

Answering Strategy

1. Text type and format – This is an article. There is no fixed format, but the introduction, main body and conclusion should be clearly differentiated by each's content. Title the article so that the theme is clear.
2. Genre – This is a piece of expository writing. Based on the causes of work pressure listed in the survey in the prompt, suggest some ways to reduce work pressure.
3. Language and formality – A friendly tone helps to persuade readers to take your suggestions. However, the article is published on the government website and so will be read by the public. Therefore, the language should be a little formal, but not very much so. Write in the simple present tense and use modal verbs like 'can' and 'should'.
4. Organisation – State your writing purpose in the beginning. Then give a number of suggestions (topic sentences) to reduce work pressure, along with your reasons (supporting details) for them. Give examples from personal experience. End with a brief summary and some final advice. Organise the paragraphs, and sentences in each paragraph, with cohesive devices.
5. Topic and vocabulary – The topic of this article is work, pressure and health. Draw on your own experience. Also refer to the following vocabulary for suggestions about ideas.

Useful vocabulary and expressions

Verbs / verb phrases

| | |
|-------------------------|-------|
| be defeated | 被打倒 |
| consume | 耗盡 |
| cope with stress | 應對壓力 |
| get sick easily | 容易生病 |
| overlook | 忽略 |
| reduce / relieve stress | 紓緩壓力 |
| ruminate | 反覆思考 |
| share with somebody | 與某人分享 |
| stay positive | 保持積極 |

Nouns / noun phrases

| | |
|----------------------|--------|
| balanced diet | 均衡飲食 |
| cheerful mind | 開朗的心境 |
| concern | 關心 |
| day off | 休息日 |
| gratitude | 感激 |
| outlook | 展望 |
| rest | 休息 |
| support | 支持 |
| the key to something | 某事物的關鍵 |

Adjectives

| | |
|------------|-----|
| crucial | 重要的 |
| optimistic | 樂觀的 |

Others

| | |
|--------|----|
| as for | 至於 |
|--------|----|