

HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

## ENGLISH LANGUAGE PAPER 3


### LISTENING AND INTEGRATED SKILLS

#### Question-Answer Book

Time allowed: 2 hours

#### INSTRUCTIONS

- (1) Write your Name, Class and Class Number in the spaces provided on Page 1.
- (2) Stick barcode labels in the spaces provided on Pages 1, 3, 5 and 7.
- (3) Attempt **ALL** tasks in Part A (Tasks 1-4), and for Part B, attempt **EITHER** those in Section 1 (Tasks 5-7) **OR** those in Section 2 (Tasks 8-10).
- (4) Write your answers clearly and neatly in the spaces provided in this Question-Answer Book. **Answers written in the margins will not be marked.** You are advised to use a pencil for Tasks 1-4 (listening tasks) and a pen for Tasks 6-10 (integrated tasks).
- (5) All listening materials will be played **ONCE** only.
- (6) The Data File will **NOT** be collected at the end of the examination. Do **NOT** write your answers in the Data File.

<b>1234567</b>	08320 001 12345672 Centre: A123 Seat: 001
ENG LANG PAPER 3	
	

Name	
Class	
Class Number	

Marker's Use Only		
Part	Task	Marks
A	1	/ 9
	2	/ 13
	3	/ 15
	4	/ 15
B1	5	/ 13
	6	/ 19
	7	/ 16
B2	8	/ 15
	9	/ 19
	10	/ 19
Total (A + B1)		/ 100
Total (A + B2)		/ 105

## Part A

**Situation:** You are Janice Lam, the Head Prefect of your secondary school. You are preparing for a presentation on the experiences of learning a foreign language.

You will have a total of four tasks to do.

Follow the instructions in the Question-Answer Book and on the recording to complete the tasks. You will find all the information you need in the Question-Answer Book, the Data File and on the recording.



You have two minutes to familiarise yourself with Tasks 1-4 before the recording begins.

Later you will have five minutes to study Part B and the Data File to complete the Tasks in Section 1 or 2.

### Task 1 (9 marks)

You are now attending a talk about learning foreign languages. You have read about the guest speakers' information on an inaccurate webpage. Listen to the conversation and correct the information in webpage below. The first one has been done for you as an example.

You have one minute to study the webpage. At the end of the task, you will have one minute to tidy up your answers.

Language stars of the month		
Name	 Bernice Liu	 Carol Wong
Occupation	Full-time artist	Full-time model Part-time model
Mother tongue	Cantonese	Putonghua
Second language(s)	English	English
Foreign language(s)	Japanese	German, Indian
- Greatest advantage of learning the foreign language(s)	Help with future studies	Learn more about foreign cultures
- Biggest challenge of learning the foreign language(s)	Vocabulary	Gender differences
- Advice for teenagers on learning a foreign language	Enrich your vocabulary bank day by day.	Learning how to speak the language is the most important.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

End of Task 1

1234567

08320 001 12345672

Centre: A123

Seat: 001

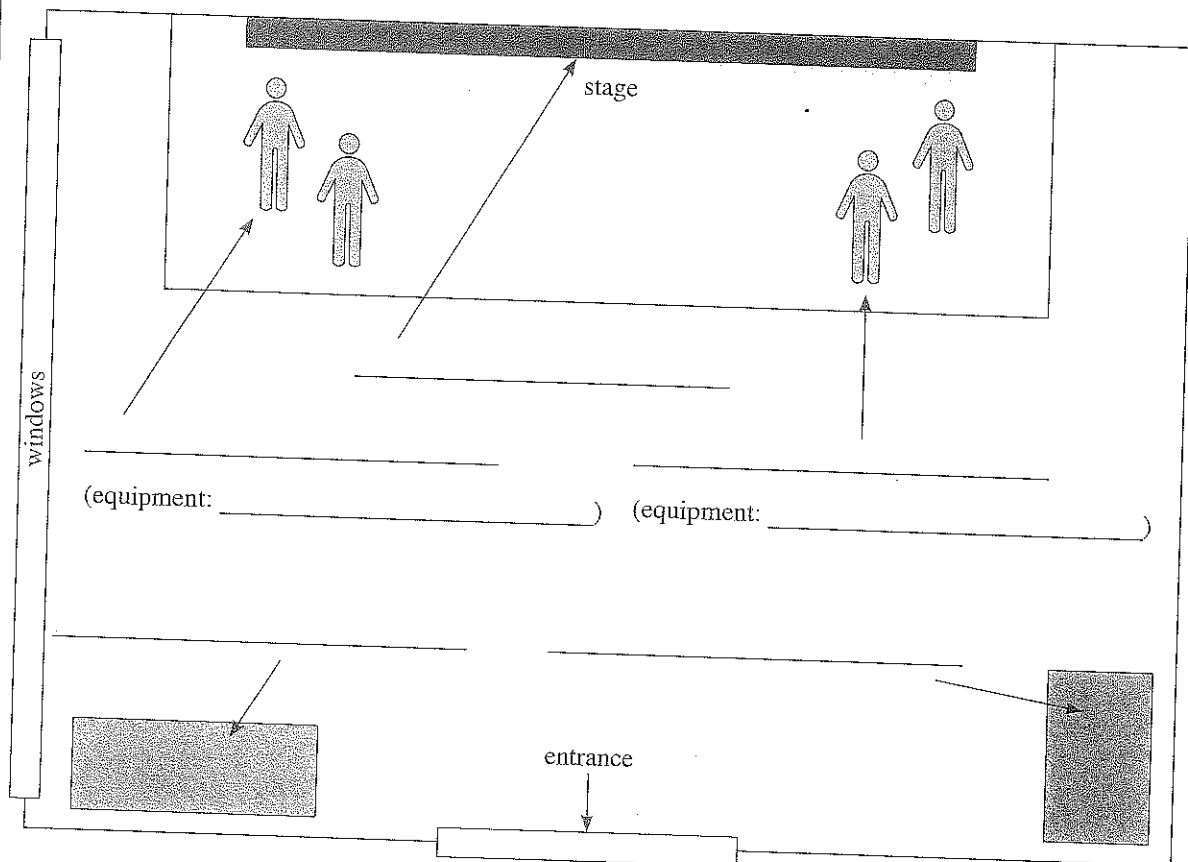
ENG LANG PAPER 3

**Task 2 (13 marks)**

A week after the talk, your principal held a school board meeting with the General Administration Officer, Mr Leung, and you, to evaluate the venue and facilities arrangements for the talk. Listen to the conversation and label the hall arrangements below. Add appropriate remarks when necessary.

You have 30 seconds to study the floor plan. At the end of the task, you will have one and a half minutes to tidy up your answers.

**Facilities arrangements in the school hall**

**Remarks:**

Silk curtains:

Lighting on the stage:

-

-

Doors:

Flower pots:

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

End of Task 2

**Task 3 (15 marks)**

After the talk held last week, your English teacher, Mrs Simpson, has asked you and your classmates to do a presentation on learning a foreign language. She is now talking about the details of the presentation. Listen to the conversation and fill in the note sheet below.

You have 30 seconds to study the note sheet. At the end of the task, you will have one and a half minutes to tidy up your answers.

