

ENGLISH LANGUAGE (SYLLABUS B) PAPER III
Question-Answer Book

INSTRUCTIONS

1. Write your Candidate Number, Centre Number and Seat Number in the spaces provided.
2. Answer **ALL** questions.
3. Write your answers clearly and neatly in the spaces provided in this Question-Answer Book. You should use a pencil for Part A and a pen for completing the tasks in Part B.
4. For multiple-choice questions, choose only **ONE** answer for each question. Two or more answers will score **NO MARKS**.
5. All listening materials will be played **ONCE** only.
6. When the radio broadcast ends, you will be given one hour to complete Part B. You are advised to allocate your time approximately as follows:

Task 1	25 minutes
Task 2	35 minutes
7. The Data File will **NOT** be collected at the end of the examination. Do **NOT** write your answers in the Data File.

Candidate Number					
Centre Number					
Seat Number					

	Marker's Use Only	Examiner's Use Only
	Marker No.	Examiner No.
A1		
A2		
A3		
A4		
Part A Total		

Checker's Use Only	Part A Total		
-----------------------	-----------------	--	--

B1		
B2		
Part B Total		

Checker's Use Only	Part B Total		
-----------------------	-----------------	--	--

Checker No.		
-------------	--	--

PART A (10% of the subject mark)

Section 1 (6 marks)

In this section, you will hear a question followed by a conversation. Look at the information provided and the four possible answers. Choose the best answer and write the appropriate letter – A, B, C or D – in the box provided.

1.

Televisions on Special Offer				
TV	NICAM	Multi-Standard	Size	Price
Sony		√	19"	\$2,300
Philips			21"	\$1,900
Toshiba		√	17"	\$2,100
National	√	√	14"	\$2,000

- A. Sony
- B. Philips
- C. Toshiba
- D. National

1.

2.

Percentage of labour force	Year		
	1991	1995	1996
Aged under 25	16.3	14.3	14.0
Aged 25 – 34	30.4	31.0	31.0
Aged 35 – 44	29.6	30.4	30.1
Aged 45 – 64	21.5	22.7	23.4
Aged 65 or over	2.2	1.6	1.5

- A. 25 – 34
- B. 35 – 44
- C. 45 – 64
- D. 65 or over

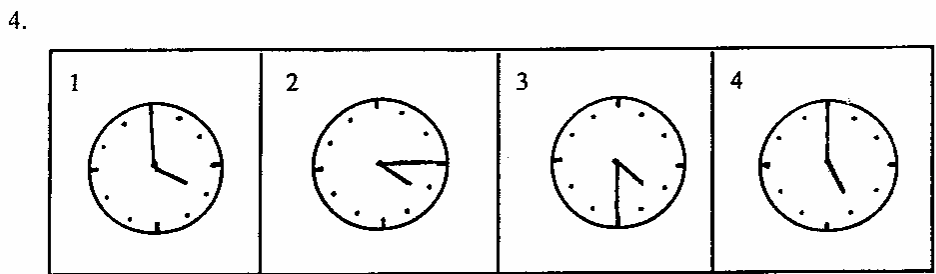
2.

3.

Flights to Taipei		
Depart Hong Kong	Arrive Taipei	Flight Number
07:45	09:10	CX090
10:20	11:45	CX120
14:50	16:15	CX420
17:30	18:55	CX720
20:00	21:25	CX920

- A. CX090
- B. CX120
- C. CX420
- D. CX720

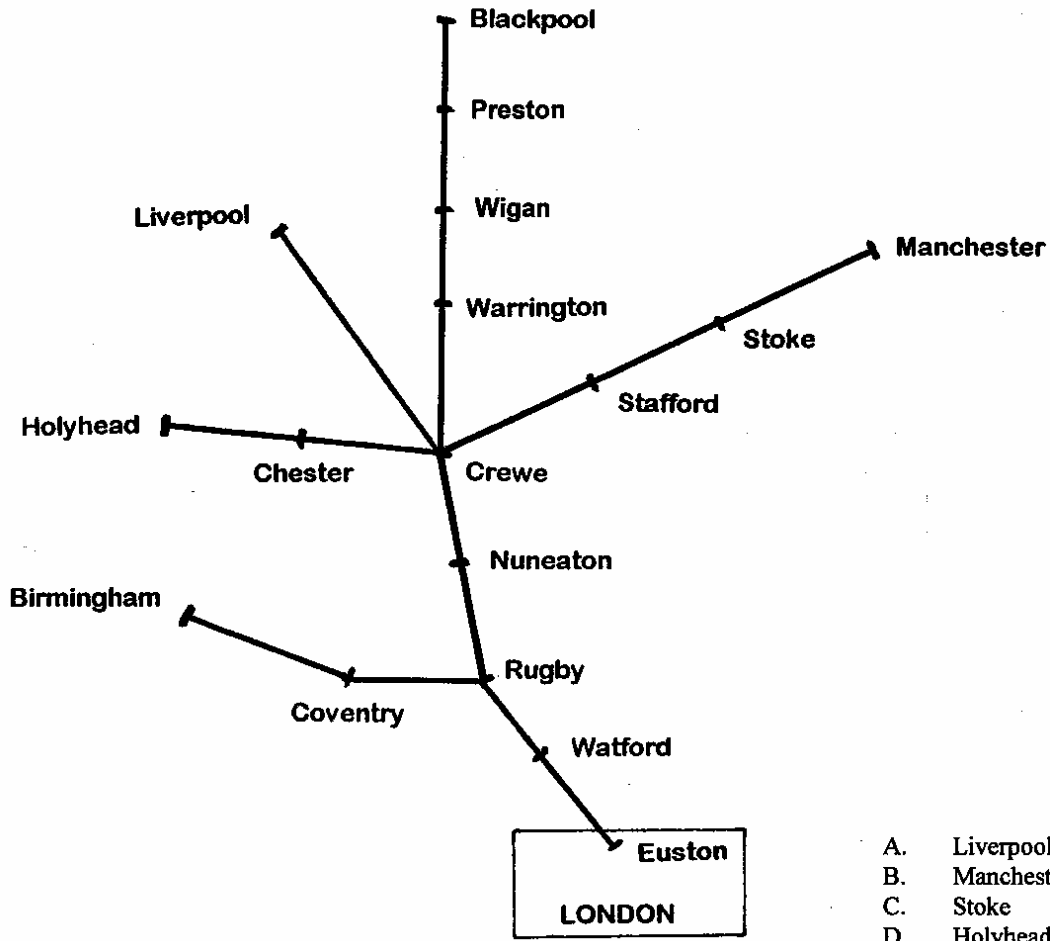
3.



