

2004-ASL
UE

SECTION E
DATA FILE

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
HONG KONG ADVANCED LEVEL EXAMINATION 2004

**USE OF ENGLISH AS-LEVEL SECTION E
DATA FILE**

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Note from Jane Tang to Bobbie Chan

Thurs. April 1

Bobbie

We really need to get going with the report on the 'Beyond the Classroom' programme for the PTA. The meeting's on Tuesday April 13, but I'd really like to send it out next week sometime so that everybody can have a chance to read it and to think it through before the meeting. Remember to make it as positive as possible. I think it's fair to say that everybody, including the principal, is keen to take advantage of the opportunity that has been presented to us.

What I think should go in the report is :

Background: Points to cover here are - the programme (what kind of programme it is and its aims); who came up with the idea and why; the principal's opinion; who pays for what.

Data Collection: How we got all the information for the 'Findings' section.

Findings: Include here a brief written description of the results of the survey we did on the students; opinions of staff; expert opinions on this type of programme (I want this to be quite 'serious' - only use opinions from academics).

Potential problems and solutions: Make sure you include the solutions - remember we're trying to sell this to the PTA!

Conclusion: Make this a very brief summary of your findings and the potential problems and solutions. Finish with our recommendation.

P.S. Almost forgot! The Principal says to avoid going into the specific details of the benefits of individual activities or types of activities. He doesn't want to give the impression to the PTA of promising activities we won't be able to run in the end, so don't put the results of Question 4 in the Findings section.

Have a look at the photocopy from the 'Good Writing Handbook' to help you.

Thanks
Mrs. Tang

Extract from the *Good Writing Handbook*

How to write a report

Reports are generally written in an objective style using impersonal language. This might involve:

- using impersonal subjects, such as *it*, and avoiding first person pronouns (*I*, *we*)
- using passive voice so as to avoid specifying an agent or 'doer'

Reports are usually written as a complete text using full sentences, **not** bullet-point lists.

Reports meet the needs of their readers, answering the questions in their minds. They are pitched at the right level for their readers, clarifying anything unfamiliar or new.

Good report writers review carefully what they have written, checking for:

- | | |
|---|--|
| ✓ coherent style | × factual errors |
| ✓ clear signposting for the reader | × misleading or poorly explained information |
| ✓ variety of language (vocabulary and grammar structures) | × spelling mistakes |
| | × grammatical mistakes |

Source: Ian Scutt, *Good Writing Handbook*, Aberdeen: Aberdeen University Press, 1998.

Initial correspondence about 'Beyond the Classroom'

Letter from Winnie Fong to Lau Chi Keung

Orient Airlines

21, Queen's Road, Central, Hong Kong

18 February 2004

Mr Lau Chi Keung (Principal)
Hong Kong College
17 Fa Peng Road
Kowloon Tong

Dear Mr. Lau

I have very fond memories of the time I spent at Hong Kong College many years ago. I have particularly fond memories of you, Mr. Lau, as a young teacher just starting in the school, and your lessons on Chinese History. It really doesn't seem like 28 years ago that I left Hong Kong College. Of course, since 1976 much has happened in my life. But as each new challenge has arisen, whether in an academic context at the University of Hong Kong and later at St. Andrews University, professionally or in my family life, I have always realised how well Hong Kong College prepared me for each one. It has always been my ambition to repay the debt of gratitude I owe for the fine education I received there.

Each year Orient Airlines gives money for a project to improve some aspect of society. You may have read last year of our project to fund an activity programme at the Van Vliet Old People's Home in Macau. The previous year, we had great success in sending the Hong Kong Youth Theatre Group to tour the western provinces of China to perform their play 'Hong Kong: City of Life?'. This year, however, we have chosen education as the field to focus on. We would therefore like to offer Hong Kong College the chance to provide an extra-curricular programme for your current students.

The one regret I have about my own education is that I focused too narrowly on academic skills. Many students still seem to have this problem. I recently read an article which emphasised the need for American teenagers to be guided towards a more balanced approach to life, and how this can be achieved by providing extra-curricular programmes to develop students' social and recreational skills. Of course, the same applies to students in Hong Kong, possibly even more so. I often think that it is such a pity that 'extra-curricular' activities in Hong Kong often end up being simply exam preparation. The programme I envisage would be very much a non-academic one and would therefore be aimed at developing new interests in students, not simply at revising topics already studied in class.

