

ENGLISH LANGUAGE PAPER 2
Question-Answer Book

INSTRUCTIONS

1. Write your Candidate Number in the space provided on Page 1.
2. Stick your barcode labels in the spaces provided on Pages 1, 3, and 5.
3. Answer **ALL** questions.
4. Write your answers clearly and neatly in the spaces provided in this Question-Answer Book. **DO NOT WRITE IN THE MARGINS.** You should use a pencil for Tasks 1 - 3 (listening tasks) and a pen for Tasks 4 - 6 (integrated tasks).
5. All listening materials will be played **ONCE** only.
6. When the radio broadcast ends, you will be given one hour and fifteen minutes to complete Tasks 4 - 6. You are advised to allocate your time approximately as follows:

Task 4	15 minutes
Task 5	30 minutes
Task 6	30 minutes
7. The Data File will **NOT** be collected at the end of the examination. Do **NOT** write your answers in the Data File.
8. Supplementary answer sheets will be supplied on request. Write your Candidate Number and stick a barcode label on each sheet and fasten them with string **INSIDE** this Question-Answer Book.
9. The rough-work sheets provided are for you to take notes. They will be collected separately and will not be marked.

Please stick the barcode label here.

Candidate Number							
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Tasks	Marker's Use Only		Examiner's Use Only	
	Marker No.		Examiner No.	
1				
2				
3				
4				
5				
6				
Total				

Checker's Use Only	
Checker No.	
Total	

Situation

You are Jackie Ho, a Secondary 5 student at Kowloon College. You are the President of the Photography Club. You are organising your annual photography exhibition. You need to work with the other members of the Photography Club Committee.

You will have six tasks to do. Follow the instructions in the Question-Answer Book and on the recording and complete the tasks. You will find all the information you need in the Question-Answer Book, the Data File and on the recording.

You will now have two minutes to study the Question-Answer Book in order to familiarise yourself with the situation in Tasks 1, 2 and 3 before the recording begins.

Later, you will have four minutes to read Tasks 4, 5 and 6 and study the Data File before you do the tasks.

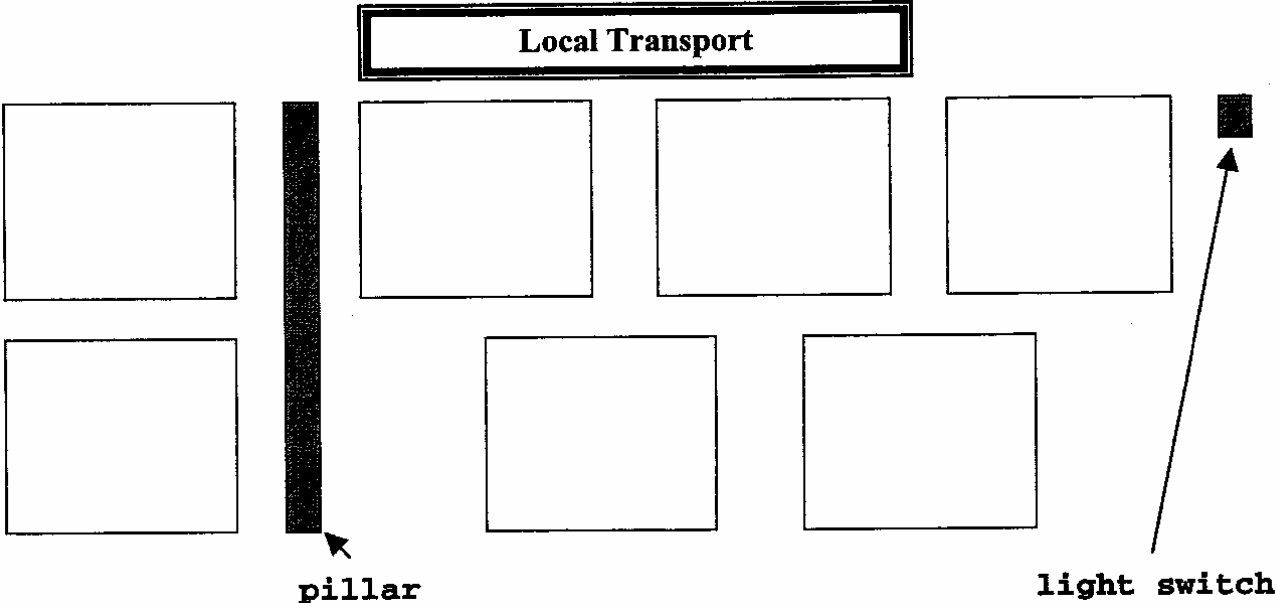
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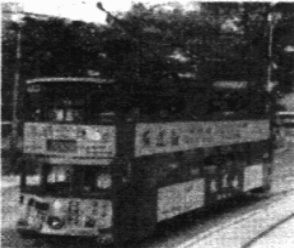
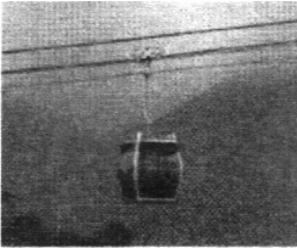






Task 1 (8 marks)

You are in a meeting about the Photography Club's annual exhibition. You are discussing with David and Winnie, the Secretary and Treasurer of the Club, where to put the 'local transport' photographs on the wall.

Listen to the conversation and complete the layout plan below by writing the letters of the photographs in the correct boxes on the plan. Cross out the photo that is not wanted.

You have 15 seconds to look at the photographs and the plan.



 <p>(A) A colourful tram</p>	 <p>(B) New transport on Lantau</p>	 <p>(C) Rush hour</p>	 <p>(D) Star Ferry</p>
 <p>(E) Going up on the Peak Tram</p>	 <p>(F) Everyday transport</p>	 <p>(G) Going up and Up and up</p>	 <p>(H) A minibus</p>

End of Task 1

Task 2 (9 marks)

The Photography Club Committee has had another meeting about the names of some of the photos for the exhibition. David is reporting to you on the phone what they have done.

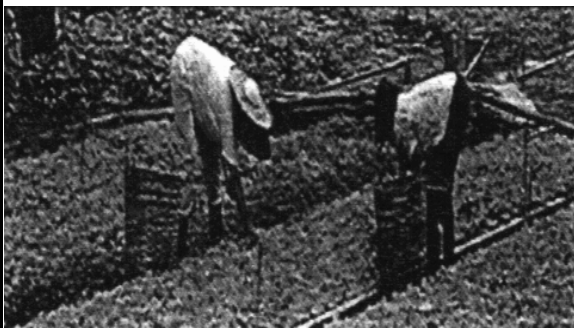
Listen to the telephone conversation. Make any necessary changes to the names already given and fill in the names that are missing. Cross out any photos that are not wanted.

You have 15 seconds to look at the photographs.



Avenue of Stars





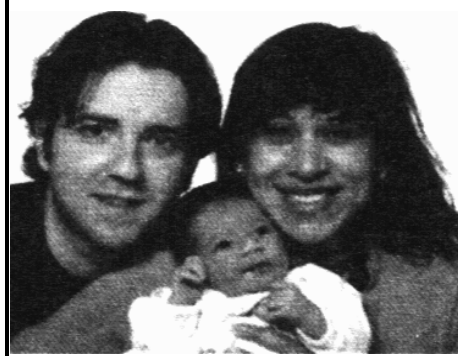
New Territories



Lantau Island



Shanghai







End of Task 2

Please stick the barcode label here.

Task 3 (16 marks)

One area of the exhibition will be for photos taken by teachers. You need to get information from some of those teachers and are now calling them.

Listen to the four telephone conversations and fill in the table. Write the information in the spaces provided and put ticks (✓) in the appropriate boxes.

You have 15 seconds to look at the table.

Teachers' Photos

Name of teacher	Where photo taken	When photo taken	Title of photo	Attending exhibition	Taking photos at exhibition
Mr. Chu Art teacher				Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>
Mr. Leung Geography teacher				Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>
Mr. Lee Maths teacher				Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>
Mrs. Waters English teacher				Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>

End of Task 3

Task 4 (19 marks)

You need to write a leaflet to advertise the annual Photography Club exhibition. You are calling Mrs. Cheong, one of your teachers, for advice. Listen to the conversation between you and Mrs. Cheong. As you listen, make changes to the 2006 Music Club's Christmas Concert advertisement on page 2 of the Data File, which can help you complete the advertisement for the 2007 Photography Club's exhibition below.

Some information for completing this task can be found in the e-mail from Mrs. Cheong on page 4 of the Data File and the exhibition floor plan on page 10 of the Data File. Use a pen for this task.

Kowloon College Photography Club

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.....
.....
.....

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.....

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Please do not write in the margin.

End of Task 4

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Task 6 (20 marks)

As the President of the Photography Club, you also need to write a letter to invite parents and special guests to come to the exhibition.

