

3 Revising

After checking the first draft, it is time to write the second draft. Read the tip boxes carefully. They will give you much help on writing up the second draft!

Second Draft

Dear Ken,

How're you doing lately? I guess you're still working hard for your exams. Do you have any plans for this summer? Volunteering may be a good choice for you. Let me share my volunteering experience of visiting a children's hospital ~~on~~ in mainland China with you.

W
Replace 'on' with a correct preposition.

During the summer holiday of last year, I spent two weeks at the Sichuan Children's Hospital as a volunteer. ~~Sichuan is located in the upper reach of the Yangtze River and the hinterland of Southwest China.~~ My main duty was to provide comfort and support for hospitalised patients and their families, including playing games with and reading to children. I've had countless wonderful experiences during that volunteering opportunity, but one time in particular that I remember was playing card games with a 10-year-old little boy named Xiaoqiang. At first, he was very shy and quiet. I had no idea how to play, and kept losing the games!
After a while, he thought it was funny. Then, he started to talk endlessly and taught me how to play. The next day, Xiaoqiang gave me a card he drew before he returned home.

I
Cross out this part if it is irrelevant.

I
Give details on how you interacted with Xiaoqiang (e.g. How did he change?).

Seeing Xiaoqiang leave the hospital healthily and happily, I found that volunteering was really good meaningful and rewarding. Of course, it ~~made me happy~~ was fun and enjoyable.

Apart from being a way to offer a helping hand to the child patients, volunteering benefits my personal growth as well.

First, during the volunteering, I taught the children English, read stories to them and put on a play with them.

I got a lot more opportunities to practise my English and Putonghua. Second, I've become more ~~confidence~~

confident as I had to meet new people and face different challenges. These certainly helped develop my

interpersonal and communication skills. Finally, working in a volunteer team has brought me a sense of belonging and is a good chance to socialise and make friends.

~~Ken, if you have any further enquiries, please do not hesitate to contact me.~~ I really hope that you'll join me to volunteer next time. Visiting children's hospitals is a good one for you to start with as it's surely something worthwhile and you'll enjoy it very much. Do write to me again if you need further help.

Yours,
Cherry



W
Add more **adjectives** to enrich the sentences.

I
What did you do so that you could practise English and Putonghua?

W
Replace 'confidence' with the correct **word form**.

W
Name two specific skills you have developed.

V
Is the **tone** appropriate? If not, cross out this part.

I
Encourage the receiver to try volunteering.

V
Close the e-mail with an **informal** tone.