To give you an idea of the financial arrangements, last year Orient Airlines paid for the cost of setting up the administration and organisation of the programme at the Van Vliet Old People's Home and also for one full-time member of staff, who coordinated and ran the activity programme. I would like to propose the same for this year's programme. We are also willing to provide any extra equipment, including furniture and fittings that you may require. Last year, for example, this included the installation of special rails and chairs for the elderly. Your school will be responsible for purchasing any other materials needed. For your part, I am sure it will not be difficult to find talented teachers and parents to assist in the programme.

I realise that you cannot make a decision immediately, but please let me know your initial reaction. I will be out of Hong Kong for the next few weeks, so please contact me by email at wfong@orientair.com

Yours sincerely

Winnie Fong (Managing Director)

E-mail from Jane Tang to Lau Chi Keung

From: Jane Tang
Date: Tuesday, February 24, 2004 9:31 AM
To: Lau Chi Keung
Subject: Re: Fw: Your proposal

Dear CK

Some sort of questionnaire for the students would be nice. I could maybe get some of the senior students, like Bobbie Chan, to help with the design and the admin. I'll ask teachers about their opinion of the proposal next Monday at the Staff Meeting.

Yes, the neighbours struck me as being a possible problem but I really don't think we need to worry too much about it. I'm actually more concerned with it being in the evening and not having all the usual teachers etc. on duty. We certainly don't want school property to get damaged. I'll bring both these up in the Staff Meeting as well.

I'm sure all of these sorts of issues can be ironed out.

Jane

----- Original Message -----

From: Lau Chi Keung
To: Jane Tang
Sent: Monday, February 23, 2004 10:15 AM
Subject: FW: Your proposal

Jane

Please refer to my message to Ms. Fong below. I think we should get a report prepared for the PTA. Maybe including some opinions of staff and students in the report. As you may imagine, we will rely on volunteers to run the various activities, as we don't have the funds to pay them. It might be an idea to see if we can get some back up from some newspaper articles to convince doubting parents. As I said, I'm all for it, but my initial concern is the possibility that those neighbours who contacted us about the Music Fair last year may complain again. You know, especially about things like karaoke or break dancing etc. during 'Beyond the Classroom'. Any comments?

CK

----- Original Message -----

From: Lau Chi Keung
To: wfong@orientair.com
Sent: Monday, February 23, 2004 10:08 AM
Subject: Your proposal

Dear Ms Fong

Thank you for your letter of 18 February. It was lovely to hear from you! Yes, I certainly remember you in my Chinese History classes - a very diligent student, if my memory serves me! I am familiar with the Orient Airlines projects as they have gained quite a lot of favourable publicity in recent years.

Personally, I am very much in favour of the proposed programme and I have asked one of our English teachers, Ms Jane Tang, to investigate the programme further. She has suggested that we call the programme 'Beyond the Classroom'.

We will need to consult the students, the staff, and the Parent-Teacher Association (PTA) to get their support. The PTA will meet on 13 April, and I shall keep you informed about the outcome of the meeting.

With best wishes
Lau Chi Keung

Jane Tang's notes from the staff meeting

STAFF MEETING

1 March 2004

- Most teachers pretty positive - in principle (!) - said will broaden kids' minds - But there is workload problem - teachers already attending compulsory IT course
- Suggestion: get other volunteers to run activities - maybe parents, relatives. Send out a letter.
- Concern: disturbing our neighbours - should make music activities finish 8pm latest.
- Other poss. probs. - Parents thinking Beyond the Classroom will eat into time for exam prep. Robert Sit (China College) had similar prob. - Contact him to see what they did about it.
 - Property - Form 6 student patrol to be set up - protect property during Beyond the Classroom hours. ; additional benefit - ↑ sense of responsibility.
- Write to other schools with extra-curric. programmes - find out experiences.
- Types of activities - students should basically decide - won't include additional language tuition- too academic - against ethos of programme.