Look at your plan for the invitation letter on page 3 of the Data File and complete the letter below. You will find all the information you need in the Data File and on the recording. End your letter politely. Sign your letter 'Jackie Ho, President, Photography Club'. Use a pen for this task.

**Kowloon College
22 Wing Wah Lane
Sha Tin, N.T.
Hong Kong**

Tel: 2682 9685 Fax: 2680 2233

5 May 2007

Dear Parents and Friends of the Photography Club,

Please do not write in the margin.

**ENGLISH LANGUAGE PAPER 2
DATA FILE**

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**Not to be taken away before the
end of the examination session**

Advertisement for the Music Club's Christmas Concert

Make changes to the advertisement as you listen to the conversation.



Kowloon College Music Club

2006 Christmas Concert

Monday, 11th December

From 8 pm to 10 pm

Festival Walk Shopping Centre



Come along and enjoy an evening of great FREE entertainment.

Traditional Christmas Carols

1. Silent Night
2. Away in a Manger
3. O Little Town of Bethlehem
4. While Shepherds Watched
5. We Three Kings of Orient are

Popular Christmas Songs

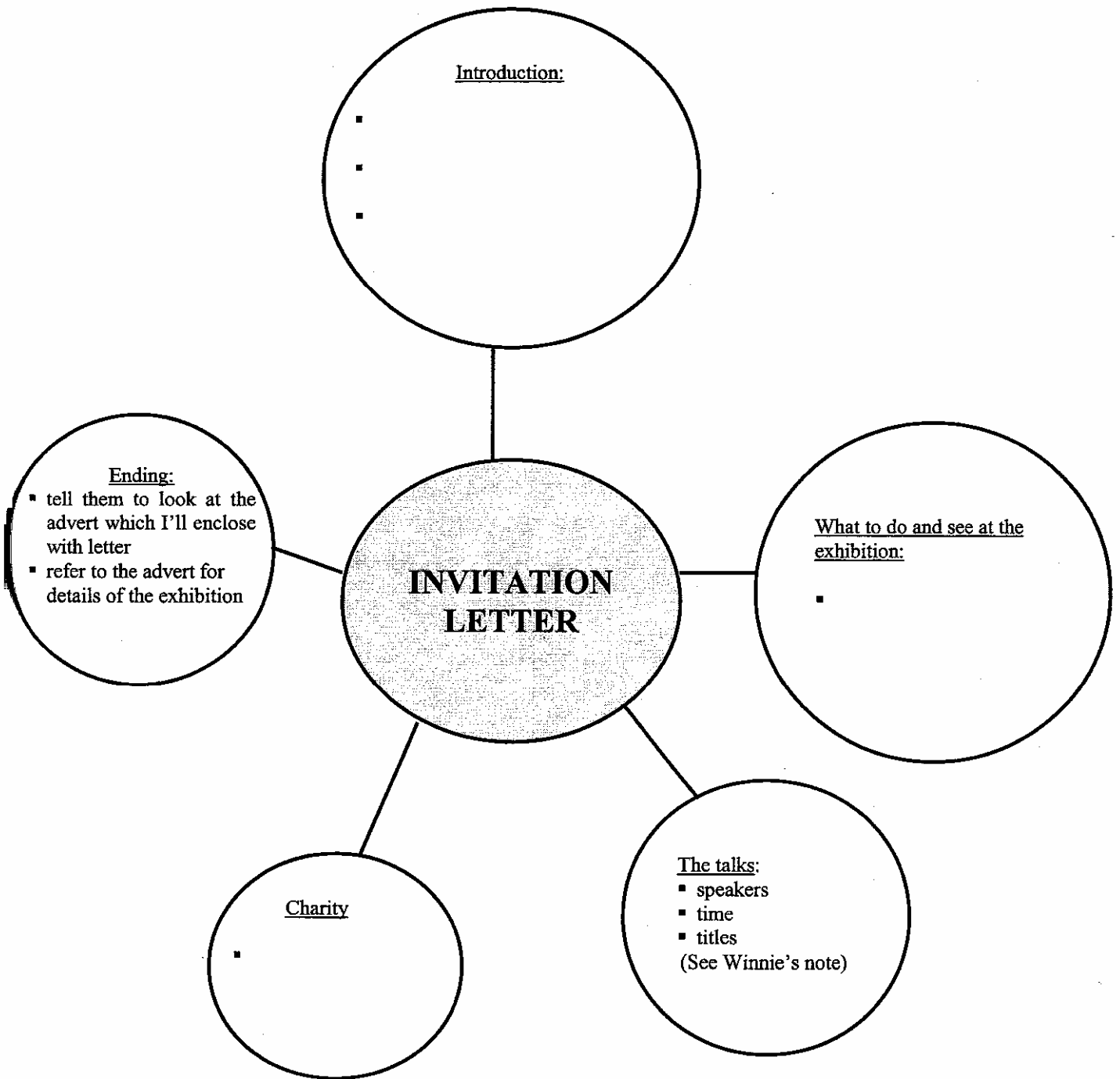
1. Rudolf the Red-Nosed Reindeer
2. 12 Days of Christmas
3. Jingle Bells
4. Santa Claus is Coming to Town

And lots more!!

Programmes will be available at \$3 each. Proceeds to charity.

Jackie's plan for the invitation letter to parents and special guests

Take notes on the plan below as you listen to the conversation.



E-mail from Mrs. Cheong to Jackie

From: ECheong <ECheong@kc.edu.hk>
To: Jacky Ho <jachphotoc@student.kc.edu.hk> Sent: Monday, April 30, 2007 1:20 PM
Subject: Date for Photography Club Exhibition

Dear Jackie,

Please see the e-mail from the Principal, Mr. Lau, below.

Mrs. Cheong

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

>From: PLau <PLau@kc.edu.hk> Sent: Saturday, April 28, 2007 11:22 AM
>To: ECheong <ECheong@kc.edu.hk>
>Subject: FWD: Date for Photography Club Exhibition

>

>Dear Mrs. Cheong,

>

>14th July is too close to the summer holidays, so I think the Photography Club should have its exhibition on
>Saturday, 7th July. Let me know if this is a problem.

>

>

>Mr. Lau

>

>

>

>>-----Original Message-----

>>From: ECheong <ECheong@kc.edu.hk> Sent: Thursday, April 26, 2007 10:41 AM
>>To: PLau <PLau@kc.edu.hk>
>>Subject: Date for Photography Club Exhibition

>>

>>

>>Dear Mr. Lau,

>>

>>The Photography Club would like to hold its exhibition on 14th July this year. Is this possible?

>>

>>Regards,

>>Mrs. Cheong

Jackie's 'To Do' List

Things to do for the exhibition:

- *categorise photos ✓*
- *plan where to put photos on the walls ✓*
- *phone teachers about their pictures ✓*
- *do advert for leaflet (ask Mrs. Cheong for help)*
- *write a speech about the Photography Club at the opening of the exhibition to get more people interested in joining the club*
- *write an invitation letter to parents and special guests*

Jackie's notes for her speech

1. Introduction:
 - Welcome guests and students and thank them for coming
 - Introduce myself
2. About the 'Best Photo' Competition
 - Thank the sponsor and the judges of the 'Best Photo' competition
 - Mention the prizes for the competition
3. Mention total number of members this year and talk about membership in the club by **comparing** last year to this year (see website)
 - Teacher members
 - Student members
4. Tell them about our students' achievements in the 2007 Hong Kong Secondary School Photography Competition:
 - winner, theme, title of winning photo, prize
 - contestants commended (don't mention winners from other schools)
5. Mention 2007 trip: where we went, places we took photos (see website)
6. Information about 2008 Hong Kong Secondary School Photography Competition details (topic, deadline, prizes, who to contact for details) + trip plans for 2008 (see website)
7. Finish by encouraging more people to join the club and activities

E-mail from David Ng to Jackie

From: David Ng <davidng@student.kc.edu.hk>
To: Jackie Ho <jachphotoc@student.kc.edu.hk> Sent: Monday, April, 23, 2007 5:28 PM
Subject: Prizes for the competition on the day of exhibition

Dear Jackie,

We have arranged the 'Best Photo' competition for the day of the exhibition. Judges have been invited to choose the best photos on display. I am very happy to inform you that Sun Ling Electronics in Wanchai has agreed to sponsor the competition and give the school a free digital camera for the first prize. They also have some photo frames and photo albums for the other prizes. Remember to thank them in your speech at the opening of the exhibition and mention that they have kindly donated these gifts to us.

Also, we have a photography book left over from last year which you can include in the prizes.

David

Note from Winnie to Jackie



Jackie,

I just want to confirm that this year we'll have two famous guests to give talks at the exhibition:

Christopher Doyle - a world renowned cinematographer and photographer (Do mention this in your invitation letter!)