- A. 1
- B. 2
- C. 3
- D. 4

4.

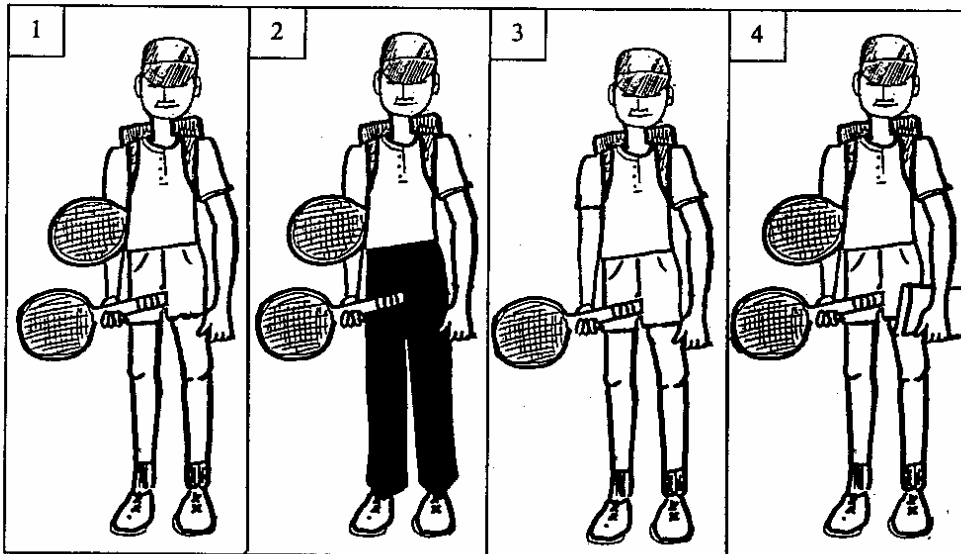
5.



- A. Liverpool
- B. Manchester
- C. Stoke
- D. Holyhead

5.

6.



- A. 1
- B. 2
- C. 3
- D. 4

6.

Section 1

End of Section 1

Section 2 (14 marks)

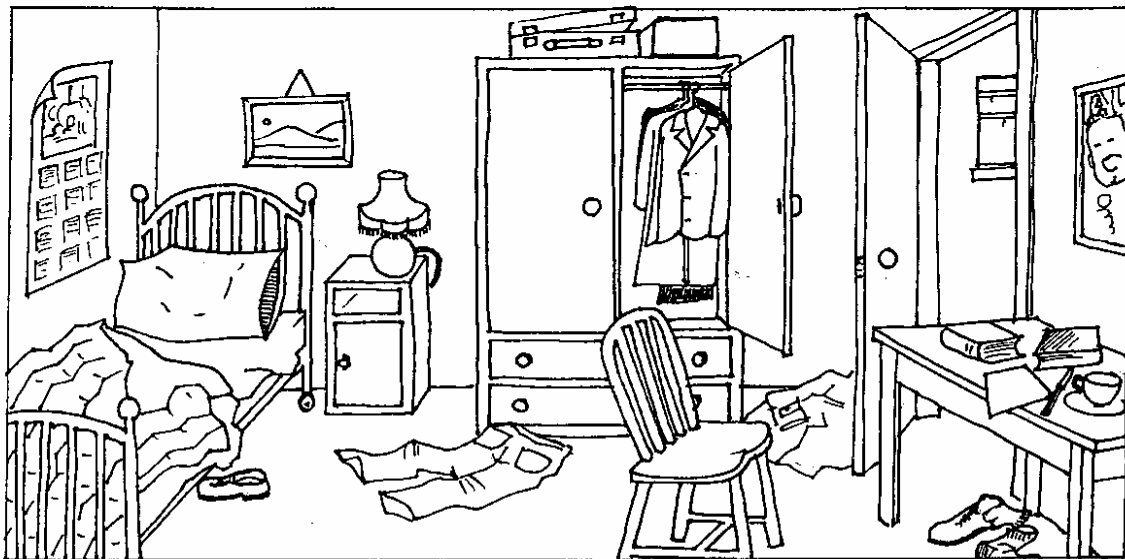
Marker's Use Only

In this section, you should read the instructions for each item and look at the information provided. Then listen to the conversation and follow the instructions.

7. Fill in the Order Form.

Wonder Sandwich Company				
Sandwiches – Order Form				
Breads: White, Brown, French Baguette, 5 Grain				
<i>Fillings</i>	<i>Bread</i>	<i>Price</i>	<i>Quantity</i>	<i>Amount (\$)</i>
B.L.T. (Bacon, Lettuce, Tomato)		\$24		
Gammon Ham & Mustard		\$24		
Smoked Salmon & Cream Cheese		\$28		
Smoked Turkey		\$28		
Chicken Mayonnaise		\$24		
Vegetarian (Eggplant, Cucumber & Green Peppers)		\$24		
Cheese Special		\$25		
Chicken Tikka		\$25		
			Total:	
Fax No.: 2345-6789				

8. This is Annie's room before her mother cleaned it. Mark a circle (O) where her mother found the CD, a cross (X) where she found the key, and a tick (✓) where she found the book.



Section 3 (15 marks)

You work in the Lost Property Office of the HK Ferry Company. Passengers come in to make reports about articles they have lost on the ferries. You must complete the Lost Property Report Form for them. Use a separate form for each passenger.

Marker's
Use Only

11.