Correspondence about extra-curricular programmes

E-mail from Robert Sit to Jane Tang

From: Robert Sit
Date: Friday, March 5, 2004 2:16 PM
To: jtang@hkc.edu.hk
Subject: Beyond the Classroom

Dear Ms Tang

Thanks for your letter about our extra curricular programme. I thought I could reply with a quick email. Yes, many of our parents were worried. In the end, we bowed to their opinion and suspended the programme 2 weeks before exam periods. That seemed to keep everybody happy and to be best for all parties in the end.

Please get in touch if I can be of help at any time. I know there are a hundred and one things to do co-ordinating this type of thing. I don't envy you! But I might be able to help since I've been through it all before.

Cheers

Robert Sit
China College

Letter from Judy Choy to Jane Tang

St. Kilda College

10 March, 2004

Dear Jane,

I found it was a nightmare running the extra-curricular programme in our school. We decided to have it on Friday and Saturday evenings. Everything ran fairly smoothly for a while, but after a month or so attendance went right down. The students claimed that they were too busy doing other things. We gave up after only one term.

Looking back on it, I think the only way you could make a programme like this work would be to charge a small enrolment fee. This would have a psychological effect - students would feel that they had made more of a commitment to the programme and would be more likely to continue to attend.

I hope you have better luck than we did.

See you soon,

Judy

Letter from Wong Tak Hung to Jane Tang

St. Huck Catholic College

12 March, 2004

Dear Jane,

It's good to hear that you are planning to set up 'Beyond the Classroom'.

When our school started to run a similar programme on Thursday evenings – which we called Happy Hours – there were all sorts of issues that needed remedying. There was a shortage of volunteers to teach courses and supervise the activities. It was the time when there were all those attacks on teenage girls as well, so you can imagine how concerned all of our parents were about their kids getting home safe and sound.

All in all, I feel very proud of our programme. It sounds like it's on a smaller scale than the one you want to set up, but it's been great for everybody. What we did in the end was to arrange a shuttle-bus service to deliver the students to the MTR station after Happy Hours. I think it's fair to say that we have seen a great difference in the behaviour of the students who participate in Happy Hours. Even the 'Cantopop Singing' - an activity that parents were initially opposed to - has proven beneficial, with participants having become increasingly confident in their own abilities. And once the programme was up and running it was amazing to see more and more volunteers - teachers, parents, etc. - coming forward and offering their talents.

I hope that everything goes well. If you need any help, please let me know.

Good luck and best wishes,

Wong Tak Hung

Bookworms beware

Parents: Are you worried that your children spend too much time practising for the swimming team or the school orchestra?

Worry no more. Research at the University of Coimbra in Portugal has shown that teenagers who participate in extra-curricular activities achieve higher academic results than those who spend all their time studying.

Students' examination results were analysed over a period of five years. Those who took part in two or more non-academic activities actually achieved a higher grade-point average than students who did nothing but study. Participation in such activities also led to increased success in university admission and job offers. Figures relating to participation in academic activities after school did not reveal such positive results. However, such figures were hotly disputed yesterday by Ada Ng, director of the Big Ben School of English in Sha Tin. "There is an increasing awareness that educational standards are falling due mainly to less than innovative mainstream teaching and large class sizes. Establishments such as ours provide an essential element in schoolchildren's educational development by offering extra-curricular language practice in a small class environment," she stated.

We asked several other Hongkongers about their reaction to the Coimbra survey. Lo Yat Sum, a Form 6 student at the Sun Yat Sen Memorial Secondary School, agreed with the findings and added that he felt more extra-curricular activities would discourage teenagers from playing computer games on the Internet, which in turn was leading to an increase in violence among teenagers. Anselm Fernandes, a retired taxi driver, was also in favour of extra-curricular activities. He felt that teenagers nowadays spent too much time doing nothing in the summer. "This type of activity will help Hong Kong be a truly international city," he added.

The Coimbra study showed that even quite solitary pursuits can be very advantageous. It showed that board games requiring a high level of mental processing developed analytical and mathematical skills. Certain activities, such as those related to Information Technology (IT), can also equip students for future studies in the technology-orientated society in which we live. Hobbies which require participants to carefully study the world around them, like taking photos or bird watching, were found to increase their general awareness of all aspects of their environment.