Title: How to be a good photographer

Time: 3 pm

Peter Wong - a fashion photographer

Title: How to get your photos published

Time: 5 pm

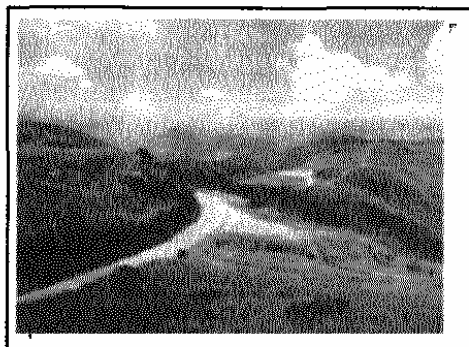
Winnie

Rising Young Photographers in Hong Kong

The Hong Kong Secondary School Photography Competition is an annual event organised by the Hong Kong Secondary Schools Association. Its aim is to foster young talent in Hong Kong in the field of photography. This year there were more than 100 contestants from over 50 local secondary schools. The theme was 'Natural Beauty' and a panel of judges selected one winning photo and commended three others from among the 105 photos submitted by students.

The variety and uniqueness of the photos reflect the many talents of young people in Hong Kong, the natural beauty of Hong Kong, which is often forgotten by urban dwellers, as well as the wide range of students' specialisations – from wildlife to natural landscape.

The winner of the 2007 Photography Competition is Flora Ma from Kowloon College. Her prize is a 3-week summer course at Kingston Photography School in London, England. Her photograph is entitled 'Beauty and the Peace', and, according to her, 'captures the last frontier of Hong Kong in the face of urban encroachment'. 'This picture was taken on a trip to Tai Mo Shan Country Park. I like hiking a lot as I feel relaxed when I am in the countryside and see the spectacular landscape in Hong Kong,' said Flora at the prize-giving ceremony.



Works of three other students: Mark Lo (Lantau Middle School), David Ng (Kowloon College) and Joyce Wu (Wan Chai Secondary School) were highly commended. Each of them received a trophy and a cash coupon of \$500.

The photos are currently on display on the first floor of the Convention and Exhibition Centre in Wan Chai in celebration of International Education Week.

The Hong Kong Secondary Schools Association is inviting entries for the 2008 Hong Kong Secondary School Photography Competition. The theme is 'Young People in Hong Kong'. The maximum size of the photograph is 30 cm x 30 cm. The deadline will be 1 February 2008. The first prize will be a 3-week summer photography course at Burswood Photography College in Western Australia.

For details, please refer to the website of the Association www.hkssa.edu.hk/2008. Application forms can be downloaded from www.hkssa.edu.hk/2008/form.

Kowloon College Photography Club

Started in September 2005.

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[Members &
Committee](#)

[Exhibitions](#)

[Trips](#)

[Gallery](#)

Club membership figures

	2006	2007
Total no. of members	26	55
No. of students	21	51
No. of teachers	5	4
No. of boys	11	45
No. of girls	10	6
No. of senior form students	16	48
No. of junior form students	5	3

Anyone in the school can join. If you are interested, e-mail Jackie Ho at jachphotoc@student.kc.edu.hk.

Committee

President: Jackie Ho (5A)

Jackie has been president since January 2007. She loves taking photos of her family and friends in her spare time and wants to be a photographer when she leaves school.

Secretary: David Ng (5A)

David joined the club in 2005 and has been secretary since it first started. He enjoys taking photos around Hong Kong.

Treasurer: Winnie Pang (5B)

Winnie has been treasurer since September 2006. She likes taking photos of animals and funny things.

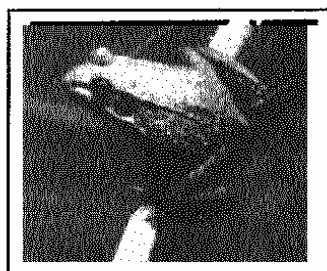
Exhibitions

2006 Our First Exhibition

Our first exhibition raised \$5,320 for Oxfam.

Peter So (5B) won the first prize for the best photo in the exhibition.

First prize – a digital camera – was donated by Wing Lung Wah's Electrical Store in Jordan.



Brochures showing the photos on display can still be purchased from the Photography Club. Contact Jackie Ho at jachphotoc@student.kc.edu.hk.

2007 Exhibition: What to do and see this year?

- ☛ Over 40 photos on display
- ☛ Talks by special guests
- ☛ Competitions & Prizes – Best Photos (Judges: The Principal and Mr Christopher Doyle)
- ☛ Teachers with cameras to take photos of you and your family
- ☛ Refreshments

Our best photos from this school year



More details will be posted shortly.

Charity Survey Results

Proceeds from our exhibition will be donated to a charity. Following what was done in the past, we selected three charities for consideration and the most popular one with our respondents will receive our donation. See the results below:

Name of charity	Number of respondents	Total
Hong Kong Alley Cats – helps street cats	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	14
Oxfam of Hong Kong – helps poor people & people recover from disasters like earthquakes	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	9
Riding for the Disabled – helps disabled children learn to ride horses	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	22

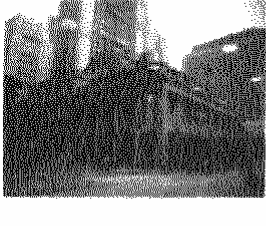

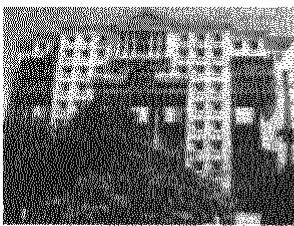

Trips

2007 Hong Kong Island with Mrs Chu



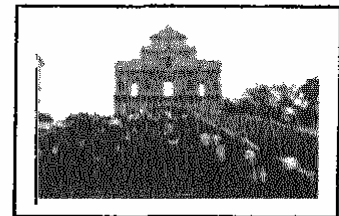
View from the Peak by Flora Ma

Look at our photos from this year's trip. If you want to see more, please look at our gallery.

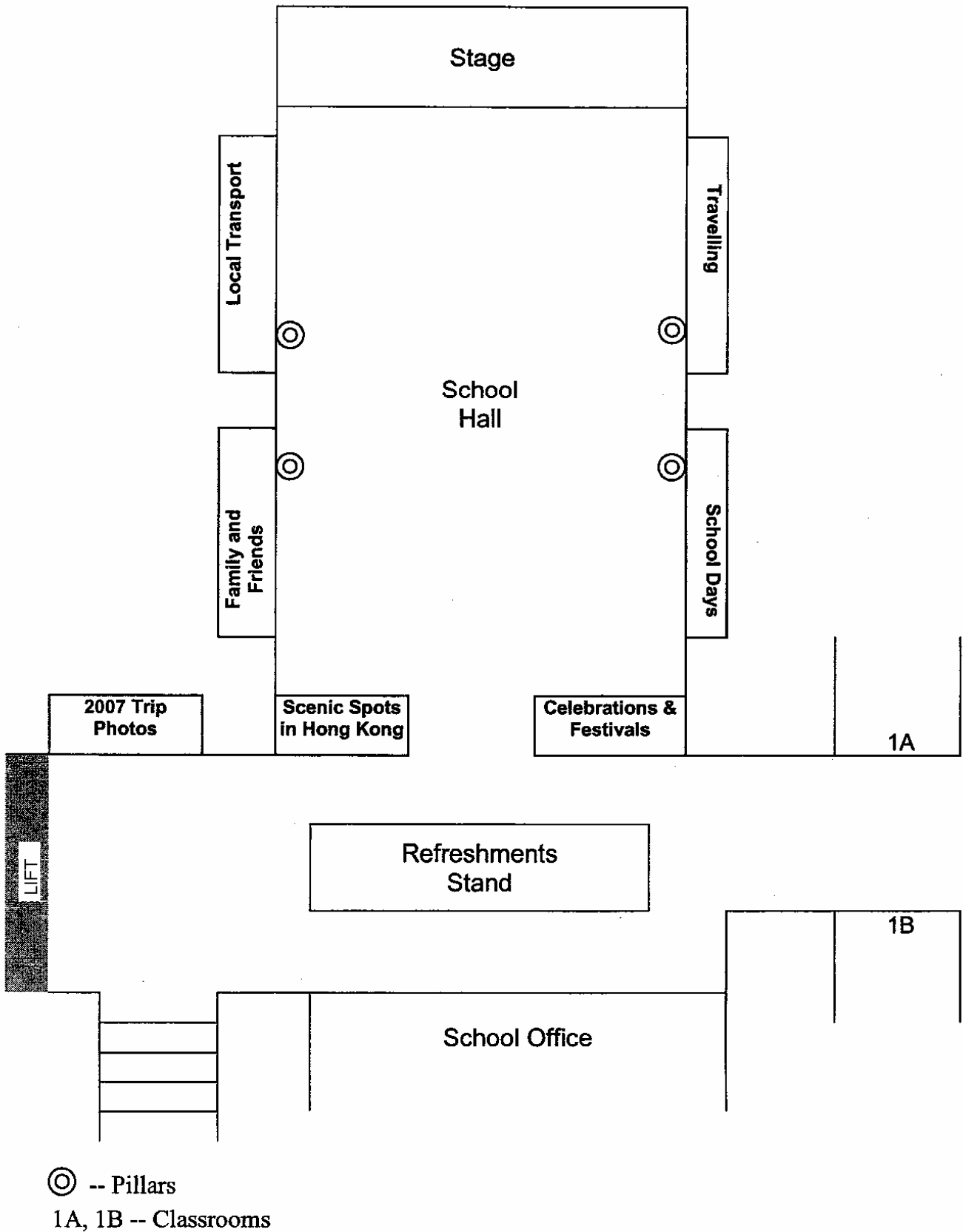
			
The Legco Building by Jackie Ho	The HSBC Building by David Ng	Central Library by Winnie Pang	Hong Kong Park by Mrs Chu

2008 Macau!!

Join the Photography Club and come with us and Mrs Cheong to Macau for a day!!



