

Answering Strategy

1. Text type and format – This is a semi-formal letter. Begin the letter with ‘Dear T.Y.’ or ‘Hi T.Y.’ and end it with a casual complimentary close like ‘Good luck, Agony Aunt’.
2. Genre – This is a letter of advice. Advise T.Y. on how to deal with the difficulties faced by someone who is new to being a team captain. Also cheer him up so that he will feel encouraged after reading the letter.
3. Language and formality – Polished and formal language is unnecessary even though T.Y. is a stranger, since Agony Aunt is supposed to act like a friend. The tone should be warmly supportive since you are trying to cheer him up. Use imperatives or modal verbs like ‘may’, ‘should’, etc. to give advice. Use contracted forms and slangs to sound informal.
4. Organisation – Greet T.Y. at the beginning of the letter and thank him for writing. In the following paragraphs, show your understanding of his difficulty, help him understand the situation, and offer advice and suggestions. At the end, cheer him up and tell him to write again.
5. Topic and vocabulary – The topic of this letter is sports and teamwork. Draw on your own experience. Also refer to the following vocabulary for suggestions about ideas.

Useful vocabulary and expressions

Verbs / verb phrases

arise	出現
be appointed as	被委任為
fall behind	落後
get along with somebody	與某人相處
improve	改善
lose temper	發脾氣
manage one’s time	管理時間
put the blame on	歸咎於
take the initiative	作出主動

Nouns / noun phrases

captain	隊長
challenge	挑戰
common goal	共同目標
difficulty	難處
leadership skills	領導才能
performance	表現
skill	技術
sportsmanship	體育精神
talent	天分

teacher-in-charge	負責老師
team spirit	團隊精神
well-planned strategy	完善的策略

Adjectives / adjective phrases

humble	謙虛的
ignored	被忽視的
jealous of	嫉妒某人的
outstanding	突出的
positive	正面的
professional	專業的
respectful	尊重的

Adverbs

maybe	也許
otherwise	否則

Others

from a different angle	從另一角度
provided that	只要