Lost Property Report Form	
Date :	<u>8 MAY 1998</u>
Passenger's name :	_____
Telephone number :	_____
Description of lost article :	_____

Remarks :	_____

1
2
3
4
5
6
7

1
2
3
4
5
6
7

12.

Lost Property Report Form	
Date :	<u>8 MAY 1998</u>
Passenger's name :	_____
Telephone number :	_____
Description of lost article :	_____

Remarks :	_____

8
9
10
11
12
13
14
15

8
9
10
11
12
13
14
15



Section 3

End of Section 3

Section 4 (20 marks)

Listen to the interview and fill in the form as if you were the interviewer. Put ticks (✓) in the appropriate boxes and write down the necessary information. You have 30 seconds to study the form. One box has been filled in for you as an example.

**Marker's
Use Only**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

Airline Passenger Survey

Personal Details

Male Female

Nationality : _____

Place of residence : _____

Occupation :

Business Education Health Journalism
Legal Transport Government Other _____

Present Travel

Purpose : Business Holiday Other _____

Airline : Cathay Pacific Dragonair China Airlines Other _____

Destination : _____

Length of trip : _____

Class of travel : Economy Business First Class

Business Travel

Number of business trips per year : _____

Usual length of trip : _____

Countries visited in last two years :

Airline usually used : _____

Reasons for choosing airline : Price Availability Time Service
Food Reputation Other _____

Usual class of travel : Economy Business First Class

Suggestions for improvement : _____

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20



Section 4

End of Part A

PART B (22% of the subject mark)

Situation

You are John Lam, a Secondary Five student who is just about to complete the HKCEE. Because you are Secretary of the Student Union, your Principal, Mrs Lau, has asked you to attend a briefing session about the Course on Leadership and Teamwork in Schools offered by The Hong Kong Adventure Bound School.

After attending the briefing session you have to do the following tasks:

1. Fill in an application form for a scholarship. (32 marks)
2. Write a letter to the Parent-Teacher Association of your school requesting financial support for the course. (35 marks)

You will find all the information you need in the Question-Answer Book, the Data File and the recording of the briefing session.

You have five minutes to study the Question-Answer Book in order to familiarise yourself with the situation and the tasks. You should also read the course brochure and the note sheet on pages 1 and 2 of the Data File.

You will hear a tape recording of the briefing session. Take notes on the note sheet on page 2 of the Data File as you listen.

Task 1 (32 marks)

You want to apply for a scholarship. Follow the instructions on the application form and fill in the form using information from the Data File. Use a pen for this task.

Marker's
Use Only

The Hong Kong Adventure Bound School		
Scholarship Application Form		
This form must be completed in full and sent with the Course Application Form to:		
The Director The Hong Kong Adventure Bound School 254 Sai Kung Country Park Road Sai Kung New Territories, Hong Kong		
a	Name of applicant: _____	a
b	Age: _____ Sex: _____ ID no.: _____	b
c	Name of school: _____	c
d	_____	d
e	Name of course you are applying for: _____	e
f	_____	f
g		g
h	I will be attending the course * <i>on an individual basis / as part of a school group.</i> (* delete as appropriate)	h
	My school group * <i>is / is not</i> applying for funding from another source. (* delete as appropriate)	

In about 120 words, tell us what previous leadership experience you have had either at school or elsewhere. Also mention personal qualities and any awards which are relevant to the course.

Marker's Use Only

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

F	
C	
L	
R	
P	

Task 1

F	
C	
L	
R	
P	

Task 1

John Lam

Signature

15th June, 1998

Date

Task 2 (35 marks)

Write a letter to the Parent-Teacher Association of your school requesting financial support for the course. Read the memo from the Principal on page 3 of the Data File. Follow the instructions carefully. Sign your letter 'John Lam, Secretary of the Student Union'. Use a pen for this task.

Sir Edmund Cheung Memorial College

22 Kowloon Road, Sha Tin, N.T., Hong Kong

15th June, 1998

Mrs Dorothy Chan

The Chairperson

Parent - Teacher Association

c/o Sir Edmund Cheung Memorial College

Sha Tin, N.T., Hong Kong

**Marker's
Use Only**

a
b
c

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21

a
b
c

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21

F	
C	
L	
I	
N	
E	

Task 2

F	
C	
L	
I	
N	
E	

Task 2

END OF PAPER

**98-CE
ENG LANG**

SYL B
PAPER III
DATA
FILE

**HONG KONG EXAMINATIONS AUTHORITY
HONG KONG CERTIFICATE OF EDUCATION EXAMINATION 1998**

**ENGLISH LANGUAGE (SYLLABUS B) PAPER III
Data File**

Contents

	Page
1. Extract from the Hong Kong Adventure Bound School brochure	1
2. Note sheet	2
3. Memo from the Principal to John Lam.....	3
4. School calendar	4
5. John Lam's Student Report Form	5
6. Testimonial from the District Commissioner, Sha Tin Scout Group	6
7. Thank-you letter from Benjamin Lee to John Lam	7

Course on Leadership and Teamwork in Schools

organised by

The Hong Kong Adventure Bound School

Fee: HK\$3,000 per person.

Duration: 5 days (Friday to Tuesday - inclusive)

Where does the course take place?

The course is held in the Hong Kong Adventure Bound School in Sai Kung. This location presents a challenging environment for us to conduct some of our activities both indoors and outdoors.

Our school is ideal for residential courses as there are good sleeping and eating facilities.

Who is the course designed for?

The course is designed for senior school students to prepare them for leadership roles in the school as well as to work in teams.

Senior school students are about to go out into the wider world. The course also helps them develop the leadership skills needed by today's successful adults.

What does the course involve?

The course involves presenting the students with a series of activities which will help them

- develop leadership qualities
- be good team members.

How do we develop leadership qualities?

The activities are designed to develop leadership qualities by

- increasing the students' confidence to take on responsibilities
- developing the students' decision-making skills
- showing the students the importance of gaining the trust of their team-mates.

What is meant by teamwork?

Every activity the students engage in on the course involves working in teams. Thus the students learn how to

- co-operate with others
- work for a common aim.

In this way the students learn to value teamwork.

