

### Answering Strategy

1. Text type and format – This is a personal email to a cousin. Begin it with 'Dear Peter' and end it with some casual complimentary close like 'Yours, Chris'.
2. Genre – This is a piece of descriptive and expository writing of advice. Provide guidance for your cousin on interviewing skills, qualities of an able travel guide and give opinions on the prospect of working for tourism in Hong Kong
3. Language and formality – The language of an email to a cousin should be friendly, casual and informal. Present your thoughts straightforwardly, without using sophisticated and polished language. Use imperatives to talk about the dos and don'ts. Write in the simple present tense.
4. Organisation – At the beginning, greet your cousin and indicate this to be a reply email by referring to what has been said in the previous email. In the following paragraphs, include some interview tips, what you think a competent travel guide should be like and the prospect of working in the tourism industry. End by asking him to write back and wishing him success in the interview.
5. Topic and vocabulary – The topic of this email is tourism and job interview. Draw on your own experience. Also refer to the following vocabulary for suggestions about ideas.

### Useful vocabulary and expressions

#### Verbs / verb phrases

be positive about	對……有自信
call for	需要
despair	絕望
judge	評定
land a dream job	找到夢想的工作
predict	預測
reject	拒絕
sell yourself	推銷自己
take your time	不用著急

#### Nouns / noun phrases

a flair for language	語言才能
a sound knowledge of directions	扎實的方位知識
application form	申請表格
curriculum vitae	履歷
eagerness	渴望
experience(s)	經驗 (經歷)
field	範疇
industry	行業
interview outfit	面試的服裝
job duties	工作職責
profession	職業

prospect	前景
stable source	穩定的來源
strengths and weaknesses	長處和弱點
suitable candidate	合適的應徵者
travel guide	導遊
tour coach driver	旅遊車司機
tour escort	領隊
venue	地點

#### Adjectives / adjective phrases

attentive	體貼的
bright	開朗的
concrete	具體的
detail-minded	細心的
indispensable	不可缺少的
promising	有前途的
well prepared	準備充足的

#### Adverbs

in advance	預先
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#### Others

as far as I know	據我所知
on a budget	節省費用