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HKDSE 7科5** · IELTS 9分 · 神級狀元

PAPER 3

狀元神技MOCK卷班 百發百中全攻略

搵POINTS攻略 | 語氣格式輕鬆滿分 | 避免伏位陷阱



狀元教育

M.T. Education

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4. Language 高分攻略

4.1 大致要求

Language = 5 marks

Data File Manipulation	<ul style="list-style-type: none">• Link phrases in the Data File to form complete and grammatically correct sentences• Make appropriate changes to the original text
Own Language	<ul style="list-style-type: none">• A variety of accurate sentence structures (more complex structures employed)• Accurate grammar with very occasional minor errors• Almost error-free spelling/ punctuation

將 Marking Scheme 轉成具體實際操作：

Data File Manipulation	
Own Language	

4.2 概括 (Generalization)

Data File	Generalization
<p>Plus it's pretty flexible because you may offer investors the expected return in monetary or non-monetary terms. The expected return can be simply expressed as a percentage return on investment, or it can be a unique experience offered to investors after the project is completed, as long as it is agreed between the parties. Doesn't it sound great? You get the money you need to realize your dreams, and the investors give you money only when they're happy with the proposed return, so it's a win-win situation, isn't it?</p>	
<p>I see. There're many similar platforms nowadays. What's good about Seedplus?</p> <p>Well, I'd say one of the competitive advantages is that it's super flexible. You may set the target amount of money required to launch your new projects, from \$1 to \$10 million –</p> <p>– so there's no fixed amount of funding right? It's completely up to you.</p>	

<p>It is a noticeable trend that some well-established companies are using Seedplus to raise funds for their projects. A downside is that Seedplus doesn't define what companies are qualified as start-ups and what are not (really, there aren't any clear standards).</p> <p>I certainly get what you mean. I used Seedplus and was fortunate enough to raise enough money to fund my new project, but it wasn't a "live happily afterwards" story. To compete with mature "start-ups" (no idea why they could still be qualified?!),...</p>	
<p>Applicants are required to submit a proposal outlining the project(s) to be funded. The plan must be detailed and actionable as our panel is extremely meticulous in selecting the winning team of the year. In 2019, we received 337 applications and only one winning team was selected. Make sure your idea is good and competitive!</p>	
<p>Also, I think we should still invite Benjamin Lam because it would be a great advertisement for our co-working space.</p>	

<p>Yes, that's who I was referring to. Then we'll have 2 celebrities in one event. Samantha can also write a blog for our co-working space afterwards and post it on social media platforms.</p> <p>I think the barrister should be quite happy cus they can promote themselves too.</p> <p>When we write back to Wanderlust Café, we should ask them to inform the barrister that Samantha Choi's coming too. It's a great collaboration opportunity for the 2 celebrities.</p>	
<p>I also think keeping the snack and coffee corner's great cus our current customers love it – but it's pretty near to the quiet study zone and people tend to make noises when they grab coffee and snacks. The designer's not detail-minded enough.</p>	

4.3 整合資料（有效串聯）

Data File (1)	Data File (2)	Point
<p>Does ProseriBank offer any help apart from the funding like other accelerators?</p> <p>Of course. Experienced consultants from our bank will help the winning team construct a long-term sustainable developmental plan. Don't miss out the opportunity of receiving valuable financial advice and market insights from our experts!</p>	<p>Wow, that's impressive!</p> <p>However, would consultants be too busy to help me?</p> <p>Our bank's network allocates hundreds of hours of hands-on mentorship to each winning start-up.</p> <p>Once we recognize your start-up's potential, we are committed to help it grow and scale over an intensive period of at least 9 months.</p> <p>Don't worry!</p>	

