

### Answering Strategy

1. Text type and format – This is a thank you letter. Begin the letter with 'Dear Mr Kimura and all staff'. To show the recipients friendliness, end with a casual complimentary close like 'Love / Best wishes, Mandy Lau'. Write in the first person.
2. Genre – This is a piece of narrative and expressive writing. Show gratefulness to the recipients by giving an account of how much they have helped you throughout the scheme and how you feel about it.
3. Language and formality – The language of a thank you letter to coworkers who have given you support should be informal but polite. Formulaic expressions of gratitude are a little awkward, and so unnecessary. Instead, write in a friendly and grateful tone. Use the past tense for what have happened throughout the scheme. Use the present tense for the benefits you have received from it.
4. Organisation – Begin by drawing attention to the fact that the scheme is coming to an end, and that you want to give thanks. In the following paragraphs, talk about the difficulties you had, how the school has helped you and how you have benefited from the experience. At the end, give thanks again and wish your recipients well. Organise the paragraphs, and sentences in each paragraph, with cohesive devices.
5. Topic and vocabulary – The topic of this letter is travel, working abroad, and friendship. Draw on your own experience. Also refer to the following vocabulary for suggestions about ideas.

### Useful vocabulary and expressions

#### Verbs / verb phrases

afford	承受
appreciate	欣賞
come across	偶然遇上
earn a living	賺取生計
express my deepest thanks	表達我最衷心的感謝
get on with	與……相處
keep in touch	保持聯絡
motivate	激發
offer	提供、給予
pursue	追求
recruit	招聘
show someone around	帶某人遊覽
tip someone off	向某人透露

#### Nouns / noun phrases

body language	身體語言
challenge	挑戰
expense	支出
first language	母語

flexibility	靈活性
friendly atmosphere	友好的氛圍
hidden highlights	隱藏的亮點
job ad	招聘廣告
sightseeing	觀光
stable income	穩定的收入
surprise birthday party	驚喜生日派對
Working Holiday Scheme	工作假期計劃

#### Adjectives

confused	迷惘的
fortunate	幸運的
grateful	感激的
hesitant	猶疑的
passionate	熱情的
shy	害羞的
welcome	受歡迎的

#### Others

not to mention	更不用說、何況
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