Application for scholarship

Any individual attending one of our courses can apply for a scholarship, regardless of whether they are part of a school group.

To apply for a scholarship, the student should fill in the Scholarship Application Form and submit it to the Hong Kong Adventure Bound School.

When granting scholarships, consideration is given to the student's suitability for the course. Preference is given to students with previous leadership experience.

Sir Edmund Cheung Memorial College

MEMO

From: *The Principal*

To: *John Lam,
Secretary of the Student Union*

Date: *5th June, 1998*

Course on Leadership and Teamwork in Schools
Hong Kong Adventure Bound School

Thank you for agreeing to be the school representative at the briefing to be given by the Co-ordinator of the Course on Leadership and Teamwork in Schools.

As I mentioned to you previously, I would like you, as Secretary of the Student Union, to write a letter to the Parent-Teacher Association (PTA). We would like the PTA to subsidise the course because it is so expensive. I have already discussed this with Mrs Dorothy Chan, the Chairperson of the PTA, but a written request from the students would be appreciated.

In the letter tell Mrs Chan that:

- *Ten of next year's Secondary Six students (5 boys and 5 girls) hope to attend this course to prepare them for their leadership roles in Secondary Six and Seven.*
- *I would like the students to attend the course in August after the Orientation Day for Secondary Six students. Look at the school calendar and the course brochure and find a suitable time when the students will be free to go, and give dates for the whole course.*
- *Try to make sure that she realises the money will be well spent, so*
 1. *mention what types of leadership roles the course prepares students for,*
 2. *give examples of activities on offer,*
 3. *explain what leadership qualities it develops in students, and*
 4. *explain how it helps students to work in teams.*
- *Make sure you mention the deadline for applications because there is not much time.*

Finally, ask her if the PTA could kindly subsidise the course by 50% because it is so expensive. You will need to inform her of the exact amount we need.

Thanks for your help.

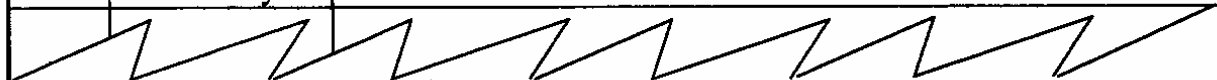
C Lau

School calendar

Sir Edmund Cheung Memorial College

School Calendar – Academic Year 1998–99

August 1998		
1	Saturday	
2	Sunday	
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	Publication of HKCEE results
7	Friday	
8	Saturday	
9	Sunday	
10	Monday	} Registration for Secondary Six students
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	
16	Sunday	
17	Monday	
18	Tuesday	
19	Wednesday	Orientation for Secondary Six students
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	
24	Monday	
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	
31	Monday	
September 1998		
1	Tuesday	Start of school year
2	Wednesday	



John Lam's Student Report Form

Sir Edmund Cheung Memorial College
Student Report Form

Name of Student: *Lam Wai Hung, John*

Address: *Block 12, Flat A, 3rd Floor, Greendale Gardens, Sui Wo Road, Sha Tin, N.T., Hong Kong*

ID Number: *K365178(4)*

Date of Birth: *2 June, 1981*

Tel: *2693 6781*

Date of Admission: *1 September, 1993*

Extra-curricular Activities

Secondary One:	<i>Member of Junior Basketball Team, Member of Science Club.</i>
Secondary Two:	<i>Member of Junior Basketball Team, Member of Science Club.</i>
Secondary Three:	<i>Member of Junior Basketball Team, Member of Science Club, Class Monitor.</i>
Secondary Four:	<i>Member of Senior Basketball Team, Member of Science Club, Member of English Society, Member of Photography Club, Class Monitor.</i>
Secondary Five:	<i>Captain of Senior Basketball Team, Chairman of Science Club, Member of English Society, Member of Photography Club, Class Monitor, Co-ordinator of Inter-school Science Project, Secretary of the Student Union.</i>
Secondary Six:	
Secondary Seven:	

Hobbies and Interests

Piano, stamp collecting.

Sha Tin Scout Group

P O Box 205, Sha Tin Central Post Office

To whom it may concern

Lam Wai Hung, John has been an active member of the Scouts since he joined his Scout Group in September 1995. Last year he became a Patrol Leader of his Scout Group.

He has always shown great commitment and enthusiasm. While on camp he has a positive attitude and gets on well with other scouts. This is demonstrated by the fact that he has completed the Pioneer Course with distinction and has been awarded the Camp Warden Badge.

When presented with a problem, he can examine it intelligently and come to a sensible decision. He has also shown good leadership qualities.

He has obviously enjoyed his involvement in the Scouts and has often entertained the group on camp with his singing.

Signed

Wong Wai Keen

Wong Wai Keen
District Commissioner, Sha Tin District

Date 15 APR 1998

Kowloon Government Secondary School

245 Antrim Road, Kowloon Tong, Kowloon, Hong Kong

27th April, 1998

Mr John Lam
Co-ordinator of Inter-school Science Project
Sir Edmund Cheung Memorial College
22 Kowloon Road
Sha Tin, N.T.
Hong Kong

Dear John,

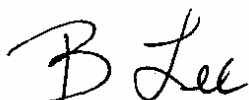
Just a quick note to thank you for your excellent work in co-ordinating the Inter-school Science Project. Your helpful attitude in co-ordinating various members of the group was favourably commented on by teachers of many schools. I would have found the work much more difficult without your help.

I must say I found the project of your team really interesting. It was very creative in concept and very well designed. You did a great deal of really good research which should prove to be most useful in the future.

I hope you decide to be involved with the Inter-school Science Project next year. I think that your present project could be developed in a most interesting manner by your group when you start A-Level science.

I look forward to seeing you next year.

Yours sincerely,



Benjamin Lee
Teacher in charge of the Inter-school Science Project

THIS IS THE LAST PAGE OF THE DATA FILE.