(From the 'South China Times', 27 June 2003.)

Lingnan Conference

Lingnan University is playing host this week to a three-day international conference entitled 'The Role of Education in Adolescents' Personal Development'. One of the main themes of yesterday's papers was physical and mental conformity of senior secondary school students in Asia. One delegate, Dr. Agnes Tsui from the University of Toronto, argued that adolescents in Hong Kong are less likely to take an individualistic approach to their dress and musical tastes than their North American counterparts. Such uniformity, she added, was reflected in a relatively less diversified 'core experience' that Hong Kong teenagers are typically exposed to in their secondary school education. She concluded with a call for greater diversity in secondary school education in Hong Kong.

Dr. Peter Chan of the Chinese University presented the findings of a survey he conducted for the Hong Kong Federation of Youth Groups (HKFYG). Dr. Chan said that the after-class lives of secondary students in Hong Kong are unbalanced. His survey found that extra-curricular activities can improve students' ability to make decisions. Students who take part in such activities also learn to think more creatively, while participation in team sports enhances what Dr. Chan terms an 'essential life-long skill' - that of being able to work with others. He added that a previous study in Singapore had found that sports which involved focusing on a target, such as archery or even ten-pin bowling, aided in the development of the Singaporean teenagers' powers of concentration. Dr. Chan concluded that, in general, students who take part in extra-curricular activities are better adjusted individuals. They also develop healthier relationships as adults.

The presentation which perhaps drew most attention was that given by Dr. Ken Terawaki, from the Japanese Ministry of Education, in which he outlined measures to move Japan away from having teenagers exclusively cram for exams. Instead, schools were now asked to create 'free space' in their curricula. An emphasis in this 'space' on one of the arts, such as painting, can develop an essential quality for Japanese society - a willingness to experiment with new ideas. Just as important are activities such as dance, whose main benefits include the cultivation of the ability to express oneself, Dr. Terawaki argued, as well as the improvement of physical strength and fitness.

In the closing plenary, Professor William Miller, from the Faculty of Education at the University of Hong Kong, applauded the Education and Manpower Bureau and its role in the reforms to the education system in Hong Kong, which are intended to encourage teenagers to be more adaptable and to develop individuality. 'Hong Kong is an exam-driven society and because of that, there is a danger that these students eventually become adults whose rigidity stems progress in the society at large. It is hoped, however, that with educational reform some improvement will be made in this respect in the near future.'

(From the 'Kowloon Education Times', 3 February 2003.)

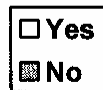
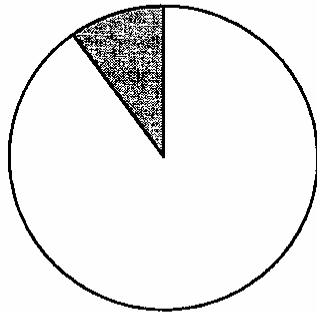
Bobbie

These are probably the most relevant articles as regards experts' opinions that I found in the newspaper database when I was at the Central Library.

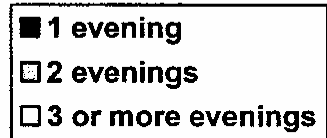
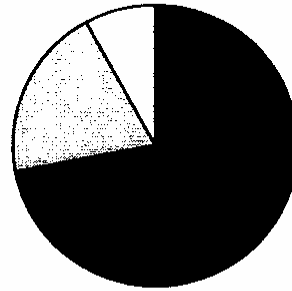
Mrs. Tang

