, the advertisement is broadcast in the same time slots **every day** in a week.  
One package lasts for **3 weeks**.
2. For the **weekly package**, the advertisement is broadcast in the same slots **every week**. One package lasts for **4 weeks**.
3. Prime time slots (**7:30-11:30 p.m.**): **\$7200 per 20 seconds**  
Other time slots \$2400 per 20 seconds
4. **30% off** for **sports organizations**

**答案:** The advertisement will be broadcast on **August 10, August 17, August 24 and August 31**. It will cost **\$5040** each time and the total cost will be **\$20160**.

### C. 重點字眼

1	留意Don't mention/Leave out/Omit字眼	有上述字眼的資料千萬不要寫!!
2	留意「 <u>目的</u> 」字眼	aim to / aim / hope to / purpose / goal / objectives / targets
3	留意「 <u>通過/ 達到目的</u> 」字眼	by / through  to / in order to / with a view to / so that
4	留意 <u>序數詞</u>	First/Second/Third/Firstly/Secondly/Thirdly/Finally
5	留意「 <u>首先、其次、最後</u> 」等字眼  例:  假設Data File的 <u>其中一句是重點</u> , 後面又有  <u>and/also</u> 等字眼, <u>後面一句也是重點</u> , 同樣  要copy	First of all / To start with  and / Moreover / Besides / <b>Also</b> / Furthermore /  In addition / Similarly / too / <b>Plus</b> / Apart from  / as well as / another  Lastly / Last but not least / Not only ... but also
6	留意 <u>因果關係</u> 的連接詞	Because / Since / As / Because of / Due to  so / Therefore / Hence / As a result
7	留意「 <u>導致</u> 」字眼	cause /lead to / result in / bring about
8	留意 <u>轉折關係</u> 的連接詞	<b>Although</b> / Though / Despite / In spite of  but / However / Nevertheless
9	留意 <u>情態動詞</u>	can / could /able to / capable of  shall / should / ought to  need to (no need to後的資料不用寫)  must  will
10	留意 <u>表達觀點</u> 的動詞	think that / believe that  point out that

11	留意 <u>正面動詞</u>	<b>help</b> / enable / allow  give / <b>provide</b>  let / make
12	留意 <u>提醒字眼</u>	ensure / make sure  Don't forget / Keep in mind / Remind  / What you need to remember
13	留意「 <u>需要</u> 」字眼	require / need
14	留意 <u>relative pronouns</u>	which / that / who
15	留意「 <u>假設</u> 」字眼	if / as long as / provided that / unless
16	留意「 <u>正當</u> 」字眼	when / while / as / during
17	留意用作 <u>評價和表達感受的形容詞</u>	practical / useful / easy / difficult  happy / satisfied / disappointed
18	留意「 <u>好處、壞處</u> 」字眼	positive effects / advantages / benefits / strengths  disadvantages / drawbacks/ weaknesses /  problems  good for / beneficial to  bad for / harmful to
19	留意 “not”	doesn't / don't / didn't
20	留意 “about”，後面通常有活動或組織的介紹	... is about
21	閱讀會議記錄 (Minute)，要留意「提議」字眼。	<b>suggest</b> / advise / propose / put forward
22	閱讀會議記錄 (Minute)，要留意「agree」字眼。	<b>agree</b>
23	閱讀會議記錄 (Minute)，要留意「remind」字	remind (提醒)

	眼。	
24	閱讀會議記錄 (Minute), 要留意「report」字眼。	report
25	留意重要、必須等字眼	It is important to It is essential to
26	v. + ing開頭的句式	Installing low-flow-taps may ... Choosing sites near public transportation will ...
27	留意反問詞	How can...? Don't you know...?
28	留意There is/There are/There was/There were句式	There is/There are/There was/There were
29	留意like/such as/For example/For instance	like/such as/For example/For instance
30	留意well字眼	Well, ...
31	留意interesting字眼	It would be interesting ...