*\*Delete as inappropriate*

Nature of the presentation: \*group / individual

Time of the presentation: \_\_\_\_\_

Time limit: \_\_\_\_\_

Dos and don'ts for the presentation:

✓ \_\_\_\_\_

✓ \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

Requirements for a good presenter:

✓ Manner of delivery: \_\_\_\_\_

✓ Effect on audience: \_\_\_\_\_

✓ Appearance: \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_

✓ Voice: \_\_\_\_\_

Ways to show friendliness:

✓ \_\_\_\_\_

✓ \_\_\_\_\_

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

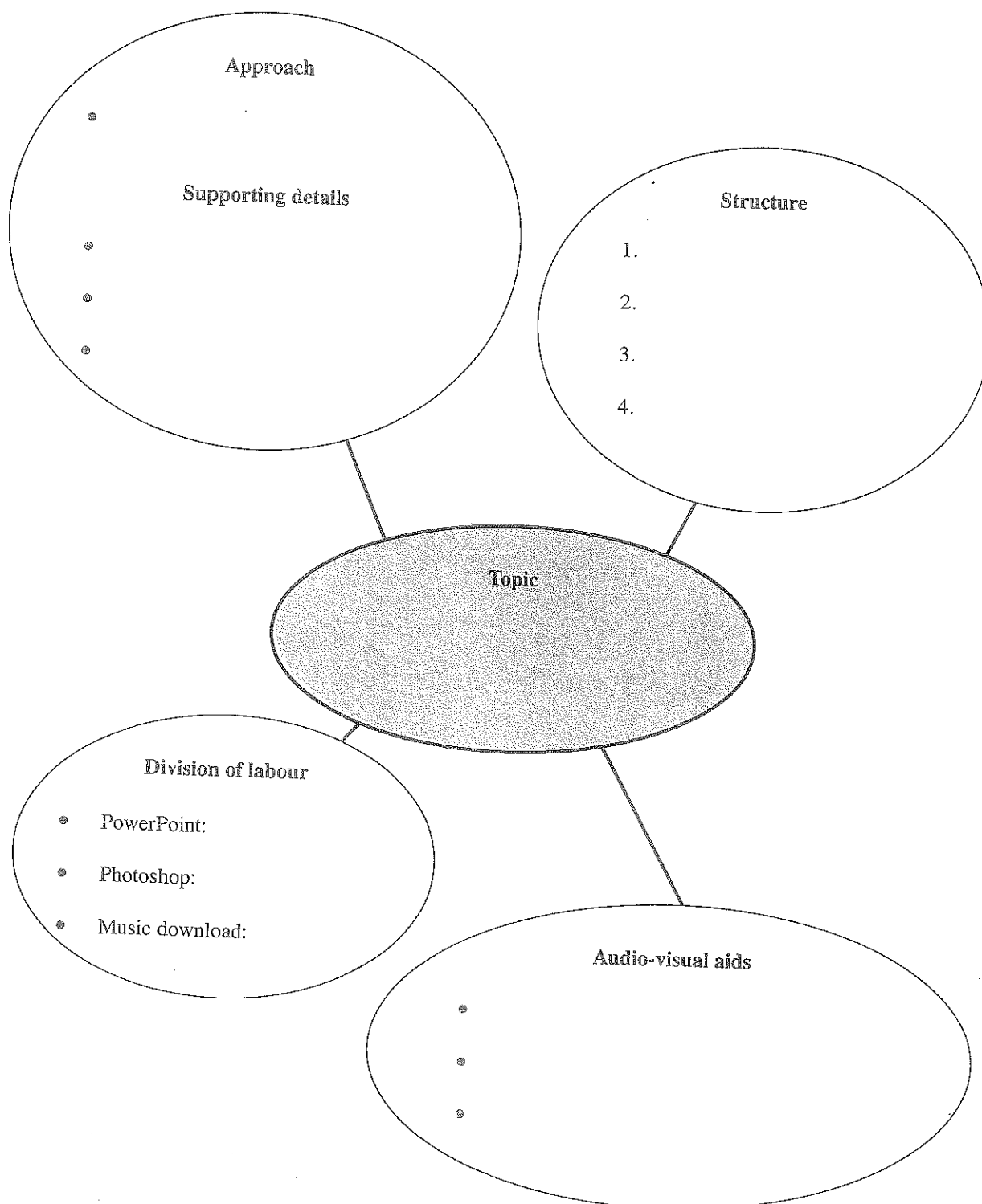
Answers written in the margins will not be marked.

End of Task 3

**Task 4 (15 marks)**

To prepare for the presentation, you are now discussing it with your group mates. Listen to the conversation and note down the points in the mind map below.

You have 15 seconds to study the mind map. At the end of the task, you will have one minute to tidy up your answers.



End of Task 4

## **Part B**

**Situation:** You are Samuel Chan, the Part-time Administrative Assistant of the Language Centre at Hong Kong Public University.

You are attending an urgent meeting called by the Programme Coordinator, Ms Alice Wu, to discuss the Celebrity Lecture Series. As you listen, you can make notes on page 2 of the Data File.

Before the recording is played, you will have five minutes to study the Question-Answer Book and the Data File to familiarise yourself with the situation and the tasks in Section 1 and 2. Keep in mind that you must attempt the tasks in EITHER Section 1 OR Section 2. Do not attempt to do both sections.

Complete the tasks by following the instructions in the Question-Answer Book and on the recording. You will find all the information you need in the Question-Answer Book, the Data File and on the recording.

You have five minutes to familiarise yourself with Part B and the Data File.

## Part B – Section 1

### Task 5 (13 marks)

Revise the minutes of the urgent meeting. Refer to the notes you made on page 2 and information from page 4 of your Data File.

#### Minutes of today's urgent meeting

**Date:** 8 August 20XX

**Venue:** Conference Room 104, Language Centre

**Present:** Alice Wu, John Ho, Samuel Chan

#### Issues discussed (for the Celebrity Lecture Series):

1. Dates
  2. Duration
  3. Venue
  4. Theme
  5. Purposes
  6. Guest speakers
  7. Budget
  8. Division of labour
- Alice:
- John:
- Samuel:

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked

Task 6 (19 marks)

Write a promotional email to the students of the University, using information from pages 5-7 of your Data File.

Dear students,

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.



Task 7 (16 marks)

Now that the event is over, write an article for the Language Centre's magazine. Refer to your notes on page 2 and information from pages 8-9 of your Data File.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

End of Paper for Section 1

## **Part B – Section 2**

### **Task 8 (15 marks)**

Write a summary of the issues discussed in the urgent meeting. Refer to the notes you made on page 2 and information from pages 11-12 of your Data File.

#### **Discussed Issues of the Celebrity Lecture Series**

##### **Basic details**

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##### **Theme and purposes**

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##### **Guest speakers**

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##### **Division of labour**

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Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Task 9 (19 marks)

Write a leaflet for the Language Centre. Refer to your notes on page 2 and information from pages 11-13 of your Data File.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Task 10 (19 marks)

Now that the event is over, revise the closing speech on behalf of the Language Centre, using information from pages 14-16 of your Data File.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

Answers written in the margins will not be marked.

