

### Answering Strategy

1. Text type and format – You are asked to write a letter of reply to a parent, on behalf of the School Debate Team. You should follow the salutation and closing format of a formal letter.
2. Genre – It is a descriptive and expository writing. You have to clarify the parent's misunderstanding of the arrangements for a debate competition
3. Language and formality – This is a formal letter of reply. To show your respect to the recipient, the language should be sophisticated and the tone should be polite and assuring.
4. Organisation – At the beginning, you should first give thanks to Mrs Ho's letter. As Mrs Ho raised three main concerns about the debate competition, clarify each of them in separate paragraphs. Give evidence to support your arguments. End the letter politely by thanking Mrs Ho again, and show in all sincerity that her comments are always welcomed and invite her to participate in future activities.
5. Topic and vocabulary – The topic of the letter is the arrangements for a debate competition. 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

adapt from sth.	(書 / 劇)改編自……
assure	向…保證
clarify	澄清
encourage	鼓勵
enrol	參加
perceive	理解
point out	指出
recognise	認可
reveal	顯示
stay behind	留下

policy	政策
practice	做法
proficiency	能力
relevance	相關性
score	分數
transparency	(公開處理的)透明度

#### Adjectives

different	不同的
insightful	具見解的

#### Nouns / noun phrases

a close tie with	與……緊密關係
a global view	世界觀
adjudicator	評判
chair judge	主評判
complexity	複雜性
concluding speech	總結講辭
doubt	疑問
fairness	公平
inquiry	詢問
judging criterion	評審準則
local perspective	本土視角
measure	措施

#### Adverbs

deliberately	故意地
reasonably	合理地
universally	一致地 / 各種情況下

#### Others

as far as...are concerned	就某事而言
as for	至於
in advance	預先
in public	當眾
instead of	而非