

Answering Strategy

1. Text type and format – This is a proposal. Develop the ideas across several paragraphs, including the introduction, the main body and the ending. A title and several subheadings can be included to show ideas more clearly.
2. Genre – This is a piece of descriptive and persuasive writing. Suggest a plan for the drama and its promotional strategies to convince the reader to adopt your ideas.
3. Language and formality – As the director of the theatre company will be reading, the style should be formal and polite. The language of a proposal should be clear and concise. Use adjectives appropriately to talk about the advantage of the suggestions, but other parts of the proposal should be factual and objective. Use modal verbs like 'can' and 'will' to offer suggestions. Write in the simple present tense.
4. Organisation – Present the proposal in several paragraphs, showing the background, purpose, details about the drama, how the message can be promoted and the ending. Topic sentences and supporting details should be provided. Organise the paragraphs, and sentences in each paragraph, with cohesive devices.
5. Topic and vocabulary – The topic of this proposal is drama and workplace. Draw on your own experience. Also refer to the following vocabulary for suggestions about ideas.

Useful vocabulary and expressions

Verbs / verb phrases

adapt ... for	把……改編成
be devoted to	致力於……
claim	聲稱
cooperate with	與……合作
deliver the message	傳遞訊息
fire	解僱
make friends with	與某人交朋友
make fun of	取笑某人
promote	宣傳、推廣
raise the awareness of	提高……的意識
size up	衡量
treat someone badly	很差地對待某人

Nouns / noun phrases

actor	演員
casting	選角
colleague	同事
compensation	賠償
derogatory term	貶義詞
diversity of race and gender	種族和性別多樣性
employee	僱員
ethnicity	種族劃分
expatriate	僑民
Equal Opportunities Commission	平等機會委員會
inclusion	包容
playscript	劇本

productivity	生產力
racist slur	種族蔑稱
right	權利
setting	(話劇中故事的)發生時間和地點
strength	優點
talent	才能
trading company	貿易公司
university graduate	大學畢業生
workplace equality	職場中的平等

Adjectives / adjective phrases

authentic	真實的
determined	有決心的
disunited	不團結的
energetic	有活力的
enthusiastic	熱誠的
local	本地的
more aware of	更加意識到
pregnant	懷孕的

Adverb

effectively	有效地
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Others

in low spirits	士氣低落
regardless of	不論