**D. Generalization (概括)**

原則：抄錄Data File時，刪去一切專有名詞和詳細例子，只寫事物總類和重點。

Data File	Generalization
1. <b>Local newspapers, like the Apple Daily and the Oriental Daily</b> , pollute the mind of teenagers.	1. <b>Some local newspapers</b> contaminate the mind of teenagers,
2. <b>A student from SKH Tsang Shiu Tim Secondary School, Wong Tai Man</b> , commented, "Regular exercise can release my pressure from studies."	2. <b>Students</b> think that they can release their pressure from studies through regular exercise.
3. Serious injuries have tormented <b>many famous athletes, including Kobe Bryant, Lionel Messi and Rafael Nadal</b> .	3. <b>Famous athletes</b> have become the victims of serious injuries.
4. <b>Sammi Cheng and Jackie Chan, who are well known artists</b> , actively participate in philanthropic activities.	4. <b>Famous artists</b> actively partake in charitable events.
5. <b>Students at Dyce Secondary Schools</b> managed to invite <b>two international speakers</b> to give talks at their school.  (2009 AL)	5. <b>Schools</b> can invite <b>speakers</b> to give talks from different countries. (2009 AL)
6. <u>I</u> was trying to ask about <b>the price of something</b> and <b>the shop assistant</b> wouldn't take the time to answer my questions. (2012 DSE T8)	6. <b>People</b> would not take the time <b>answering other people's questions</b> .  (2012 DSE T8)
7. <u>Enrique Ramirez, an estate agent</u> in Kwun Tong, provides a commission-free service to help newcomers to find somewhere to live. (2012 DSE T10)	7. <b>Some estate agents</b> are willing to provide a commission-free service to help newcomers find somewhere to live.  (2012 DSE T10)



<p><b>8. Local lawyers, Venny Wong and Theresa Lam, who both work at law firm Chan and Wang Legal Company,</b> have taken the decision to provide pro bono services to newcomers coming to live in Hong Kong through a community-based legal advice scheme. (2012 DSE T10)</p>	<p><b>8. Some local lawyers</b> provide pro bono services to newcomers coming to live in Hong Kong through a community-based legal advice scheme. (2012 DSE T10)</p>
<p><b>9. An American tourist,</b> Mr. Edgar Derby, shot this tiger <b>in Lung Yeuk Tau,</b> near Fanling <b>in 1923.</b> (2013 DSE T8)</p>	<p><b>9. Many tourists</b> went tiger-hunting <b>in the 1920s.</b> (2013 DSE T8)</p>
<p><b>10. Last year a young tourist from Turkey – Yusuf – came to the village.</b> And helped us create a village webpage.  (2013 DSE T10)</p>	<p><b>10. Some tourists set up websites for places</b> where they have visited. (2013 DSE T10)</p>

**E. Citation of Sources (引用出處)**

引用出處 (✓)	不可引用出處 (✗) 否則Appropriacy會0分!!
✧ 題目要求引用出處 ✧ formal letter ✧ report ✧ proposal	✧ personal Letter ✧ article ✧ advice page ✧ website ✧ speech
範例:  In a survey conducted by Amocatchi (2008), a drawing of someone folding their arms was showed to over <b>1000 different people. 43% of people</b> thought that the man was listening and agreeing while <b>40% of people</b> thought that he was rejecting and disagreeing.	範例:  <b>Some people</b> think that folding arms means listening and agreeing <b>while some</b> think that folding arms means rejecting and disagreeing. (2012 DSE T9 -- Advice Page)
	指引頁:  Please <b>don't</b> quote directly. We want this article to be factual, not "he said, she said".  <b>Data File:</b>  <b>Police Sergeant Arnold Williams:</b>  "The singer Donna Rae for example. The poor woman felt so threatened... so afraid. Especially when she was followed late at night. She has called us on several occasions."  <b>Donna Rae:</b>  "I felt <b>I needed protection.</b> "  範例:  <b>Singer Donna Rae felt</b> so threatened especially when someone followed her late at night. She needed police protection.  (2015 DSE T10 -- Website)

## F. Analysis of Statistics (分析數據)

### Pie chart and Table (圓形圖與表格)

原則: 不可直接抄錄數據, 要用文字歸納數據的意義

#### Example 1:

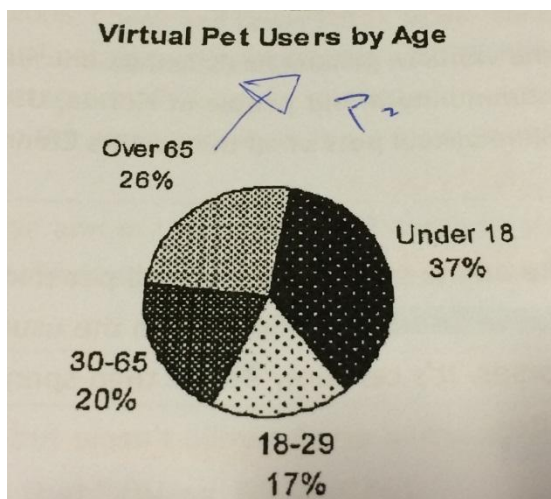
##### Situation:

Show the popularity of the fair and the concert. (1997 AL)

Which ONE of these three fund-raising events would you like to attend most?				
	Fair held at school	Musical concert at school	Sponsored walk	No reply or Not sure
	%	%	%	%
Students	75	5	8	12
Teachers	63	2	29	6
Parents	69	3	16	12
Other members of the public	57	8	17	18

<b>Answer</b>	<p>✧ The survey conducted by the Committee reveals that <b><u>a majority of respondents</u></b> would like to <b>hold a fair</b>.</p> <p>✧ The results of the survey showed that <b><u>the concert is not very popular among all respondents</u></b>.</p>
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#### Example 2:



Situation: Introduce elderly people's ownership of virtual pets (2014 DSE T9)

Old people aged 65 or above **account for a significant percentage** of virtual pet owners.

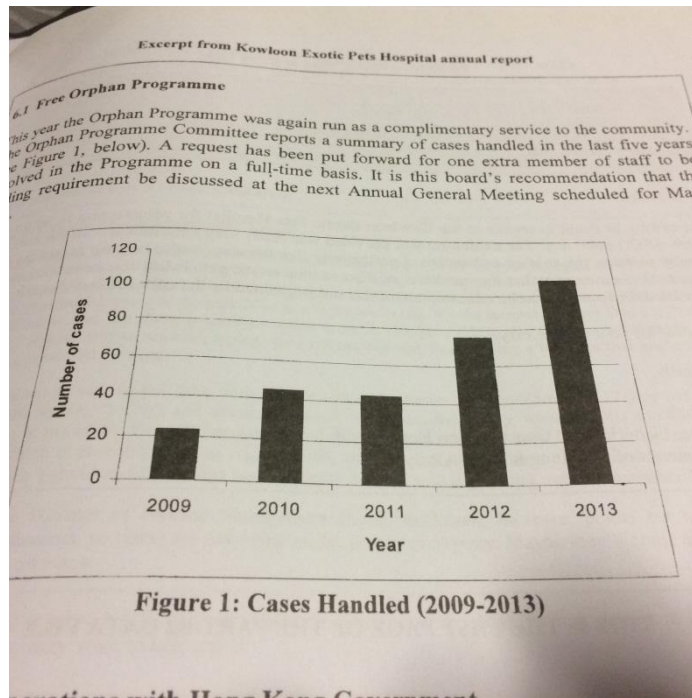
100%	all (of the)
$\geq 90\%$	almost all (of the) nearly all (of the) an overwhelming majority of
$\geq 75\%$	a large majority of a lot of / lots of most (of the)
75%	three quarters of
50-75%	a majority of
50%	half of the
40-50%	nearly half of the about half of the some
25-40%	some
33%	one-thirds of
25%	a quarter of
$\leq 25\%$	a minority of a few a small number of not many

## Line graph and bar chart (折線圖/棒形圖)

原則:

- ◇ 分析數據最低和最高點
- ◇ 分析數據上升和下降的趨勢
- ◇ 比較高低

## 範例

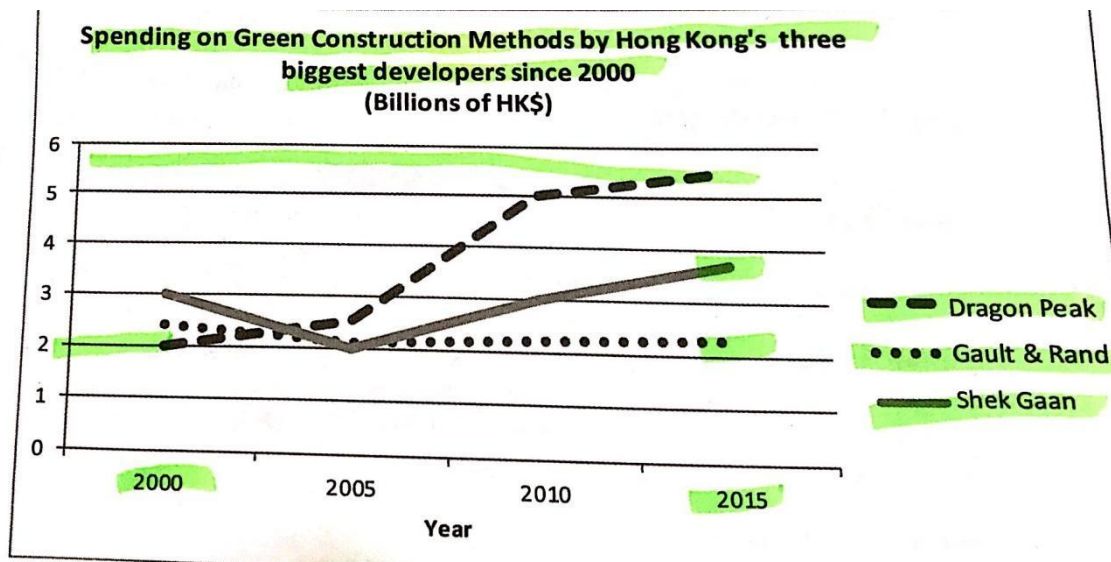


### Situation:

The number of cases of abandoned pets handled by Kowloon Exotic Pets Hospital (**2014 DSE T10**)

### Answer:

The number of cases handled by Kowloon Exotic Pets Hospital rose sharply from **22 in 2009** to **110 in 2013**.

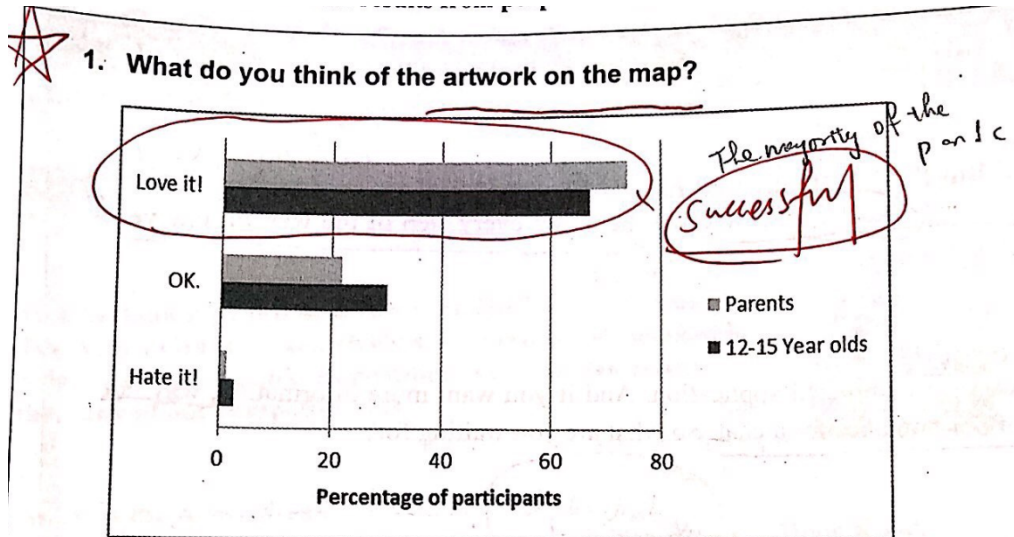


### Situation:

The spending by Dragon Peak on Green Construction Methods. (2017 DSE T9)

### Answers:

- ✧ Dragon Peak has been spending more and more on environmentally-friendly building technologies in recent years, with a twofold increase from 2000 (2 billion HKD) to over 5 billion HKD in 2015.
- ✧ Among the three greatest property developers in Hong Kong, Dragon Peak has surpassed Gault & Rand and Shek Gaan, becoming the biggest spender on green construction methods.



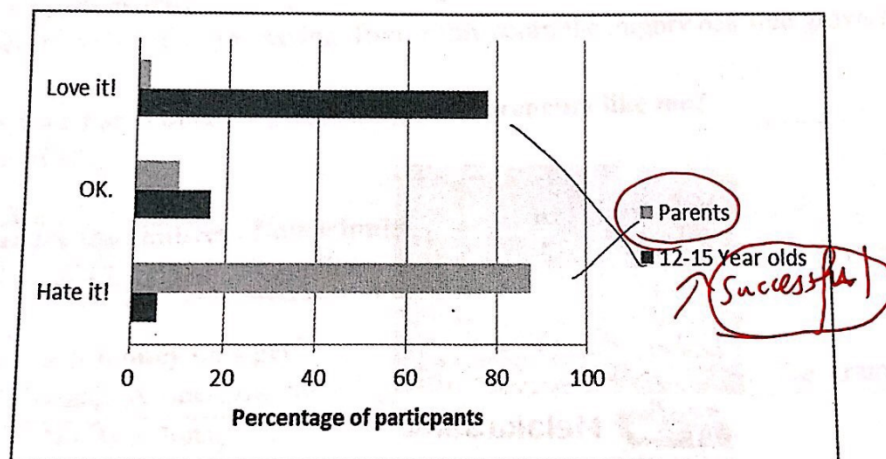
**Situation:**

Parents' and students' feedback on the artwork on the map. (2018 DSE T10)

**Answers:**

Most of the parents and children aged between 12 and 15 liked the artwork on the map.