**End of Paper for Section 2**

## ENGLISH LANGUAGE PAPER 3

### DATA FILE

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Not to be taken away before the  
end of the examination session

## Note sheet for the urgent meeting

### Celebrity Lecture Series

Dates

Duration

Venue

Theme

Purposes

Guest speakers and their occupations

Budget

Division of labour



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# Section 1

~~~~

## First draft of minutes

### Minutes of today's urgent meeting

**Date:** 8 August 20XX

**Venue:** Conference Room 104, Language Centre

#### Issues discussed:

**1. Dates**

It is not clearly mentioned

**2. Duration**

The event will last for a week

**3. Venue**

The event will be held in the Main Building

**4. Theme**

The theme of the event will be called Language Learning Experiences

**5. Guest speakers**

Three celebrities will be invited

**6. Budget**

Enough

**7. Division of labour**

Different tasks are divided among Alice, John and Samuel

Samuel,  
Thanks for helping with the minutes.  
I have taken a look at it. Please see  
my comments and tidy it up. Writing in  
point-form will be fine. Email me when  
it's finished. Thanks a lot!  
Alice

not accurate / specific enough

write the names of the guest speakers

refer to what we said in the meeting

state what each of us is responsible for

\*the objectives of the event are missing

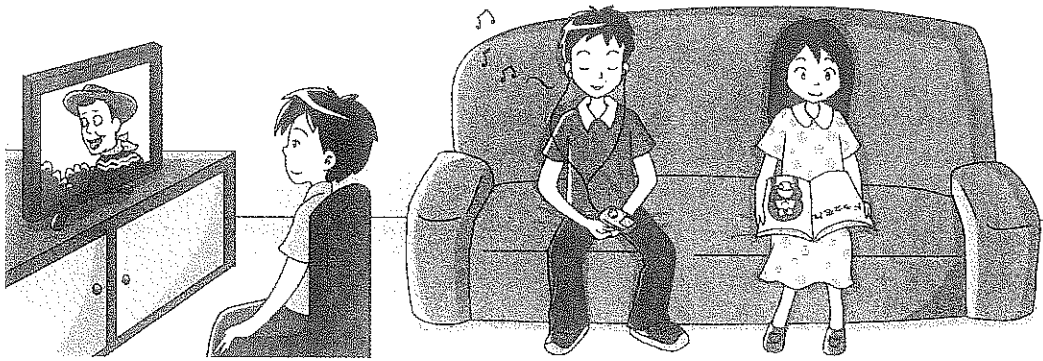
### Email from Alice Wu to Samuel Chan

New Message								
File	Edit	View	Insert	Format	Tools	Table	Window	Help
To...	samuel.chan@hkpu.edu.hk							
Cc...								
Subject	Promotional email							
<p>Hi Samuel,</p> <p>With the Celebrity Lecture Series, I guess there will be more students interested in joining foreign language courses. So please send a promotional email to our students to promote the upcoming courses on behalf of the Language Centre. In your email, in addition to basic details like the duration of each whole course, number of sessions, the popular Asian and European languages included and the CEF subsidy, you should attract students to join by stating the benefits and some of the improper ways of learning a foreign language. Of course, contact details for more information about the courses are also necessary. Remember to give your email a title.</p> <p>Best,</p> <p>Alice</p>								

### Poster from the Language Centre

*Let foreign languages be a part of your life...*

...if you want to understand other cultures better  
and make travel more fun!



Come to the Language Centre and register for a foreign language course now!

Enquiries: 2967 1123

## Preface

**This** book is well-designed for students learning Spanish as a second language. The 12 interactive modules and recordings of native speakers can guide readers to master the essentials of daily communication. If you hope to have an even quicker grasp of basic Spanish, here are some tips for you!

Do study every day and also review regularly. But this doesn't mean studying in a boring and ineffective way like memorising words from a dictionary or translating sentences word to word. Taking a glance at the module summary after you have completed each module will help. If you find this book helpful, recommend it to your friends! With friends studying Spanish as well, forming study groups with them will improve your Spanish. And don't be shy to make friends with Spanish speakers. They will be your teachers for FREE! Lastly, always take the first step and don't be afraid of making mistakes when you have decided to learn a language!

¡Buena suerte!

Juan Martinez  
Consultant

## 40-hour Language Courses (20 sessions)

Join us to enhance your competitiveness in the job market  
and improve your interpersonal communication skills!

Language	Starting date	Time	Fee	Application deadline
 Japanese	10 Oct 20XX	Fridays 6:45 – 8:45 pm	\$3,680	29 Sept 20XX
 Korean	12 Oct 20XX	Sundays 2:30 – 4:30 pm	\$3,680	2 Oct 20XX
Mandarin	11 Oct 20XX	Saturdays 3:30 – 5:30 pm	\$3,280	30 Sept 20XX
 French	10 Oct 20XX	Fridays 6:45 – 8:45 pm	\$3,980	29 Sept 20XX
German	11 Oct 20XX	Saturdays 1:30 – 3:30 pm	\$3,980	30 Sept 20XX
 Spanish	12 Oct 20XX	Sundays 12:30 – 2:30 pm	\$3,980	2 Oct 20XX

### Enquiries:

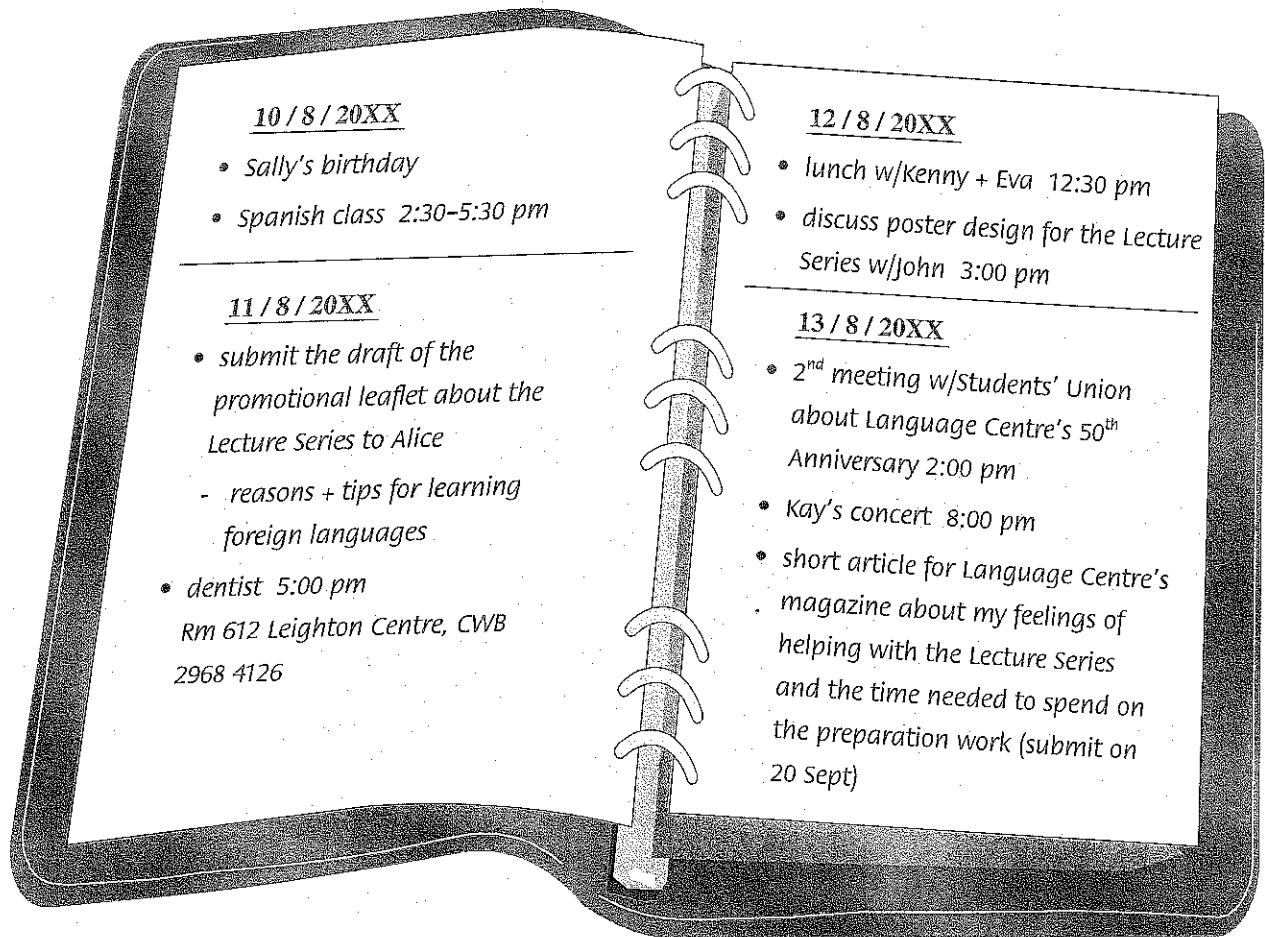
Hotline: 2967 1123

Email: carina.kwok@hkpu.edu.hk

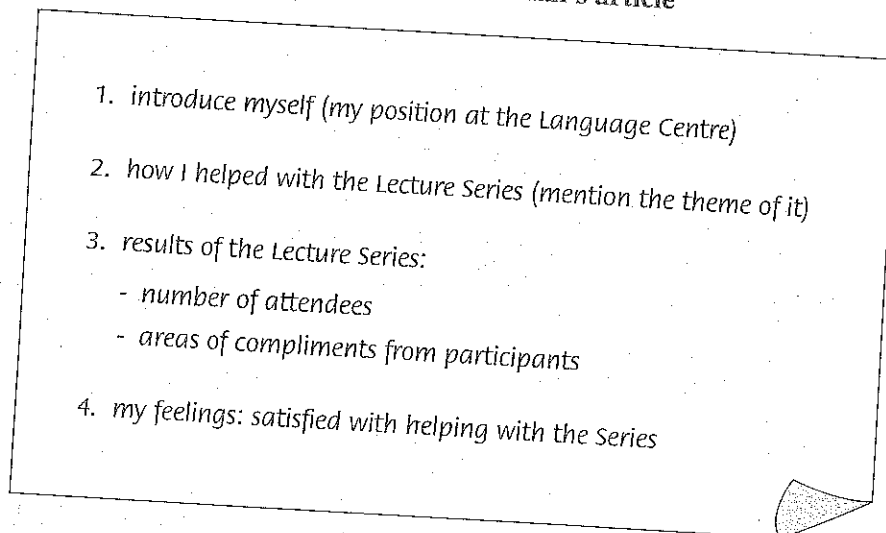
### Remarks:

1. Applicants are required to pass a benchmark test in order to get 80% reimbursement of the course fee from the Continuing Education Fund (CEF).
2. No refunds or transfers to other classes after application.

### Samuel Chan's personal schedule



### Outline of Samuel Chan's article



**Hong Kong Public University**  
**Nam Ching Road, Kowloon, Hong Kong**  
**General Hotline: 2823 4585 Fax: 2823 6963**

20 September 20XX

For immediate release

**Celebrity Lecture Series**

The Celebrity Lecture Series, organised by the Language Centre of Hong Kong Public University, has finally come to an end. The event successfully attracted over 2,800 people altogether. 'It's an encouraging result; we're glad to see all the overwhelming responses from our audience, guest speakers and the press!' said Alice Wu, Programme Coordinator of the Language Centre.