1998 English (Syl. B) Paper 3 Suggested Solution

**1998
Paper 3**

PART A

Section 1

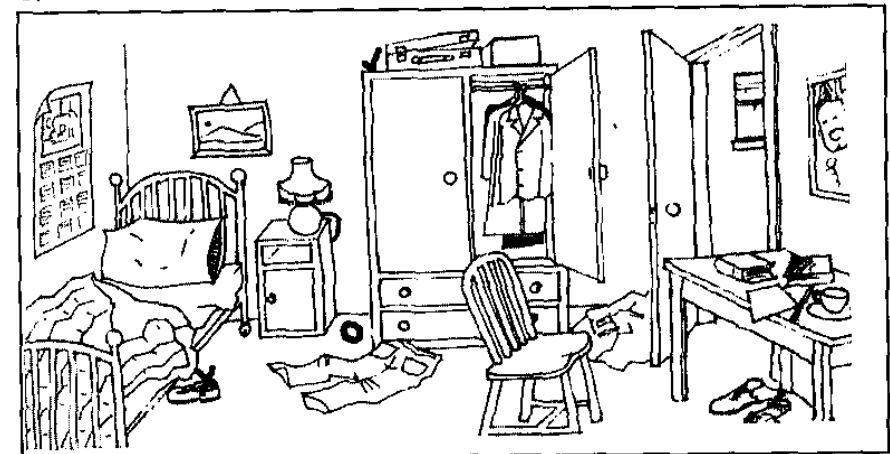
1. **A**
Hints
I don't need NICAM, but I want multi-standard.
17" → too small
2. **C**
Hints
This age group is the only one where the percentage has gone up every year
3. **B**
Hints
The meeting is for 5:30pm in Taipei. 4:15pm is too late, I'll have to take the one before that.
4. **B**
Hints
I won't get there before 4. Let's say quarter past then.
5. **D**
Hints
from Euston
change at Crewe
after Crewe it's only two more stations
it's the end of the line
6. **A**
Hints
travel in my tennis clothes, wear shorts, a hat, a spare racket, no book

Section 2

7.

<i>Fillings</i>	<i>Bread</i>	<i>Price</i>	<i>Quantity</i>	<i>Amount (\$)</i>
B.L.T. (Bacon, Lettuce and Tomato)		\$24		
Gammon Ham & Mustard		\$24		
Smoked Salmon & Cream Cheese	Brown	\$28	1	28
Smoked Turkey		\$28		
Chicken Mayonnaise	White	\$24	1	24
Vegetarian (Eggplant, Cucumber & Green Peppers)		\$24		
Cheese Special	5 Grain	\$25	2	50
Chicken Tikka				
			Total:	102

8.



Hints

- O is on the floor between the wardrobe and the small cabinet by the bed
- X is in a shoe by the bed
- √ is on top of the wardrobe, on the left, next to that old suitcase

9. F → C → D → A → B

Hints

- A -- press the up or down arrow F
- B -- press the OK button in the middle C
- C -- the arrow which points down D
- D -- the arrow pointing left A
- F -- that's the top left B

10.

KOWLOON MAGAZINE AD FORM

Category: Flat share
 Your ad:
 Causeway Bay near MTR

Young **female** wanted
 to share quiet flat
 with American girl.
 Own bedroom, share
 bathroom.
 \$4000 **per month** including bills.

Section 3

11.

Lost Property Report Form

Date: 8 May 1998
 Passenger's name: **Linda Baker**
 Telephone number: **2982 4299**
 Description of lost article: **a small Kodak camera with a case**
 Remarks: **8 am ferry from Lantau to Central on 8th May**

12.

Lost Property Report Form

Date: 8 May 1998
 Passenger's name: **Jack Clarke**
 Telephone number: **2493 2525**
 Description of lost article: **very big, red and green umbrella with wooden handle**
 Remarks: **waiting area in Central 10 pm yesterday**

Section 4

Airline Passenger Survey

Personal Details
 Male
 Nationality: **British**
 Place of residence: **Hong Kong**
 Occupation: **Journalism**
 Present Travel
 Purpose: **Business**
 Airline: **Cathay Pacific**
 Destination: **Bangkok**
 Length of trip: **3 days**
 Class of travel: **Business**
 Business Travel
 Number of business trips per year: **2**
 Usual length of trip: **3 or 4 days**
 Countries visited in last two years: **Singapore, China, Thailand, Japan**

Airline usually used: **different**
 Reasons for choosing airline: **Price, Time**
 Usual class of travel: **Economy**
 Suggestions for improvement: **Planes should leave on time, more choice of films**

PART B

Task One

The Hong Kong Adventure Bound School Scholarship Application Form		
Name of applicant: Lam Wai Hung, John		
Age: 17	Sex: Male	ID no.: K 365178 (4)
Name of school: Sir Edmund Cheung Memorial College		
Name of course you are applying for: Course on Leadership and Teamwork in Schools		
I will be attending the course as part of a school group .		
My school group is applying for funding from another source.		

I have been the class monitor from year 95-98. Furthermore, I am the Captain of Senior Basketball Team, Chairman of Science Club, Secretary of the Student Union, Co-ordinator of Inter-school Science Project at my school and the Scout Patrol Leader of Sha Tin Scout Group in the year 97-98. I have completed the Scouts' Pioneer Course with distinction and have been awarded the Camp Warden Badge.

I always have great commitment and enthusiasm in the activities. I also possess a positive and helpful attitude so I can get on well with the others. When presented with a problem, I can examine it intelligently and make a sensible decision. In addition, I have good leadership qualities.