Exhibition Floor Plan
(G/F of Kowloon College)



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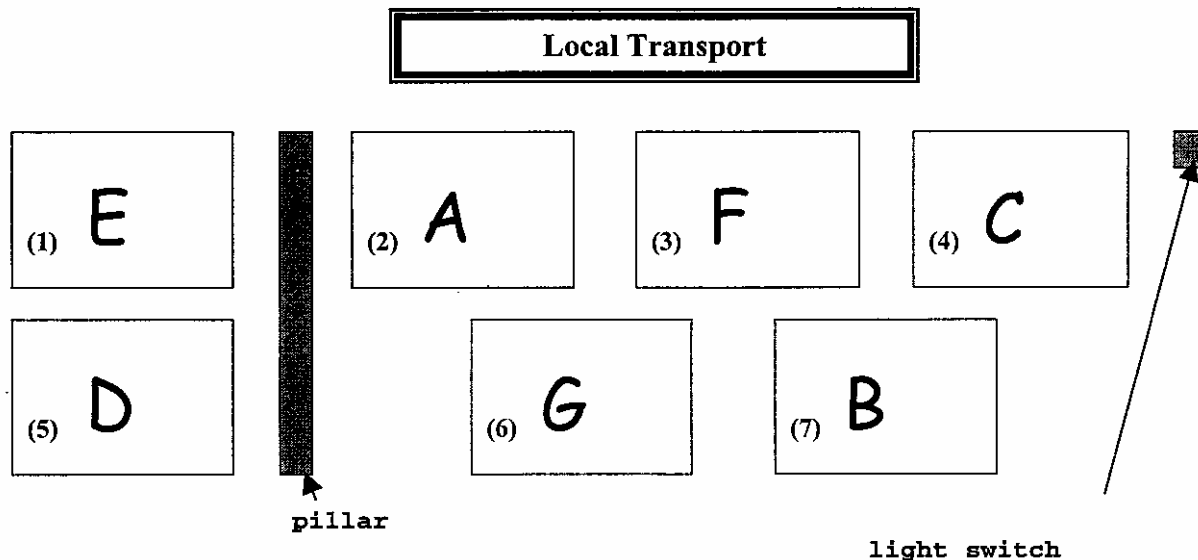
Sources of materials used in this paper will be acknowledged in the *Examination Report and Question Papers* published by the Hong Kong Examinations and Assessment Authority at a later stage.

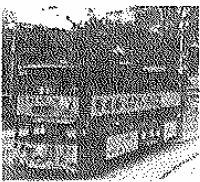
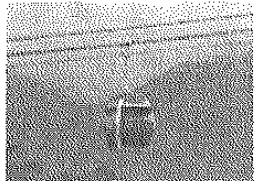
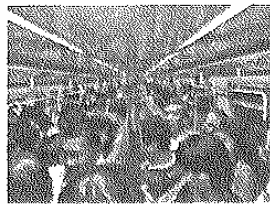
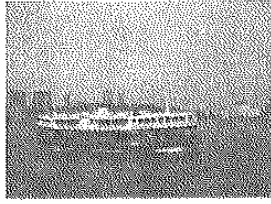
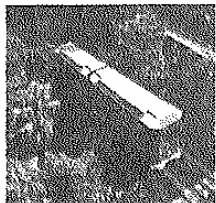
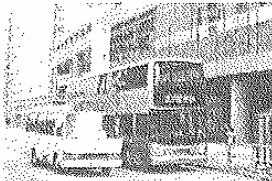
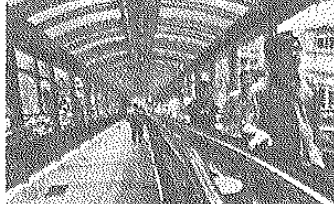

Paper 2 Marking Scheme

Note: In the suggested answers:

- i) / — indicates (an) alternative, acceptable word(s)/phrase(s) within an answer.
- ii) // — indicates an alternative answer.
- iii) () — indicate (a) word(s)/phrase(s) which is/are NOT essential to the answer.
- iv) [] — indicate grammatically wrong/marginally correct but acceptable answers.



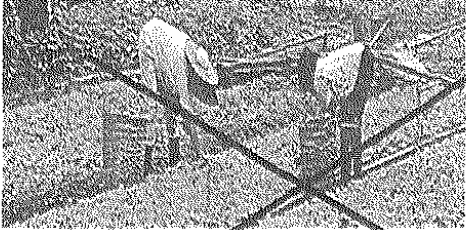
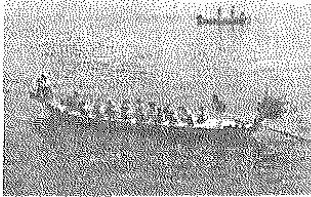
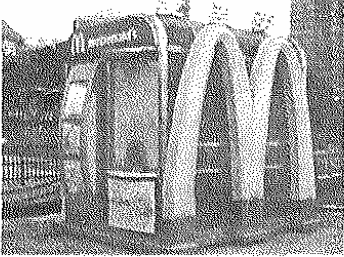

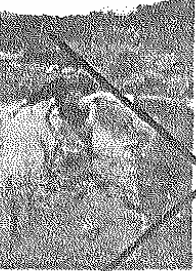

Task 1 (8 marks)



 <p>(A) A colourful tram</p>	 <p>(B) New transport on Lantau</p>	 <p>(C) Rush hour</p>	 <p>(D) Star Ferry</p>
 <p>(E) Going up on the Peak Tram</p>	 <p>(F) Everyday Transport</p>	 <p>(G) Going up and up and up</p>	<div style="text-align: center;">  <p>(H) A minibus</p> </div>

(8)

Task 2 (9 marks)

 <p>(1) Bruce Lee in (the) <u>Avenue of Stars</u></p>	 <p>(2) <u>English with Mrs Waters</u></p>
 <p><u>New Territories</u></p> <p>(3)</p>	 <p>(4) <u>Lantau Island</u> (5) <u>Dragon Boat / Dragonboat / Dragon-boat Festival</u></p>
 <p>(6) fast food in / fastfood in / fast-food in <u>Shanghai</u></p>	 <p>(7) <u>(a) happy family</u></p>
 <p>(8)</p>	 <p>(9) <u>waiting for (a) walk</u></p>

Teachers' Photos

Name of teacher	Where photo taken	When photo taken	Title of photo	Attending exhibition	Taking photos at exhibition
Mr. Chu Art teacher	(1) beach // Thailand// (a) beach in Thailand	(2) Chinese New Year (in February)// February// Feb	(3) Mr Chu's holiday	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/> (4)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>
Mr. Leung Geography teacher	(5) (top of) Sunrise Peak// (top of) Sun Rise Peak// Lantau (island)// highest mountain on Lantau (island)	(6) before Chinese New Year// January// Jan	(7) (a) great success	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/> (8)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not sure <input type="checkbox"/>
Mr. Lee Maths teacher	(9) (a) village // Sai Kung// Saikung// (the) New Territories// N(.)T(.)// (a very old) village near/in Sai Kung/ Saikung // (a very old) village in (the) New Territories /N(.)T(.)	(10) (early) spring// March// Mar	(11) (a) place where time stand(s) still	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not sure <input type="checkbox"/> (12)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not sure <input type="checkbox"/>
Mrs. Waters English teacher	(13) garden// England // (an) English garden // a garden in England	(14) (at) Easter// (in) April// Apr	(15) tea in (an) English garden	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/> (16)	Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input checked="" type="checkbox"/>

Kowloon College Photography Club

(1) 2007 photo/ photograph/ photography exhibition

(2)

Saturday Sat	+	the seventh of July / Jul 7 of July / Jul 7 th July/Jul 7th July/Jul 7-7 7.7	+	(2007) (07)
-----------------	---	--	---	----------------

(3) from 2 pm to 7 pm // 2 pm - 7 pm // 2 - 7 pm // 1400-1900 // 14:00 - 19:00

(4) Kowloon College (school) hall

(5) come along (on) Saturday / Sat (6) (and) enjoy (an) afternoon (of) activities (with us)
enjoy afternoon activities/activity

(7) wonderful photos (8) taken by students and staff

(9) *(Give 1 mark for at least any three correct points, two marks for at least any six correct points)*

- local transport
- family & friends
- travelling
- school days
- scenic spots in Hong Kong
- celebrations & festivals
- 2007 trip photos

} 3 – 5 correct points: 1 mark
6 – 7 correct points: 2 marks

(10) *Not including irrelevant items (Do not award this mark unless at least one mark has been awarded to item 9)*

(11) Other Event(s)

- (12) competition(s)
- (13) prize(s)
- (14) talk(s)
- (15) family photo(s) /photograph(s)

} *If more than four answers are given, mark the first four only.*

(16) brochures will be available at \$5 (each).
brochures will be available at five dollar(s) (each).