In the Series, famous people like Chef Chow took turns to share their experiences of learning foreign languages from different perspectives. It attracted not only students, but also some of the university lecturers and professors. The whole atmosphere was exceptionally lively and incredible. Guest speakers and audience were all mixed together. 'I believe the venue also led to the success of the whole event. It was so tranquil and relaxing. So everyone felt free to speak. However, I have to say that without the efforts of our wonderful working team, it wouldn't have been so successful,' Alice explained further. 'Most of our audiences, including a crew of an overseas youth TV channel, said that the talks were fantastic and looked forward to more interesting events related to learning foreign languages. There were great compliments – on the choice of venue, guest speakers, promotions, event management... It was really our pleasure,' Alice concluded. According to Alice, her team worked day and night before the Series to ensure everything would work well and all the equipment would be in their perfect condition.

For press enquiries, please contact Vivian Tam, the Public Relations Officer of Hong Kong Public University at 2823 4567 or [vivian.tam@hkpu.edu.hk](mailto:vivian.tam@hkpu.edu.hk).

THIS IS THE LAST PAGE OF THE DATA FILE FOR SECTION 1

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# Section 2

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### Fax from Alice Wu to Samuel Chan

Attn: Samuel Chan

Fax number: 2317 4875

From: Alice Wu

Fax number: 2845 6936

Subject: Tasks assigned

.....  
Bad luck today. Caught a cold last night and now my email account isn't working. But thank God, I've a fax machine at home.

To make things more efficient, I roughed out a task sheet for you (see below). So, in the meantime, you can simply concentrate on your own tasks. To help you a bit, I've also stated some relevant reminders. Hope it helps. Any questions, MSN me. No emails or calls (I can't really speak clearly). Let's work close together for these 2 weeks. Then we can all relax afterwards!

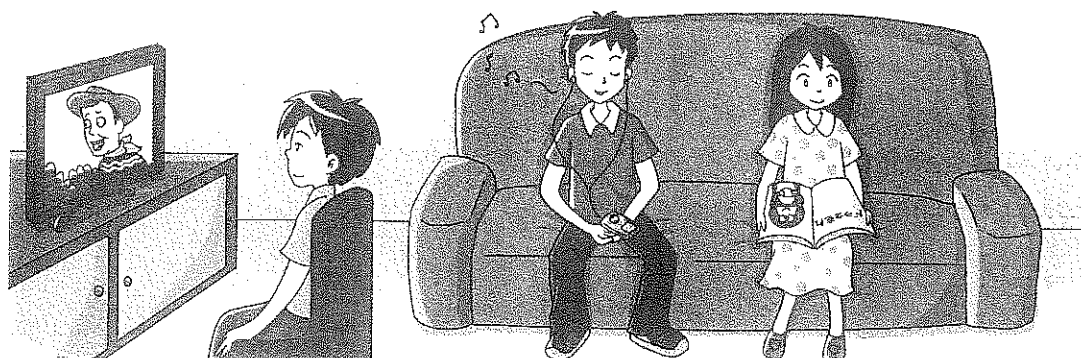
Task	Reminder
1. write up a summary of the meeting for the Celebrity Lecture Series which will be submitted to our director	- clearly show our own job duties (you, John and I)
2. prepare a leaflet for the Language Centre	- promote the Lecture Series by mentioning its theme and purposes - some improper ways of learning a foreign language

### Poster from the Language Centre

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...if you want to understand other cultures better

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### MSN history between Alice Wu and Samuel Chan

Time	Sender	Receiver	Message
11:41	Samuel	Alice	regarding the summary of the meeting...can i write in short paragraphs? coz it ll be more presentable n our director ll understand what's going on with the lecture series more easily
11:42	Samuel	Alice	what do u think?
11:43	Alice	Samuel	well i think that makes sense! and for those basic details of the event such as dates and duration, i suggest you include them in the same paragraph
11:43	Alice	Samuel	also the venue
11:44	Alice	Samuel	remember to mention the name and occupation of each speaker that we want to invite as well
11:46	Samuel	Alice	got it!
11:48	Samuel	Alice	btw i've got some convincing details of why we should learn a foreign language and some tips for students about it, including ways to learn through entertainment...can i include them in the leaflet as well?
11:50	Alice	Samuel	oh that would be great! for the tips, maybe you can get some ideas from the illustration of the poster and pls also promote our university's language courses: the course duration, the CEF subsidy, the contact details... highlighting those popular Asian and European language courses will be good enough

### Preface of *Brush up your Spanish*

#### Preface

**This** book is well-designed for students learning Spanish as a second language. The 12 interactive modules and recordings of native speakers can guide readers to master the essentials of daily communication. If you hope to have an even quicker grasp of basic Spanish, here are some tips for you!




Do study every day and also review regularly. But this doesn't mean studying in a boring and ineffective way like memorising words from a dictionary or translating sentences word to word. Taking a glance at the module summary after you have completed each module will definitely help. If you find this book helpful, recommend it to your friends! With friends studying Spanish as well, forming study groups with them will improve your Spanish. And don't be shy to make friends with Spanish speakers. They will be your teachers for FREE! Lastly, always take the first step and don't be afraid of making mistakes when you have decided to learn a language!

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### Enquiries:

Hotline: 2967 1123

Email: carina.kwok@hkpu.edu.hk

### Remarks:

1. Applicants are required to pass a benchmark test in order to get 80% reimbursement of the course fee from the Continuing Education Fund (CEF).
2. No refunds or transfers to other classes after application.

## First draft of closing speech

Hello everyone,

1. too casual, better be more formal

I am Mike, Director of the Language Centre of Hong Kong Public University. Thanks for all your

2. don't make it personal, the speaker should be representing the Language Centre of the University