(114 words)

Task Two

Sir Edmund Cheung Memorial College 22 Kowloon Road, Sha Tin, N.T., Hong Kong
15 th June, 1998 Mrs Dorothy Chan The Chairperson Parent-Teacher Association c/o Sir Edmund Cheung Memorial College Sha Tin, N.T., Hong Kong
Dear Mrs Chan,
I am writing to invite the Parent-Teacher Association (PTA) to subsidize students to attend the "Course on Leadership and Teamwork in Schools" organized by the Hong Kong Adventure Bound School which will be held from 21 August (Friday) to 25 August (Tuesday).
There will be ten next year's Secondary Six students (five boys and five girls) attending the course to prepare them for their leadership roles in Secondary Six and Seven. School prefects, committee members and captains of school sports teams are the leadership roles prepared for on the course.
Activities such as mountain escape activity, plays production, debates and team sports will be offered during the course. The activities are designed to develop leadership skills by increasing the students' confidence to take on responsibilities, developing their decision-making skills and showing them the importance of gaining the trust of their team-mates. The students will then learn to co-operate with others and work for a common aim.
This course is absolutely meaningful and the students can contribute to the school after completing it. The fee of the course is HK\$3,000 per person and therefore, the total fee will be \$30,000. Due to the fact that the course is so expensive, it is rather difficult for the students to afford the whole amount. Therefore, I sincerely hope that the PTA can subsidize half of

the fee, that is HK\$15,000. The deadline for applications is 6 or 7 August. I am looking forward to your reply.

Yours sincerely,

John Lam, Secretary of the Student Union

NOTE SHEET

Notes

Types of leadership roles

School prefects, school club leaders & sports captains

Examples of activities offered

- (1) Mountain Escape Activity
- (2) Producing plays
- (3) Team sports like basketball, water polo

Leadership qualities developed

- (1) Greater confidence in talking on responsibilities
- (2) Decision-making skills
- (3) Ability to gain trust and confidence of the entire team
- (4) Communication skills

How the course helps students work in teams

- (1) Learning to co-operate with other team members
- (2) and to work for common goal

How to apply for scholarship

Fill in the Scholarship Application Form

Application deadline

Two weeks before the start of the course

1998 English (Syl B) Paper 3 Tape script

PART A

Section 1

1. Which TV does the woman decide to buy?

Male: Here are the TVs on special offer. This is a good one. It's multi-standard with nicam.

Female: I don't need nicam and anyway, it's too small, but I want multi-standard.

Male: How about this one? It's \$2100.

Female: Oh! It's still too small.

Male: This one then. Not too small. Multi-standard.

Female: Yes. I'll take that one.

2. Which age group are they talking about?

Male: Look at this table for the labour force. It shows the percentage of workers in different age groups. It's got figures for the years 1991, 95 and 96.

Female: This age group is the only one where the percentage has gone up every year.

Male: Yes. That's right. It went up from 1991 to 1995 and again in 1996. The others have stayed the same or gone down.

3. Which flight does the man decide to take?

Female: Here's the timetable. There're 5 flights. What time do you want to leave?

Male: Well, the meeting is for 5:30 in Taipei.

Female: There's a flight which arrives at 4:15 in the afternoon. That might be ok.

Male: No. That's too late. It takes at least an hour to get into town from the airport. I'll have to take the one before that.

4. What time are they going to meet?

Male: What time shall we meet tomorrow?

Female: Well, the film starts at 5:15, so maybe we can meet at the cinema at about 5:00.

Male: How about meeting earlier and going for a coffee first?

Female: Yes. That's a good idea! There are several cafes nearby, so let's get there about 4 or 4:30.

Male: I'll try, but I don't finish work until 3:30, so I won't get there before 4.

Female: Ok. Let's say quarter past then outside the cinema.

Male: Fine.

Female: See you then.

5. Where is the man going?

Female: How are you getting there?

Male: I take a train from Euston station in London and I have to change at Crewe which is the fourth station.

Female: Oh! It's not direct.

Male: No. But after Crewe, it's only two more stations. It's the end of the line.

6. Which picture best represents Kelvin when he arrives at the tennis court?

Kelvin: Hi, Nick! Have you booked the tennis court?
Nick: Er... Yes, I have. It's booked for 1:00.
Kelvin: 1:00. So it'll be very hot.
Nick: Yes. Bring a hat because it's also quite sunny. Also, my racket's broken. Have you got a spare one?
Kelvin: Yes, no problem. I'll bring my old racket and my new one. Has the tennis court got a changing room?
Nick: Actually, it was out of order last time I played. I don't know why.
Kelvin: Well, I'm going to travel in my tennis clothes. It will be cooler to wear shorts, anyway. Can I have a shower at your house afterwards?
Nick: Yes, of course. And have you finished with that book I lend you?
Kelvin: Oh, no. I haven't finished yet. Can I give it to you next week?
Nick: Ok. Fine. I'll see you at the tennis court then.
Kelvin: Yeah! See you later.

Section 2

7.

Male 1: Let's fill in this sandwich order form.
Female 1: How many people are we?
Male 1: Four. Tell me what you want and I'll fill in the form.
Female 1: Em. This smoke salmon with cream cheese sounds nice, but it's the most expensive. Never mind. I'll have that.
Male 1: Smoke salmon. One. And you have to say what kind of bread you want. They're here at the top, white, brown, French baguette or 5 grain.
Female 1: I'll have brown.
Male 1: Ok. How about you two?
Female 2: I don't want meat. This one, cheese special, and I'll have 5 grain bread.
Male 2: That's a good idea. I'll have exactly the same.
Male 1: Right. Two cheese specials on 5 grain. Just me to decide. I'm going to have chicken. Don't know what chicken tikka is, so I'll have chicken mayonnaise on white.
Female 1: You have to fill in the price was well.
Male 1: Ok. \$28, \$24 and 2 at \$25 is \$50, so the total is \$102. Now, I'll fax it.

8.

Annie: You found my book and my CD and my key. Thank you. But where did you find them?
Mother: Well, Annie, I cleaned your room and I put all your clothes away. It was a terrible mess. The wardrobe was open and all your clothes were on the floor. I put your shirts and jeans on hangers in the wardrobe. I found the CD on the floor between the wardrobe and the small cabinet by the bed.
Annie: Oh!
Mother: And then I found your key. That was in a shoe. There was one shoe by the bed and the key was in that. The other shoe was under the table.
Annie: Sorry, mum.
Mother: And the book was on top of the wardrobe.

Annie: On top of it!
Mother: Yes. I don't know how it got there, on the top on the left next to that old suitcase.
Annie: Oh, dear! I'm sorry. I'll try to keep my room tidier.
Female:

9.

