

Answering Strategy

1. Text type and format – You are asked to write a letter to your teacher. You should use ‘Dear Mrs Lam’ as the salutation and end with ‘Yours sincerely / Best / Regards, Chris Wong’.
2. Genre – It is a descriptive and expository writing. You are expected to describe the inappropriate behaviour of your new classmate in detail and how you and your other classmates feel. The main purpose of the letter should be asking the teacher for help.
3. Language and formality – Clear and concise language should be used to describe the situation. Because of the negative impact of the case, the tone should be serious. Though you are dissatisfied with your classmate’s behaviour, you are encouraged to be polite to show that your complaint is reasonable. Avoid using rude words as this is a letter to your teacher.
4. Organisation – State your purpose of writing at the beginning of the first paragraph. Then describe how your classmate makes off-colour jokes and uses obscene language in class. Give supporting details and examples of that classmate’s behaviour to justify your accusation. To prompt the teacher to take action, mention how the class is affected by such misbehaviour.
5. Topic and vocabulary – The theme of this letter is verbal abuse. 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

abuse	濫用
cannot help doing sth.	忍不住做某事
clarify	澄清
escalate	加劇
learn one’s lesson	受教訓
look into	調查
mock	嘲笑
neglect	無視
take full advantage of sb.	佔某人的便宜
turn a deaf ear to...	假裝沒聽見……
twist	扭曲
upload	上載

Nouns / noun phrases

excuse	藉口
harassment	騷擾
mutual respect	互相尊重

obscene language

off-colour joke

pity

prank

猥褻的說話

下流的笑話

同情

惡作劇

Adjectives / adjective phrases

detestable

disgraceful

embarrassed

far-fetched

helpless

innocent

insulted

offended

timid

uneasy

厭惡的

可恥的

尷尬的

牽強的

無助的

無辜的

被侮辱的

被冒犯的

膽小的

不安的