Results of the questionnaire*

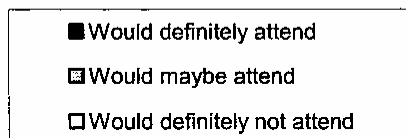
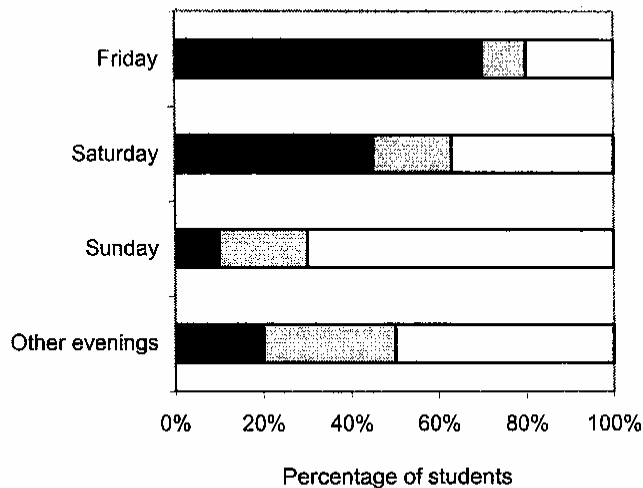
1. Are you in favour of the 'Beyond the Classroom' programme?



2. How many evenings a week would you prefer 'Beyond the Classroom' to take place?



3. I would attend the programme if it were held on:



4. Which specific activities would you like to see in the programme?

- | | |
|-----------------------|-------------------|
| DJ-ing | Break dance |
| Karaoke | Badminton |
| Archery | Calligraphy |
| Football | Computer games |
| Reflexology | Putonghua |
| Guitar lessons | Chess |
| Water colour painting | Comics collecting |
| Computer graphics | Ballet |
| English | Chinese chess |
| Photography | Sailing |
| Swimming | Bungee jumping |
| Trekking | |

* Given to 517 senior students at Hong Kong College

Material relating to possible activities for 'Beyond the Classroom'

Note from Jane Tang to Bobbie Chan

Dear Bobbie,

2 April

Now that you've got going with the PTA report, could you also complete the chart for Mr. Lau, showing the possible activities which students have suggested for 'Beyond the Classroom' and for which we have volunteer supervisors. It should also include information on the venues required and whether or not they are available. Mr. Lau also wants you to indicate a possible benefit of each activity for the students, which you can find in those newspaper articles I got and from my correspondence with other schools.

Remember in the chart to include only non-academic activities

- a. which *students want* and
- b. for which *we have volunteer supervisors and who are also available on Fridays*.

Thanks for your help.

Mrs. Tang

Letter from Jane Tang to parents

HONG KONG COLLEGE

17 Fa Peng Road
Kowloon Tong

Subject: Volunteer supervisors

15 March 2004

Dear Parents,

Orient Airlines has offered Hong Kong College the opportunity to set up an extra-curricular programme for our senior students. The PTA will consider this offer at its meeting in April. If approved, the programme, which would be known as 'Beyond the Classroom', would be held in the evening from 7 – 9 pm. We are looking for volunteer supervisors with special skills who would be willing to assist us each week starting in September 2004.

If you are willing to help us, please complete the form below and send it to me. It would be helpful to know when volunteers would be available so that we can inform the PTA. I look forward to hearing from you.

Yours sincerely,

Jane Tang

Jane Tang

I am willing to lead a course / activity.

My Name _____

My Tel No. _____

I am available on _____

Course/Activity _____

Venue _____

Replies received from volunteers

My Name	<u>Carol Man</u>
My Tel No.	<u>67210092</u>
I am available on	<u>Fri pm/Sat am</u>
Course/Activity	<u>Drama</u>
Venue	<u>Drama Lab</u>

My Name	<u>Philip Chan</u>
My Tel No.	<u>93972401</u>
I am available on	<u>Saturday</u>
Course/Activity	<u>Karaoke</u>
Venue	<u>Hall</u>

My Name	<u>Joe Lee</u>
My Tel No.	<u>9589 0123</u>
I am available on	<u>any night</u>
Course/Activity	<u>Photography</u>
Venue	<u>classroom</u>

My Name	<u>Rob Kong</u>
My Tel No.	<u>9472 3168</u>
I am available on	<u>Fri</u>
Course/Activity	<u>Football</u>
Venue	<u>Football field</u>

My Name	<u>James To</u>
My Tel No.	<u>2984 7239</u>
I am available on	<u>Tues</u>
Course/Activity	<u>Karaoke</u>
Venue	<u>Hall</u>