Male: Ok. We've got the new TV. How do we set the channels?
Female: I'll check the instructions. Ok. Using the remote control. First, press the "Install" button. That's the top left.
Male: Ok. Ah! Then, we get a menu on the screen.
Female: Yes. Then, you have to press the arrow which points down until the word "Search" is highlighted.
Male: Press the arrow which points down. Yes. Ah, yes! It's working. And now.
Female: The arrow pointing left to select the search function. Ok?
Male: Ok. I press the arrow pointing left.
Female: Good. Now, you can press the up or down arrow to do the search.
Male: The up or the down. I see. I'll press this one. Ah! There's a picture now.
Female: Right. Now, you've tuned it. The picture is fine, so you press the "Ok" button in the middle.
Male: The "Ok" button. Right.

10.

Female 1: I filled in a form to put in an ad in the Kowloon Magazine to advertise for someone to share my flat. Do you think it's ok?
Female 2: I think you should put near MTR after Causeway Bay because that makes it sound better.
Female 1: Alright. And then?
Female 2: Then, you should put young female, not young person, because you only want girls to reply, don't you?
Female 1: Yes. So I'll cross out "person" and write "female".
Female 2: "Own bedroom, share bathroom". That's ok. And then, you should put "per month" after the rent. Yes. \$4000 per month, including bills.

Section 3

11.

Passenger: Hallo! I left my camera on the ferry.
Staff: Yes. We have to fill in this form and then we can check if it's been found. What's your name and telephone number?
Passenger: Linda Baker.
Staff: Linda Baker. B-A-K-E-R?
Passenger: Yes. And my telephone number is 2982 4299.
Staff: What kind of camera is it?
Passenger: Kodak.
Staff: Is it a big one?
Passenger: No. It's very small.
Staff: With a case?

Passenger: Yes.
 Staff: Ok. A small Kodak camera. Kodak. Is it "K-O-D-A-K"?
 Passenger: Yes.
 Staff: A small Kodak camera with a case. Which ferry did you leave it on?
 Passenger: I left it on the 8:00 ferry from Lantau to Central this morning.
 Staff: Ok. I'll put that in the remarks section. "8 a.m. ferry from Lantau to Central on the 8th of May."
 Passenger: Thanks for you help!

12.

Staff: Good morning. Can I help you?
 Passenger: Yes. I lost an umbrella.
 Staff: I see. I'll fill out this form and then we can check if your umbrella is here. You've got a lot of umbrellas.
 Passenger: Well, this one is quite distinctive. It's very big and it's red and green.
 Staff: I'll write that down. "Very big, red and green". Anything else?
 Passenger: It's got a wooden handle.
 Staff: Wooden handle. Right. That's all for the description. Now, the next section. Where did you lose it?
 Passenger: In the waiting area in Central at about 10:00 last night. I was waiting for the 22:00 ferry and I forgot it.
 Staff: I see. Waiting area in Central. 22:00 yesterday. And your name, sir.
 Passenger: Jack Clarke. J-A-C-K C-L-A-R-K-E.
 Staff: Telephone number?
 Passenger: 0493 2525
 Staff: Right, Mr Clarke. I'll check the umbrellas now.

Section 4

Interviewer: Excuse me.
 Traveler: Yes.
 Interviewer: We're doing a survey of airline passengers. May I ask you some questions?
 Traveler: Yes, certainly. I'm waiting for my plane, so I've got lots of time.
 Interviewer: Thank you. First of all, are you visiting Hong Kong or do you live here?
 Traveler: I live here.
 Interviewer: And what country do you come from originally?
 Traveler: Er...From Britain. I'm British.
 Interviewer: May I ask about your work? Are you a businessman?
 Traveler: No, I'm not. I'm a journalist. I work for a magazine.
 Interviewer: I see. Now, some questions about your trip. Where are you going now?
 Traveler: I'm going to Bangkok.
 Interviewer: To Bangkok. How long are you staying?
 Traveler: 3 days.
 Interviewer: 3 days. Which airline are you traveling with?
 Traveler: Cathay Pacific.

Interviewer: And is this a business trip or holiday?
 Traveler: It's a business trip.
 Interviewer: Ah, good! It's business travel we're really interested in. How often do you go on business trips?
 Traveler: Not really very often. About twice a year.
 Interviewer: Can you tell me the places you've been to in the last 2 years?
 Traveler: Yes. This year, I've been to Singapore once and China once.
 Interviewer: And last year?
 Traveler: Last year. Let me think. I went to Bangkok last year and to Japan.
 Interviewer: Bangkok. So I'll write "Thailand and Japan". Anywhere else?
 Traveler: No. That's all.
 Interviewer: And how long are your trips normally?
 Traveler: About 3 or 4 days.
 Interviewer: 3 or 4 days. Ok. Now, you said you're flying with Cathay Pacific today. Do you usually Cathay?
 Traveler: Actually, no. Er...I use all different airlines depending on the times of the flights and the price of the ticket. I think most airlines offer the same kind of service.
 Interviewer: Ok. I'll write "Different" here. And under reason for choosing airline, I'll take "Time" and "Price". Are there any other reasons why you choose a particular airline, e.g. the food or the service?
 Traveler: No. As I said, I think most airlines have the same kind of service and food, too. There's not much difference.
 Interviewer: Do you travel business or economy class?
 Traveler: Usually, economy class, although today, I'm going business class because the client is paying for it.
 Interviewer: I see. You're going business class today. I forgot to mark that, but you usually go economy class. Right. Now, I've got one last question. Is there anything you would like airline to do to improve their service?
 Traveler: Oh! I don't know. There's nothing I can think of at the moment. Oh, yes! Planes often leave late. It would be much better if flights left on time. Yes. Write that "Planes should leave on time."
 Interviewer: Thank you. I'll write exactly as you said. "Planes should leave on time."
 Traveler: Oh! And one more thing. There should be more choice of films.
 Interviewer: Ok. I'll write "More choice of films". Thank you very much, sir.
 Traveler: You're welcome. Goodbye.
 Interviewer: Goodbye. Have a nice trip!

