

Snapshot

英文寫作追 4 基礎班

Lesson 1: Letter To The Principal & Letter To The Editor

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INTENSIVE COURSE
英文寫作追 4 基礎班 - LESSON 1

LESSON FLOW

Question Checklist

Letter To The Principal

Letter To The Editor

Vocabulary List

LEARNING OBJECTIVES

- To improve my *Content* and *Organization* scores by using stock phrases when writing the introduction and conclusion of the two text types.
- To improve my *Language* score and reader's awareness by using language tools
- To use relevant vocabulary in other writing topics.

AFTER-CLASS MATERIALS

Stock Phrase Lists

Paragraph Writing

Writing Mock

CONTENT

P. 03

Question Checklist

P. 04–07

Letter To The Principal

P. 08–11

Letter To The Editor

P. 12

Vocabulary List

P. 14–15

Stock Phrase Lists

P. 16–19

Paragraph Writing



Question Checklist

Extracted from HKDSE Paper 2 (2016-2021)

Text Type	Year Question	Topic	Mean (%)	Popularity (%)
Letter To The Principal (給校長的信)	2017 Part A	To propose an activity and its benefits for an elderly home (老人院) as the chairperson of the Social Service Club such that the school can develop closer links with the community (社區)	/	/
Letter To The Editor (給編輯的信)	2021 Q2	To explain why sales of electric vehicles (電動車) are so low and make suggestions to boost (提高) their sales	57	44
	2017 Q5	To support the Government's choice of including traditional egg tarts and mahjong as part of intangible cultural heritage (非物質文化遺產) items, explain why and suggest how	46.2	20.1
	2017 Q9	To disagree with the claims that Hong Kong graduates are less hardworking and less willing to face challenges	48	10
	2016 Q2	To state whether you agree or disagree with allowing the public to use school sports facilities after school hours	46.4	34.1

Letter To The Principal: Structure & Reminders

Structure	Reminders
<p>Dear Mr / Ms XXX,</p> <div data-bbox="170 456 1093 587"><p>Introduction Background Writing Purpose Action</p></div> <div data-bbox="170 608 1093 738"><p>Body Paragraph 1 Activity 1 Writing Purpose</p></div> <div data-bbox="170 759 1093 890"><p>Body Paragraph 2 Activity 2 / Benefit 1 Writing Purpose</p></div> <div data-bbox="170 911 1093 1042"><p>Body Paragraph 3 Benefit 2 Writing Purpose</p></div> <div data-bbox="170 1062 1093 1193"><p>Conclusion Action Hope Gratitude</p></div> <p>Yours sincerely, Chris Wong Role</p>	<ul style="list-style-type: none">• Polite and formal tone <p><u>It would be appreciated if you could consider this proposal (提案) as it is conducive to (有利的) students' development (學生的發展).</u></p> <ul style="list-style-type: none">• Reader's awareness <p><u>We understand your concerns on the school's budget (預算). However, you can rest assured (放心) that the benefits of this proposal outweigh (大於) its costs.</u></p>

Letter To The Principal: Introduction

2017 Part A	To propose an activity and its benefits for an elderly home (老人院) as the chairperson of the Social Service Club such that the school can develop closer links with the community (社區)
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Introduction	Stock Phrases
(i) Background (ii) Writing Purpose (iii) Action	<p>(i) In last week's morning assembly (早會), the school expressed its hope to <u>objective</u> (目標).</p> <p>(ii) On behalf of the <u>society name</u> (社團名稱), I am writing to <u>writing purpose</u> (寫作目的).</p> <p>(iii) It is hoped that this proposal will be taken into consideration (考慮).</p>
	Level 4 Sample
	<p>(i) In last week's morning assembly, the school expressed its hope to _____ (目標).</p> <p>(ii) On behalf of the _____ (社團名稱), I am writing to propose a new community project - _____ for students to take part in (參與) with our partner organization, _____ _____ (寫作目的).</p> <p>(iii) It is hoped that this proposal will be taken into consideration.</p>

Letter To The Principal: Conclusion

2017 Part A	To propose an activity and its benefits for an elderly home (老人院) as the chairperson of the Social Service Club such that the school can develop closer links with the community (社區)
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Conclusion	Stock Phrases
(i) Action (ii) Hope (iii) Gratitude	<p>(i) Our club sincerely hopes that you can consider and approve of the project <u>project name</u> (計劃名稱) for the considerable (大量的) benefits the <u>beneficiaries</u> (受益人) can reap from (獲得) the activity.</p> <p>(ii) We hope to <u>objective</u> (目標).</p> <p>(iii) Thank you for your attention and we look forward to receiving your favorable reply.</p>
	Level 4 Sample
	<p>(i) Our club sincerely hopes that you could consider and approve of the project _____ (計劃名稱) for the considerable benefits the _____ (受益人) can reap from the activity.</p> <p>(ii) We hope to help more people in need (有需要的人) and _____ (目標).</p> <p>(iii) Thank you for your attention and we look forward to receiving your favorable reply.</p>

Letter To The Principal: Language Tools

Fill in the blanks with the following letters.

A. Phrasal Verb (短語動詞)	B. Passive Voice (被動式)	C. Modal Verb (情態動詞)	D. Pronoun (代名詞)
Verb + Preposition	Be + Past Participle	Can, should, might, will...	I, you, our, their, hers...

Introduction	Conclusion
<p>Dear Ms Lee,</p> <p>In last week's morning assembly, the school expressed its hope to develop a stronger connection with the community. On behalf of the Social Service Club, I am writing to propose a new community project - 'Spread the Love' for students to _____ take part in with _____ our partner organization, Happy Elderly Home. _____ It is hoped that this proposal _____ will be taken into consideration.</p>	<p>Our club sincerely hopes that _____ you _____ could consider and _____ approve of the project 'Spread the Love' for the considerable benefits the school, our students and more importantly, the elderly can _____ reap from the activity. _____ We hope to help more people in need and achieve the school's objective to cultivate a stronger connection with the community. Thank you for your attention and we look forward to receiving your favorable reply.</p> <p>Yours sincerely, Chris Wong Chairperson of the Social Service Club</p>