My Name	<u>Lin Wang</u>
My Tel No.	<u>9219 4888</u>
I am available on	<u>Fri, Sat</u>
Course/Activity	<u>Painting with water colours</u>
Venue	<u>Art Room</u>

My Name	<u>Anna Lung</u>
My Tel No.	<u>2491 7247</u>
I am available on	<u>Thurs, Fri</u>
Course/Activity	<u>Computer Graphics</u>
Venue	<u>Computer Room</u>

My Name	<u>Tom Chan</u>
My Tel No.	<u>9892 1075</u>
I am available on	<u>Fri</u>
Course/Activity	<u>DJ Training</u>
Venue	<u>Hall</u>

My Name	<u>Lily Wong</u>
My Tel No.	<u>2763 9747</u>
I am available on	<u>Wed, Fri</u>
Course/Activity	<u>Extra English</u>
Venue	<u>Any classroom</u>

My Name	<u>Frank Cheung</u>
My Tel No.	<u>9219 4702</u>
I am available on	<u>Wed</u>
Course/Activity	<u>Football</u>
Venue	<u>Football Field</u>

My Name	<u>Donald Lau</u>
My Tel No.	<u>2987 3122</u>
I am available on	<u>any night</u>
Course/Activity	<u>stamp collecting</u>
Venue	<u>any classroom</u>

My Name	<u>Ray Wong</u>
My Tel No.	<u>9617 2333</u>
I am available on	<u>Sat night</u>
Course/Activity	<u>Karaoke</u>
Venue	<u>Hall</u>

My Name	<u>Mike Lo</u>
My Tel No.	<u>3849 7222</u>
I am available on	<u>any night</u>
Course/Activity	<u>Chess</u>
Venue	<u>any classroom</u>

My Name	<u>Jenny Lam</u>
My Tel No.	<u>9491 2764</u>
I am available on	<u>Tues, Fri</u>
Course/Activity	<u>Ballet</u>
Venue	<u>Gym</u>

My Name	<u>Norman Yuen</u>
My Tel No.	<u>9479 2368</u>
I am available on	<u>Tues, Thurs, Fri</u>
Course/Activity	<u>Archery</u>
Venue	<u>Basketball courts</u>

Memo from the school secretary to Jane Tang

MEMORANDUM

From: School Secretary, Mary Fan
To: Jane Tang
Date: 22 March 2004
Subject: Facilities for Beyond the Classroom

I would like to thank you first of all for initiating your enquiries as regards the availability of school facilities for the 'Beyond the Classroom' project so promptly. This should allow us to try to resolve any issues regarding conflicting demands with the maximum flexibility. I also appreciate that your enquiry regarding Friday evenings is provisional at this stage and is dependant on the PTA giving its approval for the programme to proceed as planned.

Unfortunately as you may have guessed, Friday evenings is already a popular evening and the demands on certain facilities are therefore already heavy. The Old Boys' Association hold football practice from 7 to 9 pm; all of the basketball courts are booked for inter-school competitions; the gym is booked for the Old Girls' yoga classes. As you can imagine, these are long-standing bookings which are unlikely to change between then and now. The Computer Room is also booked every Monday and Friday evening for the Computer Club. The Pottery Club has the Art Room booked every Friday as well. Apart from that, all the classrooms and facilities are available at the moment.

As I said, the majority of the bookings I have mentioned have been in place for several years, but we still have a certain degree of flexibility as regards the other facilities. My recommendation would be to decide on the exact activities you are going to offer. Then we should consult with the Principal if you really need to change some of the long-term bookings.

Regards
Mary Fan

Messages from volunteers to Jane Tang

From: Mike Lo
Date: Saturday, March 27, 2004 11:23 AM
To: jtang@hkc.edu.hk
Subject: Beyond the Classroom

Dear Mrs. Tang

Because of unforeseen circumstances, I now find that I cannot run the Beyond the Classroom class I volunteered for. However, I have been speaking to another parent, Mr Simon Fung, and he has offered to run the same class and is available on any evening of the week. I'm sure he would be very good.

Thanks a lot and sorry again for messing you around.

