

Answering Strategy

1. Text type and format – You are asked to write a letter of advice to a friend. You should address your friend with ‘Dear Pat’ at the beginning and end your letter with a friendly complimentary close like ‘Best, Chris’, ‘Cheers, Chris’ and ‘Take care, Chris’.
2. Genre – It is an advisory writing. You are expected to give advice on how to prepare for a debate, encourage your friend and boost his confidence.
3. Language and formality – When writing a letter to a friend, you don’t need to use polished and formal words. Supportive language is preferred to show that you are on his side. You can use imperatives or modal verbs like ‘can’ and ‘should’ when giving advice. Contracted forms and some slang words may also be used to show friendliness.
4. Organisation – You should greet Pat at the beginning of the letter. In the later paragraphs, give suggestions and recommend techniques for preparing for the debate competition with some examples, and try to cheer Pat up. At the end of the letter, you may offer more help to Pat.
5. Topic and vocabulary – The theme of this letter is advice on debate techniques. You should have enough relevant ideas and vocabulary items for this topic. You can refer to the following ideas and vocabulary items.

Useful vocabulary items and expressions

Verbs / verb phrases

address	對……說話
anticipate	預料
back	支持
deliver	發表
exaggerate	誇張
fall apart	瓦解
humiliate	羞辱
pluck up sb.’s courage	鼓起某人的勇氣
refine	修飾
refute	反駁
win sb. over	說服某人

Nouns / noun phrases

isolated example	個別例子
tournament	淘汰賽
crossfire	自由辯論

Adjectives

aggressive	進取的
persuasive	有說服力的
talkative	健談的
well-prepared	準備充足的

Others

in advance	預先
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