2. What do you think of the artwork on the cards?



**Situation:**

Parents' and students' feedback on the artwork on the cards. (2018 DSE T10)

**Answers:**

When it comes to the artwork on the cards, the parents and schoolchildren had vastly different opinions. While most of the children aged between 12 and 15 liked the artwork, an overwhelming majority of parents expressed their disapproval of the design.

## Useful Expressions in describing line graphs and bar charts

### 1. 平穩不變

keep constant	remain unchanged	maintain stable	stay steady
level out	did not change	stabilize	

**Example:** The number of murder cases has remained unchanged over the past decade.

### 2. 浮動

fluctuate	go up and down	showed a fluctuation	
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### 3. 上升

幅度大			
soared	leapt	shot up	rocketed
skyrocketed	elevated	spiraled	witnessed a sharp rise
一般幅度			
increased	grew	rose	escalated
showed an upward trend	climbed	went up	ascended
mounted	jumped		

### 4. 下降

幅度大			
plummeted	slumped	plunged	abated
一般幅度			
decreased	dropped	fell	declined
dipped	shrank	dwindled	descended



## 5. 改變幅度大

substantially	considerably	significantly	dramatically
drastically	rapidly	greatly	enormously
sharply	noticeably	remarkably	swiftly

## 6. 改變幅度小

gradually	moderately	steadily	mildly
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**Example:** The average prices of mobile phones **have risen by more than 70%** in the past ten years.

**Example:** The number of viewers **soared from 500,000 to 2 million** from 2009 to 2013.

**Example:** The number of drug traffickers **has increased substantially** from 200 to 2500.

**Example:** The number of local movies **fell dramatically from 120 to 20** in the period.

**G. Identity (身分)**

原則：抄錄Data File時，要根據Task的要求，適當轉換代名詞。

**Example 1****Situation:**

**Introduce the help available for newcomers. (2012 DSE T10)**

<b>Data File</b>	Enrique Ramirez, <b><u>an estate agent</u></b> in Kwun Tong, is offering a helping hand. “ <b><u>We</u></b> provide a commission-free service to help newcomers to find somewhere to live in Hong Kong.”
<b>Answer</b>	<b><u>Estate agents</u></b> provide a commission-free service to help newcomers to find somewhere to live in Hong Kong.

## Example 2

### Situation:

**Write a letter to Queenie Lau** to tell her to make amendments in her article. (2013 DSE T9)

<b>Data File</b>	<u>Queenie</u> needs contacting the above, also the spelling of Thai place names – the needs to check these carefully – and ask <u>her</u> if all the details in the article are accurate.
<b>Answer</b>	<u>You</u> may need to check the spelling of Thai place names. Also, <u>you</u> should make sure all the details in the article are accurate.

## Example 3

### Situation:

Analyze the benefits of tourism on local people in poor countries. (2013 DSE T10)

<b>Data File</b>	Posted by <u>Africa Anna</u> :  Blog Gal, yeah but more tourism = more jobs!! Pure and simple. Imagine <u>you</u> live in a poor country, <u>you</u> can get a job more easily because <u>you're</u> working with tourists.
<b>Answer</b>	<u>People living in poor countries</u> can get a job more easily because <u>they</u> work with tourists.

## Example 4

### Situation:

Inform students of the application details of an exchange programme. (1999 HKCEE T3)

<b>Data File</b>	<b>How to Apply</b>  This exchange programme is run every year. <u>Students</u> wishing to apply should submit their application before the end of March.
<b>Answer</b>	<u>You</u> should submit your application before the end of March.

## H. Change of Information (修改資料)

### Situation:

State the number of people who will go for the trip to China. (2001 AL)

<b>Data File 1</b>	<u>16 students</u> are going for the trip to China.
<b>Data File 2</b>	<u>Benjamin Tsui</u> , originally scheduled to go on the trip, <b>had to drop out of the trip</b> at the last minute because he broke his arm playing football the day before the group left for China.
<b>Answer</b>	<u>15 students</u> are going for the trip to China.