participation and support in the last two weeks. The Celebrity Lecture Series proved to be a huge success. We

are happy that a large number of people attended the talks, which not only is a great encouragement

3. unclear, what's the exact number? What kinds of people attended?

to me but also proves that the event that we held was of quite high quality and academic value, which is one

4. same as the second remark

of the goals that we've aimed at achieving throughout all these years.

I would also like to take this opportunity to thank our colleagues for all their hard work and efforts spent on

preparing this Lecture Series. Without them, the Lecture Series would not have been so cool and popular.

5. shouldn't be rather informal

They have fully represented the motto of our Centre – In Pursuit of Confidence! Though the

6. this is not accurate!

Celebrity Lecture Series has finally come to an end, we may continue to organise more meaningful and

7. sounds not so sure and sincere, change it!

valuable activities and events for the public in the future.



Thank you so much. Bye.

8. not a very appropriate way to end the speech, think of a better one

Samuel,

Please see my comments for the underlined and make appropriate changes to this speech. Near the end of the speech (where the post-it is stuck), mention how the audience could give feedback about the Series after the talks and persuade them to join our 50<sup>th</sup> Anniversary by telling them the dates and activities involved.

Alice

**Hong Kong Public University**  
**Nam Ching Road, Kowloon, Hong Kong**  
**General Hotline: 2823 4585 Fax: 2823 6963**

20 September 20XX

For immediate release

**Celebrity Lecture Series**

The Celebrity Lecture Series, organised by the Language Centre of Hong Kong Public University, has finally come to an end. The event successfully attracted over 2,800 people altogether. 'It's an encouraging result; we're glad to see all the overwhelming responses from our audience, guest speakers and the press!' said Alice Wu, Programme Coordinator of the Language Centre.

In the Series, famous people like Chef Chow took turns to share their experiences of learning foreign languages from different perspectives. It attracted not only students, but also some of the university lecturers and professors. The whole atmosphere was exceptionally lively and incredible. Guest speakers and audience were all mixed together. 'I believe the venue also led to the success of the whole event. It was so tranquil and relaxing. So everyone felt free to speak. However, I have to say that without the efforts of our wonderful working team, it wouldn't have been so successful,' Alice explained further. According to Alice, her team worked day and night before the Series to ensure everything would work well and all the equipment would be in the perfect condition.

A voting box and a questionnaire collection box were placed in the Language Centre to collect the audiences' opinions on each talk. Participants were welcomed to fill in the one-page questionnaire and vote on their favourite talk. 'In fact, after the event, most of our audiences, including a crew of an overseas youth TV channel, said that the talks were fantastic and looked forward to more interesting events related to learning foreign languages. There were great compliments – on the choice of venue, guest speakers, promotions, event management... It was really our pleasure,' Alice concluded.

For press enquiries, please contact Vivian Tam, the Public Relations Officer of Hong Kong Public University at 2823 4567 or [vivian.tam@hkpu.edu.hk](mailto:vivian.tam@hkpu.edu.hk).

**Hong Kong Public University  
Language Centre**



**With our motto 'In Pursuit of Competence',  
we proudly present our 50<sup>th</sup> Anniversary to you!**

**10 to 16 October 20XX**

**Activities Highlights:**

Foreign language speech contests  
International Carnival  
and a lot MORE!

**More updates on <http://www.hkpu.edu.hk/lc50years/>**

**Guided Tours**

*11:00 am / 2:00 pm / 5:00 pm / 7:00 pm*

*Terms and conditions:*

1. This coupon is valid from 10 to 16 October 20XX.
2. Each coupon can be used once only.  
Photocopies of the coupon will not be accepted.

**Cocktail Parties**

Multi-function Room, Language Centre  
15 and 16 October 20XX  
5:00–6:30 pm

*Get a FREE cocktail with this coupon*

**THIS IS THE LAST PAGE OF THE DATA FILE**

9. Dear Lillian,

After listening to the radio programme you hosted last Friday about the impacts of divorce on children, I have the urge to write you a letter because I really want to share with you how divorce can devastate the children involved.

I know that many of these children do feel unwanted and have an imperfect life because either their mothers or fathers are not living with them anymore. As you explained, these children may have mental and emotional problems. I think one of the reasons is that the idea of divorce is too abstract for them to understand. The more the parents explain, the more confused the children would feel because in their perception, there must be a mother and a father in a family. Besides, divorce makes many of these children lack either proper male or female bonding to learn their roles in the long run. It is kind of difficult for boys to learn how to be a man if they live with only their mothers and vice versa for girls.