(17) proceeds to charity

(18) *For not including "And lots more".*

Task 5 (20 marks)**Task Fulfillment****Opening**

1. welcome and thank the guests for coming to the (annual) photography / Photo Exhibition
2. introduce yourself to the guests: **Jackie (Ho)** / the President of the Photography Club

About the Best Photo Competition

3. thank **Sun Ling Electronics** for sponsoring (today's) 'Best Photo' competition
4. thank principal, (Mr. **Lau**) and Mr. **Christopher Doyle** for being the judges of the competition
5. the prizes for the competition: a digital camera, some photo frames, photo albums and a photography book (any two)

Comparison of membership of this year to that of last year

6. no. of members this year: 55 members (51 students and 4 teachers)
7. compare no. of teacher members this year to that of last year: fewer teacher (members) (5 to 4) than last year/2006 / the no. of teacher members has decreased
8. compare no. of student members of this year to that of last year: more student members (21 to 51) than last year/2006 / // more boys (11 to 45) than last year // fewer girls (10 to 6) than last year // more senior form students (16 to 48) // fewer junior form students (5 to 3) / the no. of student members has increased

Our students' achievements in the 2007 Hong Kong Secondary School Photography Competition

9. winner of the **2007 Secondary School Photography Competition: Flora Ma** (from 5A)
10. theme of the Photography Competition: **Natural Beauty**
11. title of the winning photo: **Beauty and the Peace**
12. prize: a (3-week) summer course at **Kingston Photography School** (in London)
13. student commended: **David Ng**
14. **NOT** including Mark Lo and Joyce Wu for students commended. [Award the mark only when there is the mention of a student commended in Point 13]

Details of the 2007 trip

15. place for the 2007 trip: **Hong Kong Island**
16. places where pictures were taken: **the Peak, the Legco Building, the HSBC Building, Central Library and Hong Kong Park** (any 2)

Details of the 2008 Hong Kong Secondary School Photography Competition and trip plans

17. topic for 2008 Secondary School Photography Competition: **Young People in Hong Kong**
18. deadline of the competition: **1st February 2008** (2008 needs to be mentioned only if the context is not clear)
19. prize: (3-week) summer (photography) course at **Burswood Photography College** (in Western Australia)
20. contact information for the competition: **Hong Kong Secondary Schools Association // at www.hkssa.edu.hk/2008**
21. destination for the trip next year: **Macau**

Ending

22. Encourage more people to join the club and activities

Marks	Task Fulfillment	Description
10	All areas of content are covered, with few or no omissions, irrelevancies and inaccuracies.	– Points given in all seven areas, with at least 19 points
8	The major areas of content are covered, but there may be a few omissions, irrelevancies and inaccuracies.	– Points given in the first six areas, with at least 15 points
6	Some of the major areas of content are covered, but there may be some omissions, irrelevancies and inaccuracies.	– Points given in at least any 5 areas, with at least 11 points
4	A few points in the major areas of content are covered, but there are some omissions, irrelevancies and inaccuracies. The information given is sketchy.	– Points given in at least any 4 areas, with at least 7 points
2	Little required information is given.	– At least 4 points
0	The content is irrelevant or inaccurate, or there is indiscriminate copying from the Data File.	

Marks	Language	Remarks
5	There is a good range of accurate sentence structures, and the standard of accuracy in spelling, punctuation and language structures is high.	Award 1 or 0 marks if the candidate only scores 2 marks or below for the Task Fulfillment .
4	Simple or compound sentences are used appropriately, with some attempts at more complex sentences. Punctuation, spelling and language structures are mainly accurate with only occasional minor errors that do not affect overall clarity.	
3	Most simple and compound sentences are accurately constructed and punctuated. There are grammatical errors but meaning is generally clear.	
2	Short and simple sentences are mainly used. There are quite a lot of mistakes in spelling and grammar, which at times affect meaning.	
1	Short and simple sentences are mainly used but there are many grammatical mistakes, which greatly affect meaning.	
0	The text is unintelligible because of the large number of spelling, punctuation and grammatical errors.	

Marks	Style & Format (see explanatory notes below)
5	An awareness of audience is shown throughout; tone and register are appropriate, and appropriate features of a speech are used.
4	An awareness of the audience is shown and may be maintained throughout. An appropriate tone and style is used and most features of a speech are used correctly.
3	Some awareness of audience is shown. Tone and register a speech are largely appropriate, and some features of a speech are used correctly.
2	There may be some awareness of audience. Tone and register of a speech are sometimes appropriate. Some features of a speech may be used.
1	A suitable tone may be used in some parts.
0	Inappropriate tone and register and/or wrong genre used.

Style and format

- (1) Tone and register – friendly and chatty
- (2) Topic sentences are used appropriately for the context
- (3) Cohesive devices are used to achieve smooth transition between different sections

Remarks:

- If any features of a letter are used, award at the most 3 marks
- If there is no appropriate ending (e.g. Thank you / I hope you will have a nice day, etc.), award at the most 3 marks

Task 6 (20 marks)

Task Fulfillment

Areas of Content:

Purpose of the invitation letter

1. invite you (parents and special guests) to the exhibition
2. to come one hour before the opening of the exhibition / at 1 pm
3. for the (special) welcome drink with the principal

What to do and see at the exhibition

- i. To see over 40 photos on display
 - ii. To listen to talks by special guests
 - iii. To take part in competitions and win prizes
 - iv. Teachers with cameras will take your and your family's photos
 - v. To enjoy refreshments
4. if 2 activities from the list above are mentioned
 5. if 2 other activities from the list above are mentioned (in relation to Point 4)

The talks

6. (Mr.) Christopher Doyle's talk - 3 pm - **How to be a good photographer**
7. Doyle is a world renowned cinematographer and photographer
8. (Mr.) (Peter) Wong's talk - 5 pm - **How to get your photos published**

The charity to support

9. mention the donation from sale of brochures // our (photo) exhibition
10. the donation will go to **Riding for the Disabled**

Enclosure and the advert

11. enclosing the advert of the exhibition
12. referring to the advert for details of the exhibition

Marks	Task Fulfillment	Description
10	All areas of content are covered, with few or no omissions, irrelevancies and inaccuracies.	– Points given in all five areas, with at least 10 points
8	The major areas of content are covered, but there may be a few omissions, irrelevancies and inaccuracies.	– Points given in at least any 4 areas, with at least 8 points
6	Some of the major areas of content are covered, but there may be some omissions, irrelevancies and inaccuracies.	– Points given in at least any 3 areas, with at least 6 points
4	A few points in the major areas of content are covered, but there are some omissions, irrelevancies and inaccuracies. The information given is sketchy.	– Points given in at least any 2 areas, with at least 4 points
2	Little required information is given.	– At least 2 points
0	The content is irrelevant or inaccurate, or there is indiscriminate copying from the Data File.	

Marks	Language	Remarks
5	There is a good range of accurate sentence structures, and the standard of accuracy in spelling, punctuation and language structures is high.	Award 1 or 0 marks if the candidate only scores 2 marks or below for the task fulfilment.
4	Simple or compound sentences are used appropriately, with some attempts at more complex sentences. Punctuation, spelling and language structures are mainly accurate with only occasional minor errors that do not affect overall clarity.	
3	Most simple and compound sentences are accurately constructed and punctuated. There are grammatical errors but meaning is generally clear.	
2	Short and simple sentences are mainly used. There are quite a lot of mistakes in spelling and grammar, which at times affect meaning.	
1	Short and simple sentences are mainly used but there are many grammatical mistakes, which greatly affect meaning.	
0	The text is unintelligible because of the large number of spelling, punctuation and grammatical errors.	

