

Answering Strategy

1. Text type and format – You are asked to write a letter to the manager of the Hong Kong Pop Culture Gallery. At the beginning, you should address the recipient with ‘Dear Manager’ and end your letter with your contact details, your full name and title, and your school’s name, e.g. ‘Yours faithfully, Chris Wong’, ‘Activity Secretary of the Students’ Union’, and ‘Wan Chai Secondary School’.
2. Genre – It is an expository and persuasive writing. You are expected to explain your purpose of writing, relevant details of the exhibition, what items you would like to borrow and the related arrangements.
3. Language and formality – This is an external letter sent by you as a student representative to the manager of a pop culture gallery. Therefore, the tone should be polite and formal. The language should be concise to let the recipient understand your request clearly. At the end of the letter, slightly persuasive language may also be used to show your sincerity.
4. Organisation – Address the recipient at the beginning. A subject line should come after the salutation and before the content to help the recipient catch the main theme of the letter at first glance. Then list the items you want to borrow and explain why the items are important in the exhibition. Relevant details of the exhibition will also help the recipient consider your request. At the end of the letter, provide your contact details and end your letter in a formal way with your full name and title, as well as the name of your school.
5. Topic and vocabulary – The theme of this letter is an exhibition of Hong Kong pop culture. 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

compile	編製
demonstrate	展現
enrich	豐富
exhibit / showcase	展示
look for	尋找
project	投射
recall	回想
reflect	反映
refresh	更新

Nouns / noun phrases

alumnus	校友
anniversary	週年
cartoonist	漫畫家
celebrity	名人
collectible	收藏品
comic strip	連環漫畫
correspondence	通信
decade	十年

display item
institution
reminder
reputation
request
scene

展品
機構
提醒
聲譽
請求
情景

Adjectives

accessible
established
ideal
optimistic
recognized
relatable
tremendous
valuable

易懂的
獲肯定的
理想的
樂觀的
獲認可的
可理解的
巨大的
有價值的

Others

on behalf of

代表
