

Answering Strategy

1. Text type and format – You are asked to write a letter to the editor. Note that the recipient of the letter is the editor. To show politeness, you should use ‘Dear’ before the recipient. Before the sender (‘Chris Wong’), use ‘Yours faithfully’ because you do not know the name of the recipient.
2. Genre – It is a descriptive and expository writing. You are expected to briefly describe what you have experienced in the job shadowing scheme and what you think about your boss.
3. Language and formality – Since the purpose of the letter is to share one’s experiences with the editor of the newspaper and its readers, who are teenagers, the use of language can be semi-formal and the tone can be light-hearted. To make your writing more vivid, try to use a range of adjectives to indicate your feelings.
4. Organisation – In your sharing, the experiences of working at the broadcasting station and the interview with the boss should be the main content. You may also express your feelings and mention the benefits of the scheme.
5. Topic and vocabulary – The subject matter of this letter is mass media. 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

admire	欣賞
amend	修改
glance through	迅速地看
have a nose for...	具……的觸覺
obtaining information	獲取資訊
possess	擁有

Nouns / noun phrases

a rush job	倉促完成的工作
broadcasting station	廣播電台
controversial incident	具爭議的事件
countdown	倒數
critical thinking skill	批判思考技巧
job shadowing	影子實習
journalist	新聞記者
observation	觀察
on-the-job experience	在職經驗
press conference	記者招待會
script	講稿

sense of achievement	成功感
thorough knowledge	全面的知識
tight deadline	期限逼近
work mode	工作模式

Adjectives

advanced	深層的
crucial	重要的
detail-minded	細心的
fruitful	充實的
influential	有影響力的
inspiring	啟發人心的
stable	穩定的
valuable	珍貴的

Adverbs

emotionally	情緒上
incredibly	難以置信地
live	在現場