### Situation:

Describe the activities in the Eat Yourself Fitter Week. (DSE PP T6)

<b>Data File 1</b>	Angela proposed having <u>cooking demonstrations</u> . Ricky worried that this was still not interesting enough to attract students. Donnie then put forward the idea of <u>making it a competition</u> .  The title of <u>competition</u> proposed: <u>Super Chef</u>
<b>Answer</b>	A <u>cooking competition</u> called <u>Super Chef</u> will be organized.

### Situation:

State the duration of the bakery course.

<b>Data File 1</b>	We expect the course to last for <b>5 hours</b> a day.
<b>Data File 2</b>	We will need <b>one more hour</b> for each lesson.
<b>Answer</b>	The course is going to last for <b>6 hours</b> (5+1).

**Situation:**

State the safety measures to protect the plough borrowed from a village hall. (DSE 2016 T8)

<b>DF5</b> <b>(Minutes)</b>	Dr Jones reminded Ms Gau that according to policy <b>a glass cover must be placed over the plough</b> and he suggested that <u><b>a security guard should be permanently stationed by the plough.</b></u>
<b>DF5</b> <b>(Minutes)</b>	Ms Gau <b>agreed that the glass cover had to be used</b> but <u><b>rejected the suggestion of a security guard.</b></u>
<b>Answer</b>	The plough <b>should be protected with a glass cover.</b>

**Situation:**

The height of the waterfall. (DSE 2017 T8)

<b>DF5</b> <b>(Diagram)</b>	The height of the waterfall: <u><b>45m</b></u>
<b>DF8</b> <b>(Email)</b>	Substantial reconstruction work was carried out <u><b>reducing the waterfall from 45 to 30 metres.</b></u>
<b>Answer</b>	The height of the waterfall was <u><b>30 metres.</b></u>

**Situation:**

The development plan of the lake. (DSE 2017 T8)

<b>DF5</b> <b>(Diagram)</b>	Lake
<b>DF7</b> <b>(Email)</b>	I'd go for making the <u><b>lake an aquarium.</b></u>
<b>Answer</b>	The <u><b>lake</b></u> will be developed <u><b>into an aquarium.</b></u>

## I. Complete adaptation of relevant information (完整抄錄資料)

### Example 1

#### Situation:

Introduce Citadel's cooperation with the Social Welfare Department in assisting troubled youths.

(2010 AL)

<b>Data File</b>	Anita Tsang (Manager, The Citadel): "There's <u>the Social Welfare Department</u> doing great work like their Mobile Youth Outbound Teams. And then there's us doing good things. But neither of us knows what the other is doing at anytime. That's why we have <b>decided to develop stronger ties with <u>the department</u></b> in the future <b>so that we can coordinate our efforts</b> . Our first joint meeting is next week.
<b>Answer</b>	Citadel has decided to develop stronger ties with <u>the Social Welfare Department</u> in the future so that they can coordinate their efforts.

### Example 2

#### Situation:

Introduce why the new restaurant in Metro University is named "Miso 2". (DSE PP T10)

<b>Data File</b>	I've re-posted the article from a few years back on this page about Miso soup and <u>breast cancer</u> here to remind you all that the reason I gave my restaurants this name was "to <b>raise awareness of <u>this devastating disease</u></b> ".
<b>Answer</b>	The new restaurant is named "Miso 2" with a view to raising the awareness of <u>breast cancer</u> .

### Example 3

#### Situation:

Describe a food poisoning incident. (DSE PP T8)

<b>Data File</b>	I visited the Coffee Shop and ate <u>a sandwich</u> .
<b>Tape</b>	The likely cause is <u>the smoked salmon she had in her sandwich</u> .
<b>Answer</b>	She ate a <u>smoked salmon sandwich</u> .

### Example 4

#### Situation:

Request Ultimatum Products to produce souvenirs associated with Bubblegum, which is a local band. (2015 DSE T8)

<b>Data File</b>	SinnyLooper: I love cool <u>temporary tattoos</u> – let's have <u>Bubblegum tattoos</u> .
<b>Answer</b>	We would like Ultimatum Products to produce <u>Bubblegum temporary tattoos</u> .

<b>Data File</b>	Kashif Chacher: <u>Soft toys</u> are my favourite idea. <u>Love teddy bears...</u> <u>how about different animals as well?</u>
<b>Answer</b>	We would also like to have <u>soft toys of different animals including teddy bears and pandas</u> .