Marks	Style & Format (see explanatory notes below)
5	An awareness of audience is shown throughout; tone and register are appropriate, and appropriate features of an invitation letter are used.
4	An awareness of the audience is shown and may be maintained throughout. An appropriate tone and style is used and most features of an invitation letter are used correctly.
3	Some awareness of audience is shown. Tone and register are largely appropriate, and some features of an invitation letter are used correctly.
2	There may be some awareness of audience. Tone and register are sometimes appropriate. Some features of an invitation letter may be used.
1	A suitable tone may be used in some parts and some basic features of an invitation letter may be used.
0	Inappropriate tone and register and/or wrong genre (of an invitation letter) used.

Style and Format

(1) Tone and Register

- This is a formal letter; therefore there should be no contractions, use of informal language or imperatives.
- The audience are parents and friends of the Photography Club; the writer should show an awareness of this.
- The tone should be friendly, polite and invitational.

(2) Features of a formal letter

- an introduction
- an ending
- complimentary close
- sender's name and post title // sender's signature, name and post title

(3) Cohesive devices are used to achieve smooth transition between different sections

- End -

Dear Editor,

There is a saying that 'It is more important to be clever than beautiful or handsome'. I absolutely agree with this statement.

Being beautiful or handsome is something purely based on our appearance, which is not long-lasting. It changes as time goes by. One can remain intelligent and clever throughout his/her lifetime, but he/she can never remain as young and good looking as he/she was in his/her twenties. Inner strength is always more powerful and enduring than outlook appearance. Therefore, it is more important to maintain and develop our personal intelligence rather than focusing too much on our physical appearance. Being clever is beneficial in a lifetime, but being beautiful or handsome is not.

It may be true that being good looking can have a good first impression to others. However, interpersonal relationships and communications are actually based on personal accomplishments, which are reflected in your inner strengths. Being clever and smart therefore allows you to build up better relationships with others. Your inner beauty shines as your intelligence reveals. It never wears off.

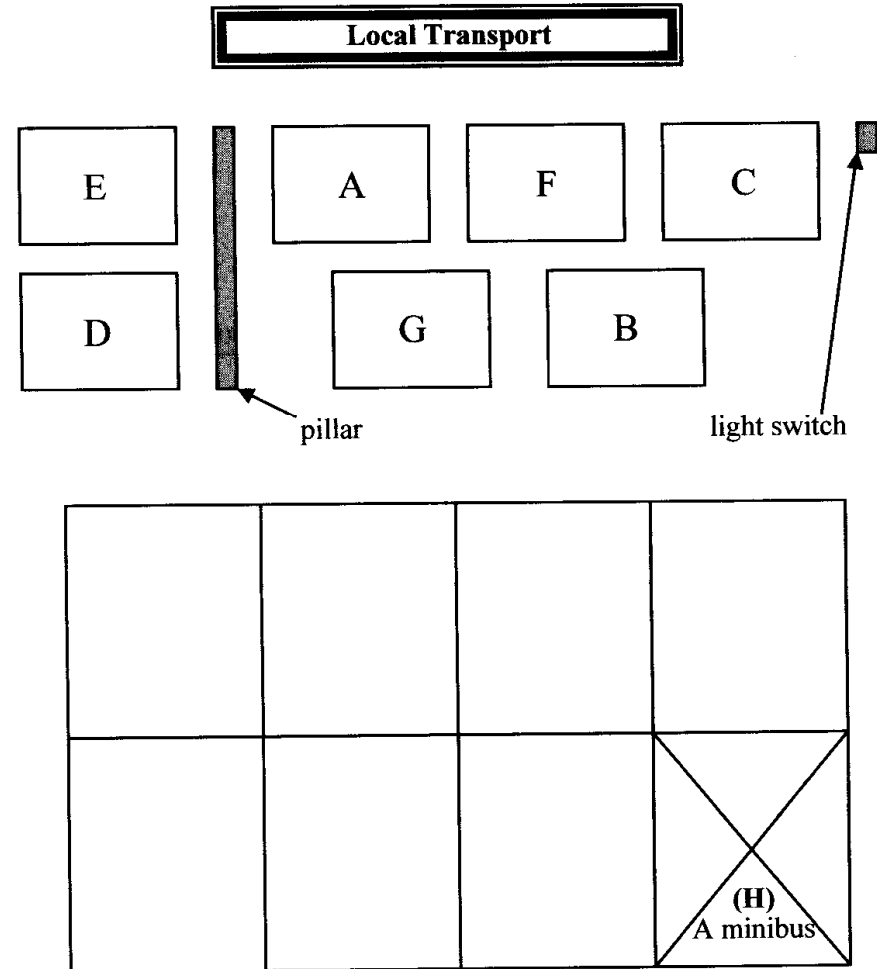
Many people think that it is more beneficial to have a pretty or handsome face. It is only partly true because being beautiful or handsome cannot help overcome most lifetime difficulties while being clever can. Having a pretty face may help you mastering jobs like modeling or filming, but it may not help when facing pragmatic works. A clever person, however, can always find ways to solve problems quickly. That is why it is more important to be clever than beautiful or handsome.

It is better to say that outer and inner beauties are both important. However, one should bear in mind that the inner beauty of being clever is more enduring and beneficial to us. It is more worth appreciating to be clever rather than just having an attractive appearance.

Chris Wong

Word Count: 309

TASK 1



TASK 2

Avenue of Stars Bruce Lee in the Avenue of Stars	English with Mrs. Waters
New Territories	Lantau Island Dragon Boat Festival
Shanghai Fast food in Shanghai	A happy family
	Waiting for a walk

TASK 3

Name of teacher	Where photo taken	When photo taken	Title of photo	Attending exhibition	Taking photos at exhibition
Mr. Chu Art teacher	Thailand	February	Mr. Chu's Holiday	Yes	Yes
Mr. Leung Geography teacher	Sunrise Peak on Lantau Island	January	A Great Success	Yes	No
Mr. Lee Maths teacher	An old village in Sai Kung	March	A Place where Time Stands Still	No	No
Mrs. Waters English teacher	England	April	Tea in an English Garden	Yes	Not sure

TASK 4

Kowloon College Photography Club

2007 Photo Exhibition
Saturday, 7th July
From 2pm to 7 pm
Kowloon College School Hall
Come along and enjoy an afternoon
of activities with us.

Wonderful Photos Taken by Students and Staff

1. Local Transport
2. Travelling
3. Family and Friends
4. School Days
5. 2007 Trip Photos
6. Scenic Spots in Hong Kong
7. Celebrations & Festivals

Other Events

1. Competitions
2. Prizes
3. Talks
4. Family Photos

Brochures will be available at \$5 each.
Proceeds to charity.

TASK 5

Good afternoon everyone, welcome to the 2007 Photo Exhibition, and thank you very much for coming to the exhibition. I am Jackie Ho, the President of the Photography Club since January 2007. I love taking photos of my family and friends in the spare time and I want to be a photographer after I graduate from the school.

First of all, I would like to thank Sun Ling Electronics in Wanchi for sponsoring our 'Best Photo' competition and donating the prizes to us. I would also like to thank the Principal and Mr. Christopher Doyle, who are the judges, for choosing the best photos on display. The first prize of the competition is a digital camera, and the other prizes are some beautiful photo frames and photo albums, which are all donated by Sun Ling Electronics. A photography book is also included as the other prize.

The total number of our Photography Club members this year is 55, which has increased greatly when comparing with last year's 26 members. The number of student members has increased significantly from 21 last year to 51 this year, while the number of teacher members remains quite constant, that is 4 members this year compared with 5 last year.

The Photography Club achieved a lot of success in 2007. I am very glad to announce that Flora Ma of our school has won the 2007 Hong Kong Secondary School Photography Competition. The theme of the Competition was 'Natural Beauty'. Flora's photograph, which was entitled 'Beauty and the Peace', stood out from the other 100 contestants from over 50 local secondary schools and won the competition. Her prize is a 3-week summer course at Kingston Photography School in London, England. I am also proud to announce that David Ng of our school was chosen as one of the three highly commended contestants in the Competition. He was awarded a trophy and a cash coupon of \$500.

In the 2007 trip, the Photography Club went to Hong Kong Island with Mrs. Chu. We took photos in the Peak, of the Legco Building, the HSBC Building, Central Library, and Hong Kong Park.

The 2008 Hong Kong Secondary School Photography Competition is now inviting entries. The theme is 'Young People in Hong Kong' this year. The deadline will be on 1st February 2008, and the first prize will be a 3-week summer photography course at Burswood Photography College in Western Australia. For more information, you can visit the website of the Hong Kong Secondary Schools Association www.hkssa.edu.hk/2008. In addition, the Photography Club Trip 2008 will be taken place in Macau for a day. Anyone interested in it can join the Club and come with Mrs. Cheong and us next year.

I believe you can learn a lot and have great fun joining the Photography Club. Everyone is welcomed to join and take part in our activities. Don't hesitate, come and join us now!