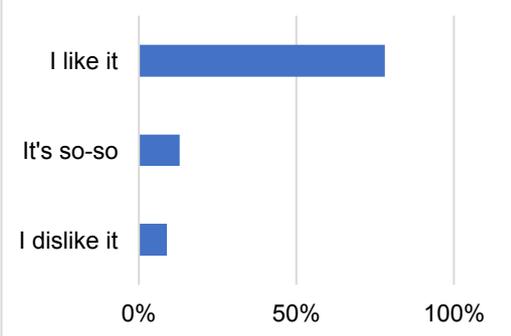
<p>Regarding the hand-drip coffee experience, you may rent the professional equipment from us. Can you let us know how many sets would you need? We suggest that the ratio of the number of sets of equipment: number of participants should not exceed 1:4, so that every participant would have sufficient time to experience the process.</p>	<p>Oh and for the coffee equipment, we're expecting 20 participants, right?</p> <p>Yep you're right, and let's follow the ratio suggested by the café. I think it's better to rent 2 extra sets on top of that, in case there're more participants than we expect.</p>	
<p>Oh and for the coffee equipment, we're expecting 20 participants, right?</p> <p>Yep you're right, and let's follow the ratio suggested by the café. I think it's better to rent 2 extra sets on top of that, in case there're more participants than we expect.</p>	<p>The rent is HK\$50/set (with an additional deposit of HK\$250/set). Please transfer the rent and deposit to us in advance as we would have to prepare for that.</p>	

4.4 何謂有效改寫 Data File

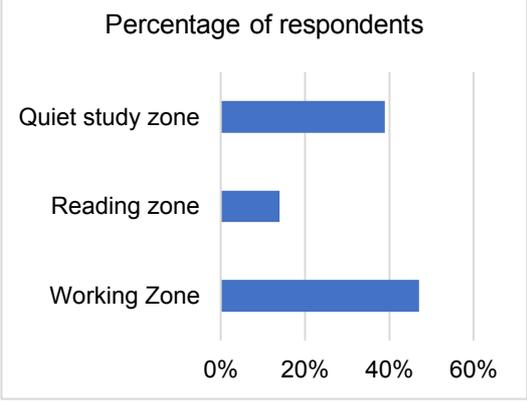
Data File	Sample Essay
<p>Well, a significant advantage is that they allow you to place advertisements on their website and attract both individual and corporate investors to fund your start-up.</p>	<p><i>As they allow start-up companies like us to place advertisements on their website, we may attract both individual and corporate investors.</i></p>
<p>Plus it's pretty flexible because you may offer investors the expected return in monetary or non-monetary terms.</p>	<p><i>Another pro is that we can freely choose the form of return to be offered, which is monetary or non-monetary, so it is highly flexible.</i></p>
<p>I see. There're many similar platforms nowadays. What's good about Seedplus?</p> <p>Well, I'd say one of the competitive advantages is that it's super flexible. You may set the target amount of money required to launch your new projects, from \$1 to \$10 million –</p> <p>– so there's no fixed amount of funding right? It's completely up to you.</p>	<p><i>On top of that, we can set the target amount of funding required by our project and there is no fixed limit</i></p>

<p>A downside is that Seedplus doesn't define what companies are qualified as start-ups and what are not (really, there aren't any clear standards).</p> <p>Imagine you have to compete with companies that are much more mature – do you think your new project can get sufficient funding? You'll be a small ant competing with a large elephant – be prepared to be ignored!</p>	<p><i>Since there are no clear standards defining what companies are qualified as start-ups, it is likely that we will have to compete against mature companies and be ignored in the end.</i></p>
<p>The Incu-Accelerator is exclusively sponsored by ProsperiBank, the most trusted bank in Asia. We are proud to launch this accelerator, which aims at helping start-up companies grow further.</p> <p>HK\$300,000 – immediate cash! It is a one-time funding with no additional conditions to be attained. When you win, the money is yours.</p>	<p><i>Incu-Accelerator is exclusively sponsored by ProsperiBank, which potentially offers a one-time cash funding of HK\$300,000.</i></p>
<p>The plan must be detailed and actionable as our panel is extremely meticulous in selecting the winning team of the year. In 2019, we received 337 applications and only one winning team was selected. Make sure your idea is good and competitive!</p>	<p><i>Despite the attractive monetary award and professional help offered by the accelerator, it is indeed difficult to obtain the funding because we will have to compete against a large number of applicants.</i></p>

