

### Answering Strategy

1. Text type and format – This is a letter to parents, so parents are its recipients. To be polite, begin the letter with ‘Dear’ (given here) and end it with a complimentary close like ‘Yours faithfully’. Sign the letter ‘Chris Wong’ and provide the position and institution of the writer.
2. Genre – This is a piece of informative writing. Detail the suspension arrangements, the expectations for students and parents, and contact information. Don’t forget to express your best wishes.
3. Language and formality – The style of a letter from a class teacher to parents should be formal. Straightforward language is expected. The tone must be polite without sounding commanding.
4. Organisation – Read the extract carefully. Classify the information in it according to the mind map. Then list them out one by one in separate paragraphs. In each, there should be a topic sentence and supporting details. Organise the paragraphs, and sentences in each paragraph, with cohesive devices.
5. Topic and vocabulary – The topic of this letter is school, study, and emergency. Draw on your own experience. Also refer to the following vocabulary for suggestions about ideas.

### Useful vocabulary and phrases

#### Verbs / verb phrases

revise	溫習
postpone	延期
reschedule	重新安排
suspend	停 (課)

#### Nouns / noun phrases

discussion forum	論壇
desired results	理想成績
infectious virus	傳染性病毒
outbreak	(疾病) 暴發
premises	場所
return slip	回條

#### Adverbial phrases

at all times	隨時
in advance	提前