TASK 6

Kowloon College
22 Wing Wah Lane
Sha Tin, N.T.
Hong Kong
Tel: 2682 9685 Fax: 2680 2233

5 May 2007

Dear Parents and Friends of the Photography Club,

I am writing to invite you to our 2007 Photo Exhibition. We sincerely hope that you can also attend the opening of the Exhibition, which starts at 1pm on Saturday, 7th July. There will be a special welcome drink with the Principal before the Exhibition is open to everyone. We are selling the exhibition's brochures at \$5 each this year. The proceeds will be donated to

'Riding for the Disabled' to help disabled children to learn how to ride horses.

In the 2007 Exhibition, there will be over 40 photos on display. The photos are taken by students and staff, and are divided into 7 categories. There will also be talks given by two special guests: Mr. Christopher Doyle, a world renowned cinematographer and photographer, and Mr. Peter Wong, a fashion photographer. The topic of the talk given by Mr. Doyle will be 'How to be a good photographer' and will start at 3pm. On the other hand, Mr. Wong will talk about 'How to get your photos published' and the talk will start at 5pm.

The 'Best Photos' of the 'Best Photo' Competition, which are chosen by the Principal and Mr. Christopher Doyle, will be displayed in the Exhibition. The 'Best Photos' are 'Waiting for a Walk', 'Rush Hour', 'English with Mrs. Waters', and 'Fast Food in Shanghai'. The winners will be given prizes on that day. In addition, some teachers will bring their cameras to take photos of you and your family in the Exhibition. Refreshments will be served.

For more details, please refer to the advert enclosed with the letter. Please also have a look at it for the information of the Exhibition. We are looking forward to seeing you in the Exhibition. Thank you very much for your attention.

Yours faithfully,
Jackie Ho
President
the Photography Club



TASK 1

Jackie: Right, we're going to start with the transport photos. We need to think about where on the wall they'll go.

Winnie: Have you got the wall plan?

David: Yup.

Winnie: So, you'll need the one for local transport. I've put the label at the top.

David: Found it.

Winnie: Good. Any ideas then?

David: I think we should go from older to more modern transport. So, have all the transport on the left side and more modern on the right.

Jackie: That's a nice idea. So, which would you put first?

David: I think the picture of the Star Ferry crossing the harbour and the peak tram should go on the far left. Left of the pillar I mean.

Winnie: What pillar?

Jackie: It's on the diagram. Em... here. You know in the hall, there're those big round columns which go from the floor to the ceiling.

Winnie: I know what a pillar is. I just didn't see it on the plan.

Jackie: OK. So, which should go at the top?

Winnie: Let's put going up on the Peak Tram at the top.

Jackie: Right. So, Star Ferry is going under this one.

Winnie: What?

Jackie: On the bottom here. Left of the pillar.

Winnie: Oh, yes.

Jackie: OK. Oh, I forgot. We've got too many pictures here. We need to take one away.

Winnie: Well, there are two photos of minibuses. Let's not use the one of the minibus on its own.

Jackie: You mean we shouldn't use this bus with just a minibus in it?

Winnie: Yes.

Jackie: OK. Let's cross that out. Let's look at the three spaces on the right of the pillar, at the top.

David: I think the two buses should go in the middle of those three.

Jackie: OK. That's the buses there. Good. Now, what should we put on the left here?

Winnie: How about the tram?

David: We've done that already.

Winnie: No. That was the peak tram.

David: Yes... sorry. So, we're going to put this tram here.

Winnie: Yes, that's right. On the other side of the pillar to the peak tram.

Jackie: Good. What should we put on the side near the light switch?

Winnie: The what?

Jackie: The light switch, it's on the plan.

David: How about the picture of the crowded MTR?

Jackie: OK. Right... what have we got left?

Winnie: The picture of the escalator and the one of the cable car.

Jackie: I think they'll look good together, as the most moderns of transport. They'll have to go at the bottom, here.

Winnie: Yes. Let's put going up and up and up on the left and the one of the cable car on Lantau on the right.

David: Right. Going up and up and up here, and the cable car photo to its right. This is going to look good.

Jackie: Yes, I've got that. Thanks for your help.

TASK 2

David: Hi, Jackie.

Jackie: Hi, David. I hear you make some changes to the names of some of the photos for the exhibition.

David: Yes. Actually, some photos don't have any names anyway, as some of them aren't very good. Have you got the photo copies of the photos?

Jackie: Yes.

David: Right, starting with the ones without names. Do you see the picture of the classroom?

Jackie: Yes.

David: That's Mrs. Waters teaching 2B. We'd like to call it 'English with Mrs. Waters'.

Jackie: OK. 'English with Mrs. Waters'. How do you spell 'Waters'?

David: You should be able to spell her name. It's 'Water' with an 's' at the end. Now, there's Tina's photo of her baby cousin and aunt and uncle. Can you find that?

Jackie: Yes.

David: We'll call that one 'A Happy Family'.

Jackie: 'A... Happy... Family'. OK.

David: Now, the picture of those people walking in muddy water. We decided to leave it out. We have too many photos like that. So, can you just cross that one out?

Jackie: Right. OK, I've done that.

David: Fine. Now, do you see the one with the dog?

Jackie: The puppy? Yes.

David: We'll call that one 'Waiting for a Walk'.

Jackie: Say that again.

David: 'Waiting... for... a ... Walk'.

Jackie: OK.

David: Now, 'The Avenue of Stars' picture is really of the Bruce Lee's statue. So, we've changed that to 'Bruce Lee in the Avenue of Stars'.

Jackie: 'Bruce... Lee... in ...the...' OK. Is 'Bruce' 'B-R-U-C-E' and 'Lee' 'L-E-E'?

David: Yup. He's a real hero, don't you think? That's why we've decided to call it 'Bruce Lee in the Avenue of Stars'. Mm... Now, the photo labeled 'Lantau Island' should really be called 'Dragon Boat Festival'.

Jackie: OK. I'll cross out 'Lantau Island' and write 'Dragon Boat Festival'.

David: Oh... I forgot to say we're not going to use the picture of the farmers in the New Territories either. So, can you cross that one out on your copy?

Jackie: OK. I don't like that one either.

David: The last one we've changed is the "McDonald's in Shanghai". We decided to call that one 'Fast Food in Shanghai'.

Jackie: OK. 'Fast Food in Shanghai'. Great. Thanks for deciding on the names, David. Bye.

David: Bye.

TASK 3

Conversation 1:

Jackie: Hello, is that Mr. Chu?
Mr. Chu: Yes, it is.
Jackie: Oh, Mr. Chu, it's Jackie Ho, the President of the Photography Club.
Mr. Chu: Oh, hello, Jackie.
Jackie: Mr. Chu, could I just ask you a couple of questions about the photo you sent to the exhibition? You know, it's a picture of a beach somewhere, I don't know where.
Mr. Chu: Er... it's a beach in Thailand.
Jackie: Oh... Thailand. It's really beautiful. It looks so peaceful there.
Mr. Chu: Yes, it was.
Jackie: Right, can I ask you what title you would like us to give the photo?
Mr. Chu: Oh... I don't know.
Jackie: How about "Mr. Chu's Holiday"?
Mr. Chu: Mm... that's a good title.
Jackie: OK. Let me just write that. "Mr...Chu's...Holiday". And when was your holiday in Thailand, Mr. Chu?
Mr. Chu: Oh... at Chinese New Year.
Jackie: February then?
Mr. Chu: Yes, it was.
Jackie: Mr. Chu, will you be coming to the exhibition?
Mr. Chu: Yes, definitely.
Jackie: Would you be able to bring your camera and take some photos of people at the exhibition?
Mr. Chu: Yes, I'll be very happy to do that.
Jackie: Great. Thank you Mr. Chu. Bye.
Mr. Chu: You are welcome, Jackie. Goodbye.

Conversation 2:

Mr. Leung: Robert Leung speaking.
Jackie: Mr. Leung, it's Jackie Ho, the President of the school's Photography Club.
Mr. Leung: Hello, Jackie. How can I help you?
Jackie: Could I ask you a couple of questions about the photo you sent us for the exhibition?
Mr. Leung: Oh... you mean the school trip photo?
Jackie: Yes.
Mr. Leung: The photo is of Form 5C at the top of Sunrise Peak.
Jackie: 'Sunrise Peak'... where's that?
Mr. Leung: It's one of the highest mountains on Lantau.
Jackie: Oh... I didn't know that. It's a great picture. Do you have a photo for it, Mr. Leung?
Mr. Leung: Mm... I haven't thought about it. They did so well getting to the top. Maybe we should call it 'A Great Success'.
Jackie: 'A... Great... Success'. That's a good title. Can you tell me when you took the picture?
Mr. Leung: Arr... now you're asking me. Ar.... My memory is not so good these days. It was in January I think. Yes... just before Chinese New Year. I don't know the exact date.