4.5 用自己文字串連多個 points

Data File	Sample Essay								
<p>Let's see if 9 May (Saturday) is possible – we are going to hold two other workshops in April so there is no need to rush.</p>	<p><i>Regarding this, we would still like to invite him as the guide of our workshop from 3pm to 6pm on 9 May (Saturday).</i></p>								
<p>How about 3pm till 6pm?</p>									
<p>Also, I think we should still invite Benjamin Lam because it would be a great advertisement for our co-working space.</p>									
<p>Percentage of respondents</p>  <table border="1"> <caption>Percentage of respondents</caption> <thead> <tr> <th>Response</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>I like it</td> <td>75%</td> </tr> <tr> <td>It's so-so</td> <td>15%</td> </tr> <tr> <td>I dislike it</td> <td>10%</td> </tr> </tbody> </table>	Response	Percentage	I like it	75%	It's so-so	15%	I dislike it	10%	<p><i>First, regarding the window seats, the majority of our customers like the design. We also appreciate such design at our new branch so please keep it unchanged.</i></p>
Response	Percentage								
I like it	75%								
It's so-so	15%								
I dislike it	10%								
<p>The window seats are great. There're plenty of them in the design and our current customers seem to like it.</p>									
<p>Yeah, I like that design too.</p>									

<table border="1"> <caption>Percentage of respondents</caption> <thead> <tr> <th>Number of private rooms</th> <th>Percentage of respondents</th> </tr> </thead> <tbody> <tr> <td>1-4</td> <td>10%</td> </tr> <tr> <td>5-9</td> <td>40%</td> </tr> <tr> <td>10-14</td> <td>45%</td> </tr> <tr> <td>15+</td> <td>5%</td> </tr> </tbody> </table>	Number of private rooms	Percentage of respondents	1-4	10%	5-9	40%	10-14	45%	15+	5%	<p>As for the private rooms, there are only 4 of them in the current design, but the majority of customers think there should be more than 4 private rooms. Since we mainly target at students and freelancers who want to study or work efficiently, they have a relatively high demand for private space.</p>
Number of private rooms	Percentage of respondents										
1-4	10%										
5-9	40%										
10-14	45%										
15+	5%										
<p>Well, I think we're trying to target at students and freelancers who need to work but do not have an office.</p>											
<p>I also think keeping the snack and coffee corner's great cus our current customers love it – but it's pretty near to the quiet study zone and people tend to make noises when they grab coffee and snacks. The designer's not detail-minded enough.</p>	<p>Concerning the snack and coffee corner, it should be kept as our current customers like it a lot. We are just wondering if it could be moved from the corner to the reception side because it is close to the quiet study zone. For the original corner, we would like to replace it with two extra toilets.</p>										
<p>Perhaps we should move it to the reception side?</p>											
<p>Ah, BTW, one toilet's definitely not enough!</p>											
<p>Agreed. We may also add two more toilets at the corner.</p>											

 <table border="1"><caption>Percentage of respondents</caption><thead><tr><th>Zone</th><th>Percentage</th></tr></thead><tbody><tr><td>Quiet study zone</td><td>40%</td></tr><tr><td>Reading zone</td><td>15%</td></tr><tr><td>Working Zone</td><td>50%</td></tr></tbody></table>	Zone	Percentage	Quiet study zone	40%	Reading zone	15%	Working Zone	50%	<p>However, only a small proportion of them would use the reading zone for leisure. Therefore, we suggest that in the final design, the reading zone could be eliminated and the space could be used for constructing more private rooms.</p>
Zone	Percentage								
Quiet study zone	40%								
Reading zone	15%								
Working Zone	50%								
<p>Okay. Well, I'd say the reading zone might not be too helpful then. You're not really targeting at people who come to your co-working space to read leisure books, are you?</p>									
<p>Perhaps you may consider eliminating the reading zone and use that area for constructing few more private rooms?</p>									
<p>There're only 4 private rooms? Exactly what Samantha Choi mentioned in the podcast. Let's stick with her suggestion.</p>									

5. Coherence and Organization

5.1 大致要求

Coherence and Organization = 2 marks

- Overall coherence of text
- Clear theme and aligned with the subject throughout the text
- Able to link main points with supporting points
- Good and appropriate use of cohesive ties

