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1. How to Achieve Appropriacy – by Genre

1.1 Formal/ Semi-formal/ Informal Genres

Formal	Semi-formal	Informal
Formal Letter/ Email	Speech	Personal Letter
Letter to the Editor/ Editorial	Debate Speech	Story (not recommended!)
Defensive Letter	School Article	
Application Letter	Feature Article (more towards informal)	
Letter of Complaint	Information/ Advice Webpage	
Report/ Summary		
Letter of Invitation		

1.2 Six Methods to Transform an Informal Essay into a Formal One

1. Normalization 名詞化 (Convert verbs to nouns)

By adding -sion/ -tion/ -ation

Verb	Noun
Adapt	Adaptation

Organize	Organization
Adopt	adoption
Minimize	Minimization
Educate	Education
Migrate	Migration
Identify	Identification
Implement	Implementation

By adding -ment

Verb	Noun
Manage	Management
Establish	Establishment
Enhance	Enhancement
Achieve	Achievement
Advance	Advancement

-ence/ -ance

Verb	Noun
Accept	Acceptance
Perform	Performance
Tolerate	Tolerance
Emerge	Emergence
Exist	Existence

E.g. We can **educate** students to **enhance** their learning results.

→ **Education** can lead to an **enhancement** in learning results.

E.g. Students studying abroad need to **adapt** to the new environment.

→ **Adaptation** is required for students studying abroad.

2. Avoid phrasal/ prepositional verbs

INFORMAL	FORMAL
Ask for	<u>Request</u>
Look into	<u>Investigate</u>
Look like	<u>Resemble</u>
Look at	<u>Examine</u>
Talk about	<u>Discuss</u>
Think about	<u>Ponder on</u>
Find out	<u>Discover</u>
Go away	<u>Depart</u>
Go on	<u>Continue</u>
Take away	<u>Remove</u>
Look back	<u>Review</u>
Say sorry	<u>Apologize</u>
Set up/ build up	<u>Establish</u>
Point out	<u>Indicate</u>

Need to	<u>Require</u>
Start	<u>Commence/ launch</u>
Go ahead	<u>Authorize</u>
Deal with	<u>Manage</u>

3.1

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4. R

4.1 C

E.g.

→ A

E.g.

→ C

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2. Specific Language & Organization Skills (Paper 3)

2.1 Language Skills for Paper 3

1) Change in Part of Speech

Verb → Noun	Amocatchi concludes that the best advice for listeners is to avoid confusion by reverting to a neutral position.	The conclusion drawn by Amocatchi is that the best advice for listeners is to avoid confusion by reverting to a neutral position.
Noun → Verb	Mary has made several suggestions regarding this issue.	Mary has suggested several methods to tackle the issue.
Adjective → Adverb	Peter is successful in running his shop.	Peter is running his shop successfully .
Adverb → Adjective	Please check your answers carefully .	Please be careful when checking your answers.
Adjective → Noun	Customers are angry about the unsatisfactory service.	The unsatisfactory service has aroused anger among customers.

Verb → Adjective	People who failed in the past may succeed in the future.	People who faced failure in the past may attain success in the future.
Adjective → Verb	It was really frustrating that the staff wouldn't take the time to answer my questions.	It frustrates me that the staff wouldn't take the time to answer my questions.

2) Change in Passive/Active Voice

Active → Passive	Companies can organize more charity events.	<u>More charity events can be organized by companies.</u>
Passive → Active	A lot of effort has been made to achieve the result.	Mary has made a lot of effort to achieve the result.

3) Participle Phrase (function as adjectives)

V-ed	Many emigrants will eventually return to their homeland as they are plagued by homesickness.	Plagued by homesickness, many emigrants will eventually return to their homeland.
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2.2 Organization Skills for Paper 3

- Unlike Paper 2, you will not have time for “fancy” topic sentence/ concluding sentence. However, please still try your best to include a topic sentence at the beginning of each paragraph.
- The use of subject/ title/ headings/ sub-headings is crucial in some genres, e.g. report/ summary/ article (the subject/ title alone may account for 1 point already)
 - These will be covered in detail in later sessions
- Linkage between points is the key to score high in coherence:

Simple linkage	
And	
As well	All full-time staff members will be trained to handle valuable items properly as well .
Also (in the middle of a sentence)	On top of that , we would also like to request your permission for displaying the
On top of that	photographs of the plough in our new museum posters. On top of these , we have launched the “Operation Gar” scheme, where we are voluntarily relocating gars to the Hong Kong Ocean Park.

