

Task	1-4 Theme	5	6	7	8	9	10			
2021	<b>World Expos</b> •work schedule •exhibitions •PPT content & layout •human zoos displaying African ethnic groups in the 19 <sup>th</sup> and 20 <sup>th</sup> century	<b>Special arrangements Form</b> To list measures to deal with special circumstances during a tennis tournament	<b>Tennis Tournament</b>					<b>Rejection email</b> Explain why the recipient was not chosen as the organization to provide volunteer ball kids	<b>Letter to the editor</b> To handle complaints about ticketing and talking during match	<b>Email giving feedback</b> To ask the recipient to redo their work  To point out what needs to be change in the poster
	<b>Announcement</b> Persuade the readers to apply for Tennis Activity Day		<b>Letter to the editor</b> To handle concerns about littering and TV options							
2020	<b>Exploration</b> •Eco-friendly camp •Studying animals •Story of a lost expedition and the wreck •Looking for an ancient temple in a jungle	<b>Adventure Camp</b>								
		<b>Instruction video script</b> To instruct what to do in the Mars Experience Room	<b>Letter responding to parent's complaints</b> To handle concerns about the pool, food and missing out on an activity	<b>FAQ</b> To write answers in <u>complete sentences</u> about an adventure camp	<b>Introductory video script</b> To write a backstory for an activity	<b>Incident report</b> To explain why a piece of equipment fails and present recommendations	<b>Email to refuse a request</b> To explain why a machine cannot be borrowed			
2019	<b>IT</b> •School policy on mobile phone use •Homework & exam app •Virtual money of a youth centre •Tech company helping poor areas	<b>Inter-School Visual Media Society</b>								
		<b>Checklist for poster</b> To give feedback on a poster design	<b>Email to reject an entry</b> To explain why a video entry does not meet the rules of a competition	<b>Announcement of a prize giving ceremony</b> To give details about the ceremony	<b>Report on the choice of a venue</b> To persuade the committee not to take a cinema for film screening	<b>Short text for a film</b> To write the theme and the plot outline of a film	<b>Introductory speech</b> To examine film trends			

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2018	<b>Games and play</b>	<b>Board Game Company</b>					
	<ul style="list-style-type: none"> <li>• Interesting games</li> <li>• Maze game</li> <li>• Games in the past and today's video games on famous paintings</li> <li>• Psychology of games and play</li> </ul>	<b>Application form</b> To state the needs for a games conference and write a <b>company overview</b>	<b>Email of request</b> To ask for a video game review	<b>Report on the questionnaire results</b> To summarise questionnaire results and report on follow-up action	<b>Funding report</b> To write about the pros and cons of two funding options	<b>Email for booking tables for competition</b> To give details of running a boardgame competition at a cafe	<b>Email giving feedback on work sample</b> To point out what needs to be change in the artwork
2017	<b>Twin city</b>	<b>Property Development</b>					
	<ul style="list-style-type: none"> <li>• City twinning</li> <li>• Qualifications of committee candidates</li> <li>• Attractions of Argentina and Poland</li> <li>• A trip to Poland</li> </ul>	<b>Sales brochure</b> To introduce and promote a property	<b>Email to winners</b> To give information of home viewing	<b>Letter responding to complaints</b> To handle concerns about noise and litter	<b>Meeting summary</b> To summarise the opinions of an initial plan for an adventure mall	<b>Overview for website</b> To introduce the environmental policy of an organisation	<b>Invitation letter</b> To invite the guest of honour for the opening ceremony of a mall
2016	<b>Visiting museums</b>	<b>Hong Kong Social History Museum</b>					
	<ul style="list-style-type: none"> <li>• Old video games</li> <li>• Classic comics</li> <li>• Funny inventions</li> <li>• James Dean</li> </ul>	<b>Exhibition flyer</b> To promote an exhibition of a museum	<b>Progress report</b> To state what has been done for the completion of a project.	<b>Letter to the Careers Mistress</b> To recruit student assistant	<b>Email responding to inquiry</b> To specify the measures to ensure safety of the object to be borrowed	<b>Introduction</b> To include facts and a story summary of a traditional farmhouse	<b>Report</b> To include problems and recommendations on the operation of a museum