

Answering Strategy

1. Text type and format – This is an application letter. Begin your letter with ‘Dear Hiring Manager’ (since the employer’s identity is unknown) and end it with ‘Yours faithfully, Chris Wong’. Include the subject between the greetings and the main body.
2. Genre – This is a piece of expository and persuasive writing. Explain what your strengths are and why you are suited for the job, so as to persuade the employer to give you an interview.
3. Language and formality – The language of an application letter should be formal. Mention your strengths and ask for an interview in a humble and polite tone. Use modal verbs like ‘would’ and ‘could’ to sound polite. In general, write in the simple present tense. Use the simple past tense for relevant past experiences.
4. Organisation – State your writing purpose and chosen position in the beginning. In the main body, state your qualifications, extra-curricular activities, personality and other useful information. At the end, mention the attached CV and your wish to have an interview. Thank the recipient for the attention paid. Organise the paragraphs, and sentences in each paragraph, with cohesive devices.
5. Topic and vocabulary – The topic of this letter is sports and employment. Draw on your own experience. Also refer to the following vocabulary for suggestions about ideas.

Useful vocabulary and expressions

Verbs / verb phrases

be familiar with	熟悉某事物
be responsible for	負責做某事情
be suited for	適合做某事情
carry out	履行
communicate with	與某人溝通

Nouns / noun phrases

athletic team	田徑隊
charity walk	慈善步行籌款
committee member	委員會成員
consideration	考慮
elective subject	選修科目
facility / equipment	設施/設備
fitness training	體能訓練
homes for the elderly	安老院
irregular working hours	不穩定的工作時間
member	成員
NSS curriculum	新高中課程
personality	性格
Physical Education	體育

post	職位
promoter	推廣員
promotional event	促銷活動
requirement	所需條件
sports coaching	運動教練
sports programme	運動項目
voluntary activity	義工活動
working overtime	加班

Adjectives

active	活躍的
attached	附上的
available	有空的
cheerful	開朗的
confident	有信心的
diligent	勤奮的
outgoing	外向的

Others

in response to	就著……
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