Divorce certainly has a lot of adverse effects on children. They may become a bit aggressive, unsociable and rebellious to show their sadness. Some of them may even shoplift in order to attract their parents' attention. Owing to the lack of parental guidance, they may be less motivated on their studies and become more dependent on other forms of happiness like being extravagant, addicted to drugs or hanging out with gangsters. Some may even blame their parents for their divorce, which worsens the relationship between the parents and themselves.

Divorce is almost always harmful to children but I believe that no parents wish to have an unhappy ending to their marriage. Not only the children would suffer from psychological and emotional problems, the parents would also have to face abrupt changes after divorce, like looking after the children by themselves, managing their own emotions caused by stress or even work harder to live on only one salary. I think these parents also need support to handle their feelings and financial needs before they can take good care of their children.



I believe every parent loves their children and no matter how their marriage goes, such love will never die. In fact, there are numerous reasons for divorce: domestic violence, extramarital affairs, etc. Outsiders should not put too much blame on the parents as long as they reach a consensus on taking care of their children and still show their love and care to their children after divorce.

Best,  
Chris Wong

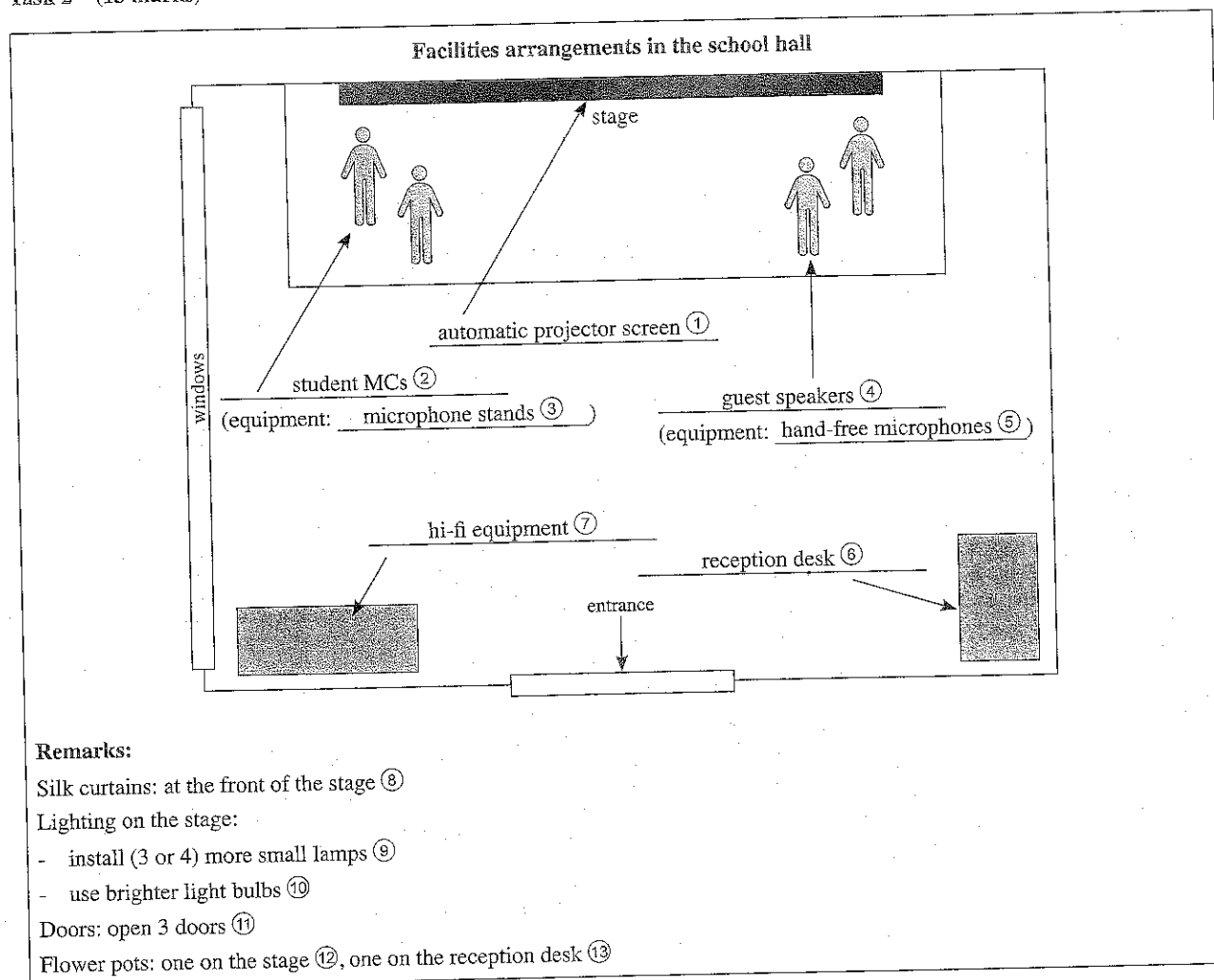
(425 words)

## Part A

## Task 1 (9 marks)

Language stars of the month		
Name	 Bernice Liu	 Carol Wong
Occupation	Full-time artist	Full-time model Part-time model
Mother tongue	Cantonese English ①	Putonghua
Second language(s)	English Cantonese ②	English, Hakka ⑥
Foreign language(s)	Japanese	German, Indian Italian ⑦
- Greatest advantage of learning the foreign language(s)	Help with future studies career ③	Learn more about foreign cultures
- Biggest challenge of learning the foreign language(s)	Vocabulary, (changes in) tenses ④	Gender differences Pronunciation ⑧
- Advice for teenagers on learning a foreign language	Enrich your vocabulary bank day by day. Being interested (in the language) is the most important. ⑤	Learning how to speak the language is the most important. You must visit the foreign country and learn to use the language there. ⑨

Task 2 (13 marks)



Task 3 (15 marks)

\* Delete as inappropriate

Nature of the presentation: \*group / individual (1)

Time of the presentation: \_\_\_\_\_ end of November (2)

Time limit: \_\_\_\_\_ 25 minutes (3)

**Dos and don'ts for the presentation:**

✓ \_\_\_\_\_ (be) audience-orientatd // arouse audience's interest (4)

✓ \_\_\_\_\_ communicate / interact with audience (5)

X \_\_\_\_\_ (be too) long and repetitive (6)

X \_\_\_\_\_ use special jargon / technical terms (7)

**Requirements for a good presenter:**

✓ Manner of delivery: \_\_\_\_\_ convey the message clearly (8)

✓ Effect on audience: \_\_\_\_\_ convince the audience (successfully) (9)

✓ Appearance: \_\_\_\_\_ professional (10), \_\_\_\_\_ neat (11) and \_\_\_\_\_ confident (12)

✓ Voice: \_\_\_\_\_ loud and clear (13)

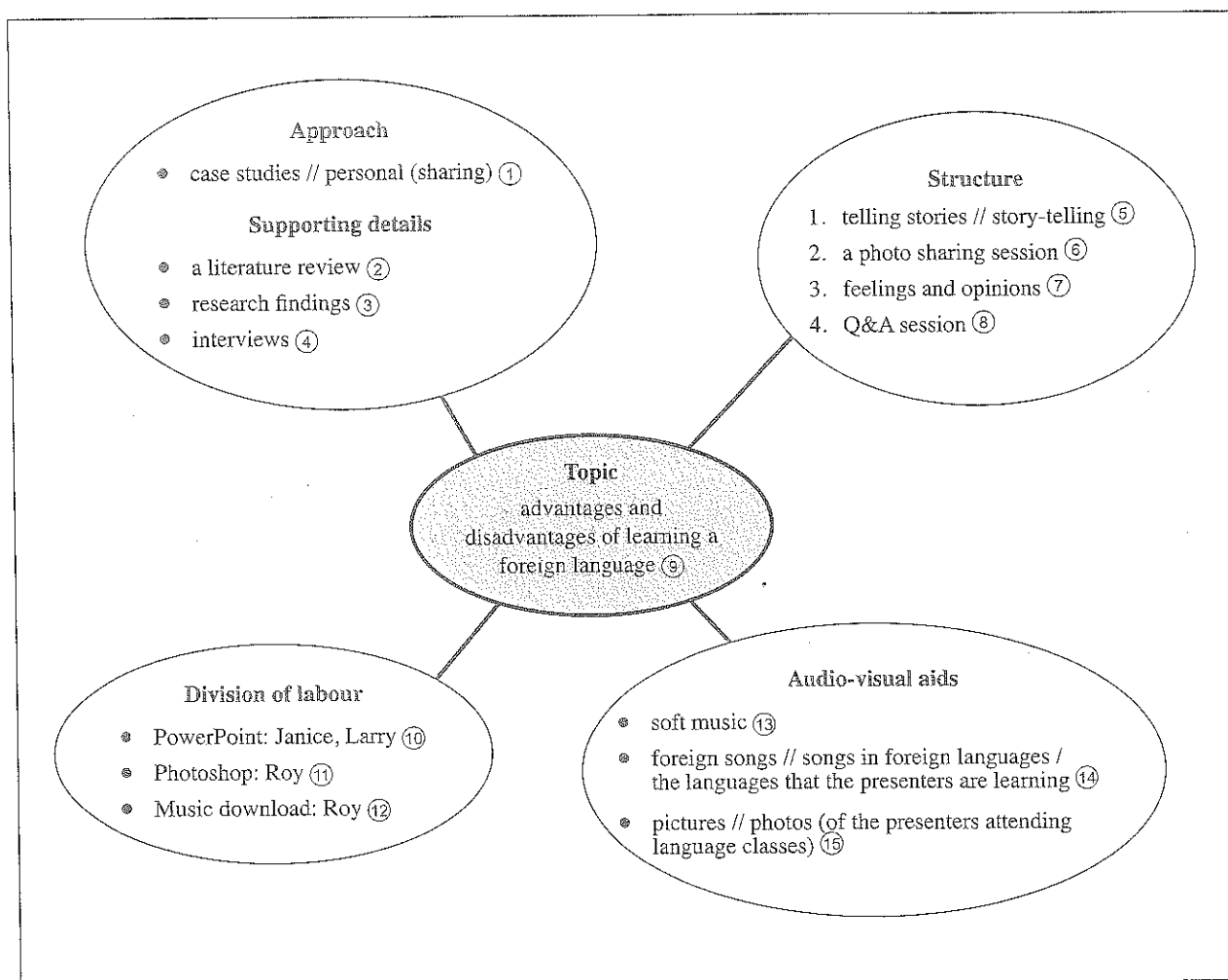
**Ways to show friendliness:**

✓ \_\_\_\_\_ (always) smile (14)

✓ \_\_\_\_\_ (always) look at the audience (15)



Task 4 (15 marks)



Part B Section 1

Task 5 (13 marks)

Minutes of today's urgent meeting	
Date: 8 August 20XX	
Venue: Conference Room 104, Language Centre	
Present: Alice Wu, John Ho, Samuel Chan	
Issues discussed (for the Celebrity Lecture Series):	
1. Dates	6-19 September (1)DF1, 2
2. Duration	2 weeks (2)DF1, 2
3. Venue	Minerva Hall (in the Main Building) (3)DF1, 2
4. Theme	Foreign Language Learning Experience (4)DF1, 2
5. Purposes	<ul style="list-style-type: none"> <li>• to share the keys to learning a foreign language (5)DF1, 2</li> <li>• to help students overcome the difficulties of learning a foreign language (6)DF1, 2</li> </ul>
6. Guest speakers	Ken Chow (7)DF1, 2, Jack Chan (8)DF1, 2, Jessica Ma (9)DF1, 2
7. Budget	the exact amount will be informed through email (after checking with Nancy) (10)DF1, 2
8. Division of labour	Alice: work on the rundown of the lectures (11)DF1, 2 John: contact the guest speakers (12)DF1, 2 Samuel: reserve the Minerva Hall (in the Main Building) (13)DF1, 2

Task 6 (19 marks)

Markers notes: Bracketed items can come in any order.

Areas of content

Title

(1) New language courses in autumn and winter (\*any appropriate title)

DF3

**Benefits of learning a foreign language**

- (2) understanding other cultures better
- (3) making travel more fun
- (4) enhancing competitiveness in the job market
- (5) improving interpersonal communication skills

DF3, 4  
DF3, 4  
DF3, 6  
DF3, 6

**Improper ways of learning a foreign language**

- (6) memorising words from a dictionary
- (7) translating sentences word to word

DF3, 5  
DF3, 5

**Language courses**

- (8) 40 hours
- (9) 20 sessions
- (10) Japanese, Korean
- (11) French, Spanish
- (12) passing a benchmark test to get 80% reimbursement (from CEF)

DF3, 6  
DF3, 6  
DF3, 6  
DF3, 6  
DF3, 6

**Contact details**

- (13) 2967 1123
- (14) carina.kwok@hkpu.edu.hk

DF3, 4, 6  
DF3, 6

**Complimentary close**

- (15) Best / Regards, Samuel Chan, Part-time Administrative Assistant of the Language Centre