5.2 具體做法

具體做法	例子
標題/ 小標題	<p><i>Funding report on funding options for new branch</i></p> <ol style="list-style-type: none">1. Introduction2. Seedplus<ol style="list-style-type: none">2.1 Pros2.2 Cons3. Incu-Accelerator<ol style="list-style-type: none">3.1 Pros3.2 Cons4. Conclusion
Cohesive Ties	

逐個方面回應	
整體結構 – Introduction & Conclusion	<p>1. Introduction</p> <p>Our company is working on an expansion plan. This report will discuss the pros and cons of the two funding options, Seedplus and Incu-Accelerator, respectively. The funding obtained will be used for developing the new co-working space in Mong Kok.</p> <p>4. Conclusion</p> <p>Both funding options have certain pros and cons respectively, but we should make a decision as soon as possible. Once the option is confirmed, the next step is to write up a more detailed business proposal.</p> <p>Thank you for your reply regarding the Coffee Appreciation workshop. I am writing to provide you with more details about our arrangement and facilitate the process.</p>

Thank you for your reply again. It is hoped that we can launch a smooth collaboration and organize a workshop which is beneficial to both sides. We are looking forward to your earliest reply and please email us if there are further issues.

Thank you for sending us the floor plan draft design for our new co-working space in Mong Kok. Your effort is highly appreciated but after gathering feedback from our existing customers and staff, we would like to see some modifications in the final design. The details are as follows.

Thank you again for your effort in designing the floor plan for our new branch. It is hoped that the aforementioned suggestions would be helpful for you to make modifications in the final design. Please be reminded that the design should be completed by 28th April. Please let us know if there are any questions and we are looking forward to seeing your final design.

6. Appropriacy 輕鬆滿分技巧

6.1 Situation – 代入情境

Part B

Situation

You are **Sandy Yau** and you work for a **co-working space company** called **Space Free** in Hong Kong. It is a start-up company and is working on **an expansion plan**. You are an **assistant to Noel Wong**, the manager of the **strategy department**.

You will now listen to a podcast program called *What's Trending in Hong Kong*. In the podcast you will hear an interview with Noel Wong and Samantha Choi, a key opinion leader on social media. Take notes under the appropriate headings.

Before the recording is played, you will have five minutes to study the Question-Answer Book and the Data File to familiarize yourself with the situation and the tasks.

Complete the tasks by following the instructions in the Question-Answer Book and on the recording. You will find all the information you need in the Question-Answer Book, the Data File and on the recording. As you listen, you can make notes on page 3 of the Data File.

You now have five minutes to familiarize yourself with the Question-Answer Book and the Data File.

提取資料：



6.2 指引信件

To: Sandy Yau
From: Noel Wong
Sent: 9 April 2020
Subject: Things to do

Hi Sandy

I need you to do the following for me.

First, in our last company meeting in March we discussed two funding options for our new branch in Mong Kok. We would have to look into these in detail and report back at the next meeting. Write a funding report for the company meeting to be held next Tuesday. Summarize the pros and cons of each funding option. Start by listening to the *What's Trending in Hong Kong* podcast and by having a look at the ProsperiBank homepage.

Second, we are organizing a Coffee Appreciation workshop at our current co-working space in Wan Chai, so that people would know we are not only an ordinary study room, but also a place for relaxation and cultural events. Send Robert Sin, the café owner, an email to keep him posted about our progress and what we need from his side. Remember to confirm the amount to be paid for the equipment in advance. Start by looking at my email exchange with Jason about this.

Third, please email Kenny To, the interior designer, on my behalf and give him some feedback on the draft of our new co-working space. Have a look at the results of the questionnaire and comments from other colleagues. Summarize what is attractive about the design and what needs to be changed in the final design. Samantha Choi shared some interesting insights on this as well on the podcast. Try not to upset the interior designer.

Let me know when you're done and thanks for your hard work.

Regards

Noel

提取資料：

Blank area for extracting information from the email content.