Attention Mr s Tang

WHILE YOU WERE OUT

Mr James To

of _____

Phone No. 2984 7239

Date 28/03 Time 10.15 am

Telephoned Please call him

Called to see you Will call again

Message Mr. To wants to change
his activity from Tues. to Fri.

Attention Mr s Tang

WHILE YOU WERE OUT

Mr Tom Chan

of _____

Phone No. 9892 1075

Date 29/3 Time _____

Telephoned Please call him

Called to see you Will call again

Message can't offer activity for
'Beyond the Classroom'.

THIS IS THE LAST PAGE OF THE DATA FILE.

2004-ASL
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SECTION E

Q-A BK

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
HONG KONG ADVANCED LEVEL EXAMINATION 2004

USE OF ENGLISH AS-LEVEL SECTION E PRACTICAL SKILLS FOR WORK AND STUDY

Question-Answer Book

1.30 pm – 3.15 pm (1¾ hours)
(28% of the subject mark)

INSTRUCTIONS

1. Write your Candidate Number, Centre Number and Seat Number in the spaces provided.
2. Answer **ALL** questions.
3. Write your answers in the spaces provided in this Question-Answer Book.
4. Supplementary answer sheets will be supplied on request. Write your Candidate Number on each sheet and fasten them with string inside this book.
5. The rough-work sheets provided are for you to take notes. They will be collected separately and will not be marked.

Candidate Number						
Centre Number						
Seat Number						

	Marker's Use Only	Examiner's Use Only
	Marker No.	Examiner No.
Task		
1		
2		
Total		

	1st Appeals Marker Only	2nd Appeals Marker Only
	Marker No.	Marker No.
Task		
1		
2		
Total		

Checker Use Only	
Checker No.	
1	
2	
Total	

INSTRUCTIONS

As you complete the following tasks, remember that all your comments must be based on information in the Data File. Your comments must be understood by readers who do not have copies of the Data File to refer to.

Situation and Role

You are Bobbie Chan, a Form 6 student at Hong Kong College. Your class teacher, Mrs. Jane Tang, has been put in charge of looking into the possibility of setting up an extra-curricular programme, called 'Beyond the Classroom', at your school. The programme is going to be discussed at the next Parent-Teacher Association (PTA) meeting. Mrs. Tang has asked you to help her prepare for the meeting and to help provide further information to the school principal, Mr. Lau Chi Keung.

Task 1: Report on 'Beyond the Classroom' (58 marks)

Mrs. Tang would like you to write a report for the PTA members, recommending the setting up of 'Beyond the Classroom'. She wants the report to cover all aspects of your recent research, but wants it to be positive in order to persuade the PTA to support the programme.

Use information from pages 1 to 7 in the Data File to help you.

Task 2: Chart of possible activities (30 marks)

Mrs. Tang wants to prepare a chart which has been requested by Mr. Lau, the school principal, showing some activities which may be included in 'Beyond the Classroom'. She has asked you to complete the chart for her.

Use information from pages 5 to 10 in the Data File to help you.

Task 2: Chart of possible activities (30 marks)

Complete the chart of possible activities below. Look at Mrs. Jane Tang's note to Bobbie Chan on page 8 of the Data File for instructions on how to fill in the chart. You must write complete and grammatically correct sentences in the final column. Part of the chart has already been filled in. Use information from pages 5 to 10 in the Data File to help you.

Activity	Name of volunteer supervisor	Venue needed	Is venue available?	Specific benefit for students	First Marker' Use Only
Football	Rob Kong	Football field	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		C <input type="checkbox"/>
			<input type="checkbox"/> Yes <input type="checkbox"/> No		C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
			<input type="checkbox"/> Yes <input type="checkbox"/> No		C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
			<input type="checkbox"/> Yes <input type="checkbox"/> No		C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
			<input type="checkbox"/> Yes <input type="checkbox"/> No		C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
			<input type="checkbox"/> Yes <input type="checkbox"/> No		C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
			<input type="checkbox"/> Yes <input type="checkbox"/> No		C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
			<input type="checkbox"/> Yes <input type="checkbox"/> No		C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Total for Task 2

Total for Task 2

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