<b>Data File</b>	Pony: I want to have <u>Bubblegum key chains</u> .  Maggie Wong: Key chains are cool but <u>metal</u> not plastic!
<b>Answer</b>	We are interested in having <u>Bubblegum key chains made of metal</u> as well.

### Example 5

#### Situation:

Solutions to the problem of insufficient staff in the museum. (DSE 2016 T10)

<b>Data File</b> <b>(Minutes)</b>	<p>He recommended that in response to the complaint all members of staff should be ready to assist school groups at all times during their visit.</p> <p>Ms Gau and Mr Howard agreed but pointed out that <u>only full-time staff would be able to assist as part-time staff may finish their shift before the end of a given school group's visit</u>. Ms Gau added that <u>part-time staff could help by making worksheets for school groups</u>.</p>
<b>Answer</b>	<p>Full-time staff should provide assistance to school groups at all times during their visit. Also, <u>worksheets could be made by part-time staff for school groups</u>.</p>

### Example 6

#### Situation:

Describe what a game company needs when booking a café. (DSE 2018 T9)

<b>DF-9</b>	We might want to <u>ask them for a price reduction</u> since we 'll book the whole place.
<b>DF-10</b>	Ask for a discount. Actually <u>ask for a 50% discount</u> .
<b>Answer</b>	We would also like to look into the possibility of <u>a 50% discount</u> .

### Example 7

#### Situation:

Name the special guest of a competition. (DSE 2018 T9)

<b>Data File</b>	<p><b>Mabel:</b> That <u>Eric Park</u> who was on the podcast with you, Angel. Will he still be in Hong Kong?</p> <p><b>Tommy:</b> Know what you're thinking, Mabel. Nice idea! <u>Invite him as a special guest</u>.</p> <p><b>Angel:</b> Let's do it. Hang on a sec. I'll text him and ask if he can do it.</p> <p><b>Mabel:</b> Are we offering any prizes?</p> <p><b>Tommy:</b> Let's not. Just keep it simple.</p> <p><b>Angel:</b> <u>Eric</u> just got back to me and <b>says yes</b>.</p>
<b>Answer</b>	We are more than honoured to have invited <u>Eric Park</u> to be our guest of the event.

## J. Adapting data from the instructions (由指引頁抄錄資料)

### Example 1 (DSE PP T9)

<b>Instructions</b>	Could you write an email to all students inviting them to <b><u>express an interest (deadline: Feb 10<sup>th</sup>)</u></b> in <b><u>being one of the judges</u></b> in the Super Chef Competition? Tell them they can <b><u>reply to your email</u></b> .
<b>Answer</b>	If you are interested to <b><u>become one of the judges</u></b> in the Super Chef Competition, please <b><u>reply to this email</u></b> and <b><u>express your interest by February 10</u></b> .

### Example 2 (DSE 2012 T8)

<b>Instructions</b>	We're going to carry out an online survey about barriers to communication in Hong Kong. Please write <b><u>an introductory paragraph for the survey</u></b> .
<b>Answer</b>	This is <b><u>an introduction for an online survey</u></b> about the communicative barriers in Hong Kong.

### Example 3 (DSE 2015 T8)

<b>Instructions</b>	Write an email to Ultimatum Products and tell them which products we'd like made. <b><u>Make sure you ask them for a quote</u></b> .
<b>Answer</b>	We would like to <b><u>have a quote</u></b> for the following products.

### Example 4 (DSE 2016 T8)

<b>Instructions</b>	I need you to write an email to reply to Ms Ip about our museum borrowing the Chang Yee Tak Plough. <b><u>It would be great if we could photograph the plough</u></b> – I want to put a photo of it <b><u>on our new museum posters</u></b> . <b><u>Could you ask her?</u></b>
<b>Answer</b>	<b><u>Could we photograph the plough</u></b> for a photo displayed on the new museum posters? Thank you.



### K. People's profile and basic facts

原則：介紹參與活動人物和活動的基本資料，通常佔分很重，包含幾個內容重點。

profile	姓名、職業、成就
basic facts	性質、名稱、日期、時間、地點、牽涉人物

#### Example 1

**Introduce the participants of the Super Chef Competition.** (DSE PP T9)

9.2a	Antonia Zacha (人物)
9.2b	owner of new restaurant at Metro U (職業)
9.2c	award-winning chef // been on reality TV (成就)
9.2d	Ho Chun Yu (人物)
9.2e	TV presenter (職業) // winner of Top Chef Challenge 2010 (成就)