文件對象是 Internal 還是 External

Task 8

- It is an internal workplace report for a start-up company
- It is intended to be used for an internal meeting and the target is other members of the start-up. The candidate may either use “Space Free” or “we” as the subject throughout the text.
- The tone should be formal , although it should not read like a long argumentative essay. Informal expressions and hyperboles should be avoided.

Task 9

- It is an external email to the owner of a café written on behalf of Space Free
- The tone should be semi-formal to formal (more inclined to formal, but it should not be extremely formal because the recipient is a small café owner)

Task 10

- It is an external email written to a designer who has been employed to design the co-working space at the new branch of Space Free
- The tone should be semi-formal to formal (more inclined to formal, but it should not be extremely formal because the recipient is a designer working for the company), highlighting the positive features to be kept and expressing gratitude, while being polite when addressing the modifications to be made
- It should include a subject line. The Subject Line should:
 - relevant to the upcoming email and;
 - be specific enough to be functional in the recipient’s inbox;
 - along the lines of “feedback on floor plan draft”. A reference to “Space Free” to distinguish it from other companies would be preferred.

是否須要 Title/ Headings

Task 8

- The format is report so the use of a suitable title, headings, sub-headings and numbered paragraphs are considered appropriate.

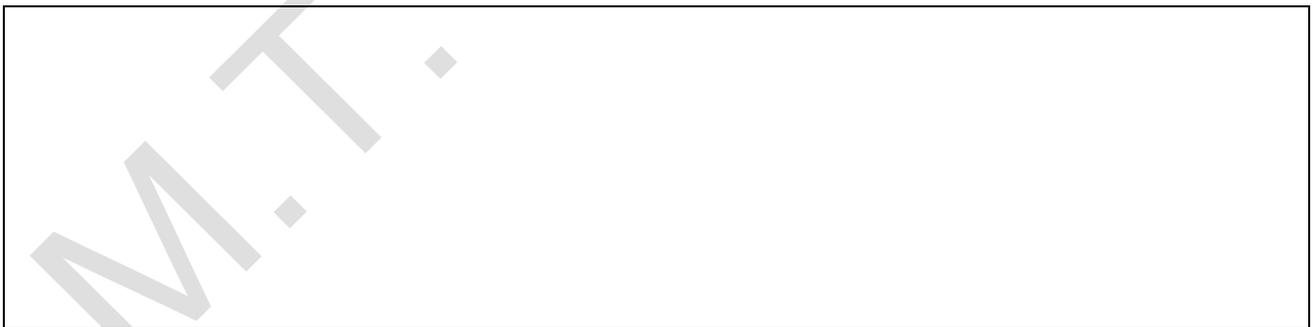
Task 10

- It should include a subject line. The Subject Line should:
 - relevant to the upcoming email and;
 - be specific enough to be functional in the recipient's inbox;
 - along the lines of "feedback on floor plan draft". A reference to "Space Free" to distinguish it from other companies would be preferred.

須要 Title/ Headings 的常見文體：



Title 要求：



6.3 格式 Template : Letter of Reply

Appropriate opening

Reply to a reply	
Direct response	
Responding to others (usually in a Letter to the Editor)	

Structure

--

- To begin with, we have acknowledged that XXX.
- Regarding/ With regard to/ As for/ Concerning XXX, XXX.
- You mentioned that XXX. However, the fact is the opposite.
- You then believed that XXX, but the point is unfounded.
- You are worried that XXX, yet we can reassure you that XXX.
- You criticized that XXX, but your claim is in fact unsubstantiated.
- You are concerned about XXX, but this is not true. We would like to clarify that XXX.

Appropriate ending

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特別注意事項

- Letter/ Email：必須要寫寫上款和下款
- 上款沒有逗號，下款便沒有逗號；上款有逗號，下款便有逗號
- Yours sincerely VS Yours faithfully



- 信件上款：不應該寫收件人的全名



- 下款：



6.4 格式 Template : Report

General Reminders

Aspect	Reminder
Tone	Formal
Title	<ul style="list-style-type: none">• Title is a must!• No need to be fancy: “Report on XXX (and XXX)” will be good enough
Introduction & Conclusion	<ul style="list-style-type: none">• Not a “must”, but necessary to score high in Organization and Appropriacy• No need to be long (3 – 4 sentences max.)
Body	<ul style="list-style-type: none">• Include sub-headings if there are multiple issues to be addressed
Frequently used phrases	

Introduction

Our company is working on an expansion plan. This report will discuss the pros and cons of the two funding options, Seedplus and Incu-Accelerator, respectively. The funding obtained will be used for developing the new co-working space in Mong Kok.

