

Answering Strategy

1. Text type and format – This is a letter to principal. To be polite, begin the letter with ‘Dear’ (given here) and end it with a complimentary close like ‘Yours sincerely’. Sign the letter ‘Chris Wong’ and provide the position of the writer.
2. Genre – This is a suggestion letter. Advise the principal on what changes to make in the three areas given in the prompt. Make them the problems caused by extreme heat.
3. Language and formality – The language of a letter to someone in an important position should be formal and polite. The messages should be delivered straightforwardly. Write in the simple present tense.
4. Organisation – After greeting the principal, state the purpose of your letter in the first paragraph. In subsequent paragraphs, state your suggestions (and your reasons for them) plainly and in detail. At the end, thank your principal for taking your proposal into consideration. Organise the paragraphs, and sentences in each paragraph, with cohesive devices.
5. Topic and vocabulary – The topic of this letter is extreme weather and school measures. Draw on your own experience. Also refer to the following vocabulary for suggestions about ideas.

Useful vocabulary and expressions

Verbs / verb phrases

alleviate	減輕
expose to	暴露於
install	安裝
lead to	導致
pose danger to	對……造成危險
schedule	安排

Nouns

canopy	遮篷
heatstroke	中暑
initiative	方案
surge	浪潮

Adjectives / adjective phrases

excessive	過多的
prone to	傾向於
timely	及時的
scorching	灼熱的
viable	可行的

Adverbs

additionally	此外
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Others

and so forth	諸如此類
last but not least	最後但同樣重要的是
let alone	更不用說