3. Formal Letter/ Email

3.1 General Points to be Noted

	DO	DON'T
Greeting	Dear Sir/ Madam, Dear Editor, Dear Ms. Tam,	<u>Hello,</u> <u>How are you?</u> <u>Dear Ms. Melody Tam,</u>
Complementary Close	<u>Yours sincerely, (you know who your recipient is)</u> <u>Yours faithfully, (you DO NOT know who your recipient is)</u> <u>Best regards, (a bit less formal but still</u>	<u>Best,</u> <u>Love,</u> <u>Best wishes,</u>

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3.2 Transformation Exercise: Informal Letter to Formal Letter

Informal letter

Hi there,

We're writing to ask for some funding. It's for educating students about saying no to drugs. We're sorry for telling you about this late but we still hope you can listen to us.

Let's look at the situation right now as more and more students are getting addicted to drug. They aren't aware of the how bad taking drugs is, so when their friends ask them to try, they'll simply go ahead. *(Content continues.....)*

In a nutshell, we should not underestimate the power of education. We hope you can adopt our suggestions. Just ask us anything if you have questions. Thank you and write back to us if you have time!

Best,
Chris

8. Speech/ Debate Speech

8.1 Speech/ Debate Speech Template

Introduction: Debate Speech	<ol style="list-style-type: none"> 1. <u>Good morning respected judges, my honorable opponents and members of the audience.</u> 2. <u>It's an honor here to speak of my views on the motion about XXX.</u> 3. <u>Our team strongly agrees/ is strongly opposed to this motion.</u> 4. <u>I'd like to outline the reasons now.</u>
Introduction: Ordinary Speech	<ul style="list-style-type: none"> • Good morning ladies and gentlemen. • Follow the normal “TAIPO?” steps. • MUST-HAVES: <u>Aim + Identity (Self Introduction) + Outline</u>
Increase Interactions	<ul style="list-style-type: none"> • I believe most of you still remember XXX • I am sure every one of you does not bear to

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8.2 Speech Sample Essay (1)

Learning English through social issues

You have graduated from university and have become a careers counselor. You are giving a speech at the graduation ceremony at the school, and you have been asked to give a speech to graduating students about choosing jobs in the future. In your speech, discuss what factors students should consider when choosing a career, suggest a job they could choose in the future and explain what most other people in Hong Kong think about this job.

Good morning Principal, professors and graduates. Before I begin my speech today, let me ask you graduates a question: **what kind of jobs will you choose in the future?** Well, I can see some bewildered faces in the audience and so I hope **my speech** today can inspire you all. **Being the careers counselor from the Hong Kong Youth Association,** it's my great honour to be offered an opportunity to give **a speech** at such a prestigious university - The University of Heung Shing. Today, I'd like to talk about **why being a teacher is one of the best ways of contributing to society,** though some people in society nowadays may look down on this job.

What pops up in mind when it comes to the factors of finding a job?

[Question tag] **I** **[Increase interactions]** believe some of **you** **[Increase**

interactions will immediately think of monetary rewards and fame, imagining that **you're [Increase interactions]** the next top lawyer or doctor in society. However, of the multitude of factors of choosing a job, probably the most important one is the opportunity of contributing to society. Being a metropolis and the Asian financial hub, utilitarianism (功利主義) is prevalent in Hong Kong and many will consider money as the sole factor when they choose their jobs. I understand that money is indispensable (不可或缺的) in our lives, but just try to **imagine [Increase interactions]: will you be mentally satisfied when one day you become a phenomenal entrepreneur earning buckets of money, yet giving nothing back to society?** [Question tag] Being brought up in the Asian financial hub that attaches inordinate importance to material life, **I know some of you [Increase interactions]** may be still hesitating, but I'm sure most of you have participated in volunteering work before. **Don't you recall the spiritual satisfaction that you gained when you lent a hand to others?** [Question tag] **The valuable feeling can never be replaced by soulless money, can it?** [Question tag]

The concept of contributing to society is rather vague so many **of you may ask [Increase interactions: what job should I choose then?** [Question tag] It's virtually impossible (幾乎沒有可能) for me [Increase interactions to make a living if I become a full-time volunteer!