DF3

**Task completion = 10 marks**

Description	Marks
12-15 points	10
9-11 points	8
6-8 points	6
3-5 points	4
2 points	2
0-1 point	0

**Language = 5 marks**

0	1	3	5
The text is unintelligible because of the large number of spelling, punctuation and grammatical errors.	Short and simple sentences are mainly used but there are many grammatical mistakes, which greatly affect meaning.	Short and simple sentences are mainly used. There are quite a lot of mistakes in spelling and grammar, which at times affect meaning.	Most simple and compound sentences are accurately constructed and punctuated. There are grammatical errors but meaning is generally clear.

**Readability and coherence = 2 marks**

0	1	2
Ideas not cohesively presented OR mismatches between topic / elaboration.	Some effort to organise writing but some unclear links.	Writing easy to follow due to clear links between ideas.

**Tone = 2 marks**

0	1	2
No or very little use of appropriate tone / use of inappropriate phrases.	Some use of appropriate tone.	Effective and appropriate use of tone.

**Task 7 (16 marks)**

**Markers note:** Bracketed items can come in any order.

**Areas of content****Self-introduction**

- (1) Part-time Administrative Assistant of the Language Centre

DF8

**Roles in the Lecture Series**

- (2) Foreign Languages Learning Experience
- (3) poster design
- (4) room reservation // reserved the Minerva Hall (for the Lecture Series)
- (5) promotional leaflet
- (6) having worked days and nights for the Series

DF1, 8  
DF7, 8  
DF1, 8  
DF7, 8  
DF7, 8, 9

**Results of the Lecture Series**

- (7) over 2,800 audiences
- (8) choice of venue, guest speakers, promotions, event management

DF8, 9  
DF8, 9

**Feelings**

- (9) satisfied with helping with the Series

DF7, 8

**Language = 3 marks**

0	1	2	3
The text is unintelligible because of the large number of spelling, punctuation and grammatical errors.	Short and simple sentences are mainly used but there are many grammatical mistakes, which greatly affect meaning.	Short and simple sentences are mainly used. There are quite a lot of mistakes in spelling and grammar, which at times affect meaning.	Most simple and compound sentences are accurately constructed and punctuated. There are grammatical errors but meaning is generally clear.

Readability and coherence = 2 marks

0	1	2
Ideas not cohesively presented OR mismatches between topic / elaboration.	Some effort to organise writing but some unclear links.	Writing easy to follow due to clear links between ideas.

Conciseness = 2 marks

0	1	2
Candidate unable to use own words / copied large chunks from Data File.	Candidate attempted to be concise and use own words.	Candidate was successfully concise and used own words where appropriate.

## Part B Section 2

### Task 8 (15 marks)

Markers note: Bracketed items can come in any order.

To score points (8), (10) and (12), candidates have to show clear links to the relevant people.

#### Areas of content

##### Basic details

(1) 6-19 September

(2) 2 weeks

(3) Minerva Hall (in the Main Building)

DF1, 12

DF1, 12

DF1, 12

##### Theme and purposes

(4) Foreign Languages Learning Experience

(5) to share the keys to learning a foreign language

(6) to help students overcome the difficulties of learning a foreign language

DF1, 12

DF1, 12

DF1, 12

##### Guest speakers

(7) Ken Chow

(8) a chef

(9) Jack Chan

(10) a movie star

(11) Jessica Ma

(12) a Cantopop star

DF1, 12

DF1, 12

DF1, 12

DF1, 12

DF1, 12

DF1, 12

##### Division of labour

(13) John: contact the guest speakers

(14) Samuel: reserve the Minerva Hall (in the Main Building)

(15) Alice: work on the rundown of the lectures

DF1, 10, 12

DF1, 10, 12

DF1, 10, 12

Task completion = 8 marks

Description	Marks
11-15 points	8
8-10 points	6
5-7 points	4
2-4 points	2
0-1 point	0

Language = 5 marks

0	1	2	3	4	5
The text is unintelligible because of the large number of spelling, punctuation and grammatical errors.	Short and simple sentences are mainly used but there are many grammatical mistakes, which greatly affect meaning.	Short and simple sentences are mainly used. There are quite a lot of mistakes in spelling and grammar, which at times affect meaning.	Most simple and compound sentences are accurately constructed and punctuated. There are grammatical errors but meaning is generally clear.	Simple or compound sentences used appropriately, with some attempts at more complex sentences. Punctuation, spelling and language structures are mainly accurate with only occasional minor errors that do not affect overall clarity.	Good range of accurate sentence structures and the standard of accuracy in spelling, punctuation, and language structures is high.

This is an overall impression mark of language used. The following areas should be considered:

- vocabulary (range, variety, accuracy)
- grammar (range, variety, accuracy)
- spelling

Readability and coherence = 2 marks

0	1	2
Ideas not cohesively presented OR mismatches between topic / elaboration.	Some effort to organise writing but some unclear links.	Writing easy to follow due to clear links between ideas.

# Task 9 (19 marks)

Markers note: Bracketed items can come in any order.

## Areas of content

### Details of the Lecture Series

- (1) Foreign Language Learning Experience
- (2) to share the keys to learning a foreign language