PART B

Mr Long: Welcome, everybody. I'm Joseph Long, coordinator of the course on leadership and teamwork in schools. It's my job to give you information about this course which we have been running for many years now. I must say it's great to see such a big turnout. Some of you, I know, are from schools who have participated in the course before. And others are thinking of participating for the first time. That's great. You are all most welcome. We also have Mrs Hughes from a Tai Po

secondary school to tell you about the course and answer some of your questions. Students from her school have taken part in this course on a number of occasions in the past. Mrs Hughes.

Mrs Hughes: Hallo, everybody.

Mr Long: Right. First, I would like to talk about who this school leadership training courses is for. It's designed mainly for secondary 6 and secondary 7 students. They are the ones who actually take up leadership roles in the schools and we can help train them for this. The most obvious group is the school prefects. The course offers an ideal training for students who are about to take up school prefect duties, but our training also prepares senior students to run different school clubs as well as students who act as captains of different school sports teams.

Mrs Hughes: Yes. I'd like to add something here.

Mr Long: Certainly, Mrs Hughes.

Mrs Hughes: We certainly notice that students come back from the course with more confidence and they are better equipped to take up leadership positions. It gives the prefects a better sense of responsibility and the committee members of the school clubs gain greater confidence. This definitely applies to the captains of the school sports teams as well.

Mr Long: Yes, Usually, schools send prefects, school club leaders and sports captains and while on the course, students are out in roles where they must show all kinds of leadership abilities. They have a number of tasks to do which help develop these. Not only is this a benefit to the schools, but we also fair we are providing a course which is very useful to the students who take part in it. It's good training for their adult lives. Er... Yes. There's someone at the back with a question.

Audience 1: Thank you. I would like to know more about the tasks you give the students. What sort of things do the students do on the course?

Mr Long: Good question. I was just about to come to that. Actually, there are a number of different activities designed to develop the students' leadership and team building capabilities. Take for example our mountain escape activity. In this activity, one student is given the responsibility of leading the rest of the group out of a remote mountain valley in the country park and back to the centre.

Mrs Hughes: Yes. Our students found the mountain escape activity a really interesting one. There are a number of outdoor activities like that, but there are indoor activities as well. Students are also asked to produce short plays.

Mr Long: Yes. Producing plays. That involves one student directing other students to work together. The plays they produce are usually very good.

Mrs Hughes: And the students have some really excellent debates.

Mr Long: Yes. The debates are very interesting. And of course, there are a number of team sports they can play. There are sports like basketball. They also learn some unusual sports like water polo which they don't normally have the opportunity to play.

Audience 1: I can see that all these might be exciting and healthy exercise, but

what leadership qualities does it develop in the students?

Mr Long: Ok. An interesting point. Of course, every time they play a team game, a different student is captain. This gives them all the chance to develop leadership qualities. We have certainly found that their leadership qualities are developed in this type of situation. In fact, all the activities we give the students help develop their leadership qualities. Let's take the mountain escape activity for example. Firstly, it gives the student in charge greater confidence in taking on responsibilities. After all, he is responsible for leading his fellow students out of trouble. Secondly, it forces the student to make decisions about how to get out of the valley. These decision making skills are so important in leadership. Also, it gives the student the ability to gain the trust and confidence of the entire team in order to be an effective leader. This is what leadership is about.

Mrs Hughes: Yes. This is true for the sporting activities as well. The captains must develop the confidence to lead the team. They must make decisions about how the game should be played and they learn that they can only succeed as captains if the rest of the team trusts them and has confidence in their leadership.

Mr Long: Another leadership quality which is often forgotten is communication skills. Most of the activities promote these skills, especially when students produce plays together. Here, good communication skills are an absolute necessity.

Mrs Hughes: And of course, there are the debates. These offer a wonderful opportunity for students to develop their communication skills.

Audience 1: Yes. But in the case of the mountain escape activity and in team sports, it appears that only one student gets the chance to lead. Most of the students just have to follow.

Mr Long: Er... This is true. But we do offer wide range of activities and different students get the chance to take up leadership roles at different times.

Mrs Hughes: And don't forget that the course is not just about leadership, but also about team work. When the students are not leading a group, they are learning how to work in teams.

Mr Long: Yes, indeed. What we also do on the course is try to show students how to work in teams. This involves learning to cooperate with other team members and to work for common goals. Everyone in the mountain escape activity has to work together for a common purpose, so the activity not only develop leadership skills in one of the students, but all the students have to work together. Yes. There's another person with a hand up.

Audience 2: What concerns me is that the course is very expensive. There're not many students surely who can afford to go on this type of course.

Mr Long: This is true and that leads to the next topic, money. Yes. It is expensive, but there're two ways of reducing the cost per student. Er... Many schools find ways of subsidizing the course. Isn't that right, Mrs Hughes?

Mrs Hughes: Yes, absolutely. Actually, our school usually asks for some money from the past students association. They're always very generous as

they consider the course to be really worthwhile.

Mr Long: This is the usual practice. Most schools can appeal to the past students association or the parent teacher association. I recommend you try that.

Audience 2: Yes. I think that may be possible in our case.

Mr Long: Good. There is another way to reduce costs. Even after you apply for a subsidy from the past students association or whatever, individual student can still apply for a scholarship from us, especially if they can show that they have leadership qualities. This certainly reduces the cost per student. But remember this must be applied for by the individual student. The school does not apply for this.

Audience 2: Right. I see. The school can apply for money from their past students association and individual student can also apply for a scholarship from you.

Mr Long: That's right. Now, when individual students apply for the scholarship, they must fill in the scholarship application form which we supply. In it, the student must give information about themselves. It is all quite straight forward. I think you will find the form in the booklet you gave you at the beginning. Does anyone have one?

Audience 2: Yes. I've got mine. But I have one further question. Our school would like to send a group around the middle of September. When should we apply?

Mr Long: Well, we'd like to receive the applications at least two weeks before the start of the course. You would need to get your application before the end of August in that case.

Audience 2: Two weeks in advance. That should be ok.

Mr Long: Good. I think that is everything I have to say, do let's have a break. If anyone has further questions, I'll be happy to answer them.