I'm going to tell you [Increase interactions that being a teacher is in fact one of the best ways to strike a balance between making a living and contributing to society. As an educator, you're [Increase interactions] actually cultivating the future leaders in society. Being a teacher enables you [Increase interactions] to instill correct moral

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after then did I regain confidence and motivation to learn and I realized the fact that all adversity can be triumphed over (跨過難關) as long as you're determined enough. Without the dedication and patience of Ms Tse, I won't be able to stand here today and share with you all. Don't you want to become a person who can positively influence our next generation?

While mentioning why being a teacher can be so meaningful, many of you [Increase interactions] may still look down on this job. Some of

9. Feature Article (Or many Part A Essays)

9.1 Feature Article Template/ Skills

[口訣：MRSDIP → Mrs. Dip → 蝴蝶夫人]

Make up details	
Reveal Secrets	<ul style="list-style-type: none"> ■ To our surprise, XXX. ■ Many people might think that XXX. However, this is not what I think. In fact, XXX. ■ When asked about XXX, most of XXX will be unanimous in their answer – XXX. While without doubt that XXX is true, my experience is a little bit different. ■ In fact/ In actual fact, XXX. ■ XXX. Yes, that is right, but I can tell you: XXX.
Story as an introduction	
Dialogues	
Interactions	<ul style="list-style-type: none"> ■ Pronouns: I/ You ■ Rhetorical questions/ question tags

	<ul style="list-style-type: none">■ Strike a chord with readers: like every one of you, XXX.
<u>Playful Tone</u>	<ul style="list-style-type: none">■ Try to be humourous■ DON'T use moreover, furthermore (too formal!)

9.2 Feature Article Sample Essay (1)

Learning English through Short Stories

As an editor of your school newspaper, you got a chance to interview a famous writer in town and he/she shared with you his/her writing experience. You have found the writer's personal experience truly inspiring. Write a feature article for the school newspaper. Describe his/her journey of becoming famous and include some of the writer's tips about writing short stories.

Rebecca Robertson's Road To Success

[Make up the details] 'Amazing Journey', 'Mystery of the Locked Box', 'Sparkling Stars' – [Interactions] You may have heard of these famous books written by Rebecca Robertson, who is hailed as the one of the most successful female short story writers worldwide. Some of her books, such as [Make up the details] 'Missing Chances' and 'The Particular Joy of the Apple Tree', were adapted to make movies. [Interactions] How did she create all these amazing stories? Read [Aim] this feature article to know more about her unique path of writing!

A lot of [Interactions] you may wonder how Rebecca Robertson was when she was a child. [Reveal Secrets] What is her secret of being a famous writer? In fact, she was brought up by her grandparents in a

small town because both of her parents worked in the city to make a living. When she was a child, there was barely any entertainment apart from reading books, which was her grandfather's favorite activity.

[Dialogues] 'My grandpa read a lot,' Rebecca laughed, 'he was simply a bookworm, to be honest.'

[Reveal Secrets] To our surprise, [Interactions] like some of you, Rebecca had no interest in reading at first as she held the perception that books were dull and monotonous. Compared with reading novels, Rebecca loved to doodle and draw pictures. However, when she showed her work to her buddies and teachers, they did not get the message behind the picture and it dampened Rebecca's enthusiasm in drawing.

[Dialogues] 'How come everyone doesn't understand the meaning behind my work?' Rebecca asked herself. Seeing her frustration, her grandfather told her that writing may be an alternative way to express her messages. Rebecca was reluctant to read and write at first, but her grandfather insisted to read her short stories at bedtime. Gradually, she was captivated by the attractive characters and the spellbinding plots.

[Dialogues] 'I felt like I entered another world. Everything was new and