Conclusion

Key Appropriacy areas include (but are not limited to):

- Conclusion is not a required component but candidates might still make a brief concluding sentence delivering the next-steps

Both funding options have certain pros and cons respectively, but we should make a decision as soon as possible. Once the option is confirmed, the next step is to write up a more detailed business proposal.

M.T. Education

6.5 如何避免 Data File 中伏陷阱

- 多數 Tasks 多數要求以 formal tone 寫作，但 Data File 和聆聽資料會使用大量 informal 字眼及口語。這個時候，同學必須把 Data File 的 informal tone 轉為 formal
- 若文章為 semi-formal，則要小心顯得過於 formal，只須去除過於 informal 的字眼即可

Task 8

- Inappropriate words and phrases from the Data File include: *Seedplus sucks, pretty flexible, doesn't it sound great, a win-win situation, small ant competing with a large elephant, no idea why they could still be qualified, what a pity, small potato, immediate cash, the money is yours, don't miss out, don't worry, completely up to you*

Task 10

- As Noel explicitly states, the email should not upset the designer. Phrases likely to upset the artist from the Data File include: *not sure if the current design's good, the designer's not detail-minded enough, one toilet's definitely not enough, get it done by the 28th of this month*

6.6 七大方法將 Data File 秒速變得 Formal

By adding -sion/ -tion/ -ation

Verb	Noun
Adapt	Adaptation
Organize	Organization
Adopt	adoption
Minimize	Minimalization
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.

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

INFORMAL	FORMAL
Ask for	Request
Look into	
Look like	Resemble
Look at	
Talk about	
Think about	Ponder on
Find out	Discover
Go away	Depart
Go on	Continue
Take away	Remove
Look back	Review
Say sorry	
Set up/ build up	
Point out	Indicate
Need to	Require
Start	
Go ahead	Authorize
Deal with	Manage

INFORMAL	FORMAL
Also	
But	
So	
In a nutshell/ To sum up	
As/ because	

4.1 Use passive voice

E.g. I have written a book.

E.g. People speak Cantonese in Hong Kong.

4.2 Begin with gerunds/ participle phrases (減少第一/第二人稱)

E.g. We **read** books to **improve** English.

→ **Reading** books enables us to improve English

E.g. Many emigrants returned to their homeland because they suffered from homesickness.

E.g. **We should not** overlook the fact that students face tremendous pressure.

E.g. We could tackle the root problem **only if we** educate students.

- All words/ sentences in full form

Exercise time!

Informal letter: How to transform it into a formal one?

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

Formal Version



More exercise (為了展示技巧而誇張化了，實際上不用每句都用上述 skills):

1. Mary's pretty lazy at studying. She believes she's smart enough to achieve good grades in the public exam even if she doesn't study hard, but she's probably too arrogant.

2. Mary got a low score in the mock exam so she felt sad. She realized she had been wrong, and she should never overlook the importance of working hard. That's the reason why she decided to start her study plan.

7. Sample Essay 範文總結

7.1 Task 8 Sample Essay

Task 8: Funding Report

Write a funding report on the new co-working space for the company meeting using information from the B2 Data File and your notes. Write around 220 words.

Funding report on funding options for new branch

1. Introduction

Our company is working on an expansion plan. This report will discuss the pros and cons of the two funding options, Seedplus and Incu-Accelerator, respectively. The funding obtained will be used for developing the new co-working space in Mong Kok.

2. Seedplus

2.1 Pros

Seedplus (www.seedplus.com.hk) is one of the most well-known funding websites especially designed for start-ups in Hong Kong. As they allow start-up companies like us to place advertisements on their website, we may attract both individual and corporate investors. Another pro is that we can freely choose the form of return to be offered, which is monetary or non-monetary, so it is highly flexible. On top

of that, we can set the target amount of funding required by our project and there is no fixed limit.