Jackie: I'll put January, that's fine. Will you be coming to the exhibition next month?
Mr. Leung: Of course! I wouldn't miss it for the world.
Jackie: Would you be able to bring your camera and take some pictures for us on the day?
Mr. Leung: Er... I'm sorry, Jackie, but I've already promised to help with selling refreshments.
Jackie: That's alright. Thank you Mr. Leung, goodbye.
Mr. Leung: Bye.

Conversation 3:

Mr. Lee: Hello, Lee Man Hui speaking.
Jackie: Mr. Lee, it's Jackie Ho, the President of the Photography Club. Could you have a few minutes to answer a couple of questions about your photograph in the exhibition?
Mr. Lee: Yes, certainly.
Jackie: Am I right in thinking that the picture you took is a village in the New Territories?
Mr. Lee: Yes, that's right. It's a very old village near Sai Kung.
Jackie: OK. It's an 'Old village in Sai Kung'.
Mr. Lee: Mr. Lee, what title would you give it?
Mr. Lee: I think it should be called 'A Place Where Time Stands Still'.
Jackie: 'A... Place... Where... Time...' Sorry... what did you say?
Mr. Lee: 'A Place Where Time Stands Still'. 'Stands still' means 'nothing changes'.
Jackie: 'Still'... 'S-T-I-L-L'?
Mr. Lee: Yes. Haven't you heard that expression before?
Jackie: No.
Mr. Lee: Well, probably because there aren't that many places where time stands still in Hong Kong.
Jackie: OK. So, when did you take that photo?
Mr. Lee: Early spring. I think it was March.
Jackie: Right, and Mr. Lee, will you be coming to the exhibition?
Mr. Lee: I'm afraid I'll be in China at a conference then. So, sadly, I won't be able to make it.
Jackie: OK. Have a nice time in China, and thank you for answering my questions.
Mr. Lee: You're welcome.
Jackie: Goodbye.

Conversation 4:

Jackie: Hello, Mrs. Waters. This is Jackie Ho, the President of the Photography Club.
Mrs. Waters: Oh, hello, Jackie.
Jackie: I was wondering if you could just answer a couple of questions about the photograph you gave us for the exhibition.
Mrs. Waters: Yes, of course. I'm really looking forward to this exhibition.
Jackie: Oh, good. So, are you coming?
Mrs. Waters: Oh, yes.
Jackie: Erm... will you bring your camera and take some photos at the exhibition for us?

Mrs. Waters: Oh... my camera is being repaired. I don't know if it'll be ready by then I'm afraid. If it is, I'll bring it.

Jackie: Thanks. Can you tell me a bit about your photo? Are all these people in the picture your family?

Mrs. Waters: No, only my parents and my husband are there. The rest are friends. So it's family and friends. It was taken when I went back to England to visit my family. And we were all having afternoon tea.

Jackie: I see. What do you think we should call the picture?

Mrs. Waters: Mm... 'Tea in an English Garden' I think.

Jackie: 'Tea... in... an... English... Garden'. Good. It's such a pretty garden.

Mrs. Waters: Mm... My mother and father spent a lot of time gardening.

Jackie: And when did you take this picture?

Mrs. Waters: Oh... when I was there for Easter, April.

Jackie: OK. Thank you Mrs. Waters. And I'd look forward to seeing you at the exhibition. Goodbye.

TASK 4

Jackie: Hello, Mrs. Cheong, it's Jackie Ho here. I'm phoning because you said that you would help me prepare the leaflet to advertise our Photography Club exhibition. I'm not sure what to do.

Mrs. Cheong: Right, Jackie. Er... do you have a copy of the Music Club's Christmas Concert advert I gave you for reference? I think you should do something like that.

Jackie: Erm... yes, I've got it here, right in front of me.

Mrs. Cheong: So, use that and just make changes to it for your advert. Let me look at my copy here. Mm... First of all, you need to change the club name of course, 'Music' to 'Photography'. Then the year should be 2007. And are you calling it a 'Photo Exhibition'?

Jackie: Yes, we are.

Mrs. Cheong: OK. Now, change 'Christmas Concert' to 'Photo Exhibition'.

Jackie: OK. I've done that.

Mrs. Cheong: Right, so, the next thing you need to change is the date. Have you seen an email from Mr. Lau, the principal on that, the one I forwarded to you?

Jackie: Yes, we've agreed with him on the date.

Mrs. Cheong: So, you can change that.

Jackie: Yes, I'll check the principal's email later, and then I'll change it. Should we include the time as well?

Mrs. Cheong: Yes, I think you should put the time it starts and finishes. It starts at two, doesn't it?

Jackie: Yes, it starts at 2pm and it finishes at 7pm.

Mrs. Cheong: Of course. We're not going to anywhere as great as Festival Walk. So, you need to change 'Festival Walk' to 'Kowloon College School Hall'.

Jackie: What about the next bit? The exhibition isn't really entertainment, is it?

Mrs. Cheong: No, so, mm... you need to say something like 'Come along on Saturday and...' mm... '... enjoy an afternoon of activities with us.'

Jackie: 'Come ...along ...on ...Saturday ...and... enjoy...

an ...afternoon ...of ...activities ...with... us.' OK.

Mrs. Cheong: Now, where they have the 'Christmas Carols', you need to list the types of photo that you'll have. I think you said you have 6 categories like, scenic places in Hong Kong.

Jackie: Actually, we've changed that one, and the couple of others, because we wanted something that sounded better. I'll check the exhibition floor plan for the names of categories of photos. And actually, if I remember correctly, there are 7 categories now.

Mrs. Cheong: So, copy the list of names there, and write the title above them, saying 'Wonderful Photos Taken by Students and Staff'.

Jackie: 'Wonderful... Photos... Taken... by... Students... and... Staff'.

Mrs. Cheong: Then, for the next part, in the lower box, where they have 'Popular Christmas Songs', you put 'Other Events'.

Jackie: 'Other... Events'. OK, and here I'll write 'Competitions, Prizes, Talks, and Family Photos'.

Mrs. Cheong: Mm. But, what's 'Family Photos'?

Jackie: Some teachers are bringing their cameras and will take photos of students and their families.

Mrs. Cheong: There's a nice idea.

Jackie: Right, let me just check the list of events again. 'Competitions, Prizes, Talks, Family Photos'. So, can I keep 'And lots more!', too?

Mrs. Cheong: Yes, if there is lots more.

Jackie: Well... in that case, I don't think I'll include 'And lots more!!'

Mrs. Cheong: At the bottom, don't forget to change 'Programmes' to 'Brochures'.

Jackie: Er... Oh, how do you spell 'Brochures', Mrs. Cheong?

Mrs. Cheong: 'B-R-O-C-H-U-R-E-S', 'Brochures'.

Jackie: Thanks. And how much do you think we should charge for the brochures?

Mrs. Cheong: Well, they're going to be in black and white, not colour, right?

Jackie: Yes.

Mrs. Cheong: I think you should charge \$5 each. Yeah, don't forget to include 'Proceeds to charity', as we have to tell our guests what the money is for. Erm, now, what about the invitation letter to the parents and the special guests on the opening day? How are you getting on with that?

Jackie: Well, I haven't actually started yet, but I've got a plan of everything I want to say. Please wait a second. Let me get my plan for the invitation letter to parents and special guests first. Oh, here it is. I'm going to start by inviting them to the opening of the exhibition.

Mrs. Cheong: Good! Remember to tell them to come one hour earlier.

Jackie: Oh, yes. I'll tell them to come at 1pm on Saturday, 7th July, to have a special welcome drink with the principal, before the exhibition is open to everyone.

Mrs. Cheong: Since we're selling brochures at \$5 each, we should tell them where the money will go to in your letter.

Jackie: I agree with you. I thought I would also mention the charity we're supporting this year in the letter.

Mrs. Cheong: That's a good idea.

Jackie: Yes, we've done a survey on which charity people would like our club

to support. I'll check the charity's survey results on our website. Right then, I'll write about what to do and see at the exhibition. I'll tell them about the photos that they can see.

Mrs. Cheong: Yes. Do tell them how many photos will be on display.

Jackie: Yes. I'll remember.

Mrs. Cheong: Good.

Jackie: Should we also include the details of the talks we have this year?

Mrs. Cheong: I think you should, as this year one of our guests is 'Christopher Doyle', who's a world famous cinematographer and photographer. I'm sure many people will be interested in his talk.

Jackie: Yes, Winnie has given me the details of the two speakers for the talk, and I'll mention them in the invitation letter as well, to make it more interesting.

Mrs. Cheong: Mm... when you finished the letter, let me have a quick look at it. Well done, Jackie. You're doing great work here.

Jackie: Thank you Mrs. Cheong. Goodbye.

Mrs. Cheong: Bye, Jackie.