- (3) to help students overcome the difficulties of learning a foreign language

DF1, 10  
DF1, 10  
DF1, 10

### Reasons for learning a foreign language

- (4) understanding other cultures better
- (5) making travel more fun
- (6) enhancing competitiveness in the job market
- (7) improving interpersonal communication skills

DF11, 12  
DF11, 12  
DF12, 14  
DF12, 14

### Tips for learning a foreign language

- (8) watching TV and movies of that language
- (9) listening to music of that language
- (10) reading books of that language
- (11) studying every day
- (12) doing reviews regularly
- (13) forming study groups
- (14) making friends with native speakers
- (15) not being afraid of making mistakes

DF11, 12  
DF11, 12  
DF11, 12  
DF12, 13  
DF12, 13  
DF12, 13  
DF12, 13  
DF12, 13

### Improper ways of learning a foreign language

- (16) memorising words from a dictionary
- (17) translating sentences word to word

DF10, 13  
DF10, 13

### Language courses

- (18) 40 hours // 20 sessions
- (19) Japanese, Korean
- (20) Spanish, French
- (21) passing a benchmark test to get 80% reimbursement (from CEF)

DF12, 14  
DF12, 14  
DF12, 14  
DF12, 14

### Contact details

- (22) 2967 1123
- (23) carina.kwok@hkpu.edu.hk

DF11, 12, 14  
DF12, 14

## Task completion = 10 marks

Description	Marks
19-23 points	10
14-18 points	8
11-13 points	6
7-10 points	4
3-6 points	2
0-2 points	0

## Language = 5 marks

0	1	2	3	4	5
The text is unintelligible because of the large number of spelling, punctuation and grammatical errors.	Short and simple sentences are mainly used but there are many grammatical mistakes, which greatly affect meaning.	Short and simple sentences are mainly used. There are quite a lot of mistakes in spelling and grammar, which at times affect meaning.	Most simple and compound sentences are accurately constructed and punctuated. There are grammatical errors but meaning is generally clear.	Simple or compound sentences used appropriately, with some attempts at more complex sentences. Punctuation, spelling and language structures are mainly accurate with only occasional minor errors that do not affect overall clarity.	Good range of accurate sentence structures and the standard of accuracy in spelling, punctuation, and language structures is high.

## Readability and coherence = 2 marks

0	1	2
Ideas not cohesively presented OR mismatches between topic / elaboration.	Some effort to organise writing but some unclear links.	Writing easy to follow due to clear links between ideas at paragraph and text level.

## Paraphrasing = 2 marks

0	1	2
Candidate unable to use own words / copied large chunks from Data File.	Candidate attempted to paraphrase and use own words.	Candidate successfully paraphrased and used own words where appropriate.

**Task 10 (19 marks)**

Markers note: Bracketed items can come in any order.

**Areas of content**

**Changes to the draft**

- (1) Good morning / afternoon, ladies and gentlemen
- (2) on behalf of the Language Centre of Hong Kong Public University
- (3) over 2,800 audiences
- (4) students
- (5) lecturers
- (6) professors
- (7) a crew of an overseas youth TV channel
- (8) us
- (9) wonderful and successful (\*any pair of appropriate adjectives)
- (10) In Pursuit of Competence
- (11) will / would (\*any word that shows sincerity and certainty)

DF15  
DF15  
DF15, 16  
DF15, 16  
DF15, 16  
DF15, 16  
DF15, 16  
DF15  
DF15  
DF15, 17  
DF15

**How the audience gave feedback**

- (12) voting box
- (13) questionnaire collection box

DF15, 16  
DF15, 16

**Details of the Language Centre's 50<sup>th</sup> Anniversary**

- (14) 10-16 October
- (15) Foreign language speech contests
- (16) International Carnival
- (17) guided tours
- (18) cocktail parties

DF15, 17  
DF15, 17  
DF15, 17  
DF15, 17  
DF15, 17

**Closing**

- (19) We hope to see you at the Language Centre / Hong Kong Public University soon (\*any appropriate ending)

DF15

**Task completion = 10 marks**

Description	Marks
14-19 points	10
10-13 points	8
7-9 points	6
4-6 points	4
2-3 points	2
0-1 point	0

**Language = 5 marks**

0	1	2	3	4	5
The text is unintelligible because of the large number of spelling, punctuation and grammatical errors.	Short and simple sentences are mainly used but there are many grammatical mistakes, which greatly affect meaning.	Short and simple sentences are mainly used. There are quite a lot of mistakes in spelling and grammar, which at times affect meaning.	Most simple and compound sentences are accurately constructed and punctuated. There are grammatical errors but meaning is generally clear.	Simple or compound sentences used appropriately, with some attempts at more complex sentences. Punctuation, spelling and language structures are mainly accurate with only occasional minor errors that do not affect overall clarity.	Good range of accurate sentence structures and the standard of accuracy in spelling, punctuation, and language structures is high.

**Readability and coherence = 2 marks**

0	1	2
Ideas not cohesively presented OR mismatches between topic / elaboration.	Some effort to organise writing but some unclear links.	Writing easy to follow due to clear links between ideas at paragraph and text level.

**Tone = 2 marks**

0	1	2
No or very little use of appropriate tone / use of inappropriate phrases.	Some use of appropriate tone.	Effective and appropriate use of tone.