2.2 Cons

Being a well-known funding platform, many mature companies are using Seedplus as well. Since there are no clear standards defining what companies are qualified as start-ups, it is likely that we will have to compete against mature companies and be ignored in the end. In order to attract investors, we may be forced to offer high monetary return and bear financial burden in the future. Distributing most of the profits to investors will make the project unsustainable.

3. Incu-Accelerator

3.1 Pros

Incu-Accelerator is exclusively sponsored by ProsperiBank, which potentially offers a one-time cash funding of HK\$300,000. The accelerator promises that they will use the bank's network to allocate hundreds of hours of mentorship to the winning start-up team and help construct a long-term sustainable developmental plan. If we can become the winning team, experienced consultants from the bank will offer us with financial advice and market insights for at least 9 months.

3.2 Cons

Despite the attractive monetary award and professional help offered by the accelerator, it is indeed difficult to obtain the funding because we will have to compete against a large number of applicants. Another disadvantage is that since the bank can interfere our operations via their consultation, they might take control over our company, while we value the sense of ownership and freedom.

4. Conclusion

Both funding options have certain pros and cons respectively, but we should make a decision as soon as possible. Once the option is confirmed, the next step is to write up a more detailed business proposal.

7.2 Task 9 Sample Essay

Task 9: Email

Write an email to Wanderlust Café using information from the B2 Data File. Write around 120 words.

Subject: Re: Re: Invitation for Coffee Appreciation workshop

Dear Mr. *Sin*,

Thank you for your reply regarding the Coffee Appreciation workshop. I am writing to provide you with more details about our arrangement and facilitate the process.

To begin with, we have acknowledged that Mr. Benjamin Lam will not be back to Hong Kong until early May. Regarding this, we would still like to invite him as the guide of our workshop from 3pm to 6pm on 9 May (Saturday). As a newly established start-up, we would like to ask if a 30% discount can be offered.

Samantha Choi, a well-known key opinion leader, has been confirmed as a special guest of our event, and we believe it would be a great collaboration opportunity for Mr. Benjamin Lam. It is hoped that you can understand our situation and adjust the charge to a more affordable level.

As for the professional coffee equipment, we would need to rent 7 sets of that. We would like to confirm if the total rent and deposit to be transferred is HK\$2,100. If the amount is correct, we will make the transfer as soon as possible.

Thank you for your reply again. It is hoped that we can launch a smooth collaboration and organize a workshop which is beneficial to both sides. We are looking forward to your earliest reply and please email us if there are further issues.

Yours sincerely,

Sandy Yau

Space Free

7.3 Task 10 Sample Essay

Task 10: Email

Write an email to Kenny To giving him feedback using information from the B2 Data File and your notes. Write around 150 words.

Subject: Feedback on Space Free's floor plan draft design

Dear Kenny,

Thank you for sending us the floor plan draft design for our new co-working space in Mong Kok. Your effort is highly appreciated but after gathering feedback from our existing customers and staff, we would like to see some modifications in the final design. The details are as follows.

First, regarding the window seats, the majority of our customers like the design. We also appreciate such design at our new branch so please keep it unchanged.

As for the private rooms, there are only 4 of them in the current design, but the majority of customers think there should be more than 4 private rooms. Since we mainly target at students and freelancers who want to study or work efficiently, they have a relatively high demand for private space. However, only a small proportion of them would use the reading zone for leisure. Therefore, we suggest that in the final design, the reading zone could be eliminated and the space could be used for constructing more private rooms.

Concerning the snack and coffee corner, it should be kept as our current customers like it a lot. We are just wondering if it could be moved from the corner to the

reception side because it is close to the quiet study zone. For the original corner, we would like to replace it with two extra toilets.

Thank you again for your effort in designing the floor plan for our new branch. It is hoped that the aforementioned suggestions would be helpful for you to make modifications in the final design. Please be reminded that the design should be completed by 28th April. Please let us know if there are any questions and we are looking forward to seeing your final design.

Best regards,

Noel Wong

Manager of Strategy Department, Space Free

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