#### Example 2

**Introduce Miso 2, a new restaurant at Metro U** (DSE PP T10)

10.1a	new restaurant opening on campus (性質) / at Metro U (地點)
10.1b	called Miso 2 (名稱)
10.1c	opening February 14 <sup>th</sup> (日期)
10.1d	in Block X of the old administration building (地點)
10.1e	owner is Antonia Zacha (人物)

## L. Rebutting accusations // Solving problems

原則:

Rebutting accusations:

<input type="checkbox"/>	✓
寫完全部質詢, 才一併回應	寫完1個質詢, 馬上回應

Solving problems:

<input type="checkbox"/>	✓
寫完全部問題, 才一併提解決方法	寫完1個問題, 馬上提解決方法

### Example 1 (Rebutting accusations)

Complaint about the food provided in campus canteens. (DSE PP T7)

Paragraph	Accusations	Rebuttals
7.1	I am writing in response to an article published in Hong Kong Journal on 2 January 2012, which criticized the food provided at Hong Kong Metropolitan University. I hope this letter can address public concerns.	
7.2	There are only <b><u>two restaurants</u></b> .	<b><u>A new restaurant</u></b> is opening in February.
7.3	The canteen <b><u>only</u></b> provides <b><u>rice, meat and vegetables</u></b> .	The canteen provides <b><u>tuna</u></b> salad <b><u>sandwiches</u></b> // bean <b><u>salad</u></b> // <b><u>seafood spaghetti</u></b> with cauliflower.
7.4	There are <b><u>no alternatives to meat</u></b> .	The canteen provides <b><u>tomato and cucumber salad</u></b> // <b><u>fruit salad</u></b> // <b><u>vegetarian fried rice</u></b>
7.5	The canteen is <b><u>old-fashioned</u></b>	<ul style="list-style-type: none"> <li>- The canteen will be <b><u>decorated</u></b> at Christmas.</li> <li>- It is a <b><u>Shanghai-style canteen</u></b>.</li> </ul>

Ending	Hopefully, this letter can address public concerns. Our university will strive to provide high-quality and diversified food for our students.
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### Example 2 (Solving problems) (2012 DSE T10)

**Suggest some ways to solve the problems faced by newcomers (DSE 2012 T10)**

Paragraph	Problems	Solutions
Opening	When coming to Hong Kong, new immigrants often face a multitude of problems. Fortunately, Hong Kong is a caring society, providing them with help and support.	
10.1	Newcomers have difficulty <u>finding somewhere to live</u> .	An <u>estate agent</u> provides <u>a commission-free service to help newcomers find somewhere to live</u> .
10.2	It is difficult for children to <u>find a school</u> .	<ul style="list-style-type: none"> <li>- <u>School application form filling service</u> is provided.</li> <li>- The service is offered by <u>Cultural Commons</u></li> </ul>
10.3	Newcomers have difficulty <u>finding medical care</u> .	<u>Free clinics</u> are offered by doctors.
10.4	It is difficult for newcomers to <u>find free legal advice</u> .	<ul style="list-style-type: none"> <li>- Lawyers offer pro bono / <u>free services</u> to newcomers.</li> <li>- The services are provided through <u>community-based legal advice scheme</u></li> </ul>
10.5	It is difficult for children to <u>make new friends</u> .	<ul style="list-style-type: none"> <li>- They can make friends in <u>youth clubs</u>.</li> <li>- They can participate in <u>sports teams</u>.</li> </ul>

		- The youth clubs and sports teams are organized by <b><u>Cultural Commons</u></b> .
Ending	Hopefully, with the help provided by various organizations, the newcomers can overcome their difficulties, integrating into the community and living a fruitful life.	

**O. Salutation and Complimentary Close(上款和下款)**

	Salutation (上款)	Complimentary Close (下款)
Formal – 不知人名	✧ __ Dear Sir/Madam, ✧ __ Dear Editor, ✧ __ Dear Chairperson, ✧ __ Dear Principal, ✧ __ Dear Parents,	✧ __ Yours faithfully, ✧ __ Yours truly,
Formal – 知人名	<u><b>只寫姓氏, 不可寫全名!!</b></u> ✧ __ Dear Mr. Wong ✧ __ Dear Mrs. Tam,	✧ __ Yours sincerely, ✧ __ Yours truly,
Informal	<u><b>只寫名字, 不可寫全名!!</b></u> ✧ Dear Uncle Patrick, ✧ Dear Tracy,	✧ Yours, ✧ Love, ✧ With love, ✧ Best wishes, ✧ Regards,