

Answering Strategy

1. Text type and format – You are asked to write a speech for school-leavers. You should start the speech by greeting the audience and acknowledging the Hong Kong Student Council. A speech should be concise and well-organised.
2. Genre – It is an expository writing giving advice. You are expected to describe the research findings of the survey and explain the problems brought about by frequent job switching. You should also give advice on appropriate work attitudes.
3. Language and formality – Since the speech addresses the audience, who are school-leavers, directly, you may use the second-person pronoun ‘you’ and write in a semi-formal tone. Imperative structures can be used when you emphasise things that should or should not be done. You may use contractions, like ‘don’t’ or ‘isn’t’, because the speech is delivered in spoken English.
4. Organisation – A short greeting and background information should be given before the content. Write about the survey results first because you may need to introduce the reasons why frequent job switching is bad for young people. Then, appropriate work attitudes should be brought up in later paragraphs. You may present some information in point form for a smoother delivery of ideas.
5. Topic and vocabulary – The theme of this speech is job switching. 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**

appreciate	欣賞
have a good head on sb.'s shoulders	聰明絕頂
make a rod for one's own back	自找麻煩
overcome	克服
overlook	忽略
quit	放棄

Nouns / noun phrases

adverse effect	不良影響
career path	職涯規劃
criterion	標準
challenge	挑戰
colleague	同事

jack-of-all-trades
team spirit
work ethic

雜而不精的人
團隊精神
職業道德

Adjectives

concrete	具體的
devoted	忠誠的
essential	必需的
humble	謙遜的
reliable	可靠的
respectable	值得尊重的
stable	穩定的