

You and your classmates are organising committee members of the 'Hong Kong's Heritage Excursion'. Ms Fok, the teacher-in-charge of the excursion, has sent you and other committee members an email about it. Read the email and complete LT 2.2.

From: Ms Fok <irisfok@hkcollege.edu.hk> To: Organising Committee Members <9789@hkcollege.hk>, <9792@hkcollege.hk>, <9797@hkcollege.hk>, <9799@hkcollege.hk> cc: susanyu@hkcollege.edu.hk Date: 27 September 20XX Subject: Proposal for the Hong Kong's Heritage Excursion Hi there Thanks for agreeing to help us in organising the 'Hong Kong's Heritage Excursion'. Though there will be tons of work, I'm sure you can learn a lot in the process. Now, I'll tell you how you can help. Before the excursion, we need to plan carefully to make sure that everything will be alright. But we don't have much time to prepare for the tour, so can you please send me a proposal ASAP? In the proposal, write about the objectives of this tour, the places and heritage sites to be visited and the activities to be conducted. Please give reasons for your choices as this makes your proposal more convincing. To save time, can you please design a poster for the outing and send it to me together with the proposal? Yesterday, I listened to an interview about heritage conservation in the radio programme 'Teen Time'. It discussed why heritage conservation was important to Hong Kong. I suggest that you go to the archive of the website and listen to the interview because the programme may help you prepare your proposal. I've attached some leaflets about some popular routes for heritage tours in Hong Kong. Compare the three routes and make some notes. This helps you understand better the characteristics of each route. In response to our committee members' suggestion last year, we've conducted a survey to gather information about students' interests in historical trips. I've attached the findings for your reference. Have a look at the findings and find out what they like best. Take their preferences into consideration when you decide where to go and what to do in the excursion. There's a lot we can learn from the overseas trip to London last year. Thanks to the effort of the ex-committee members, the excursion was a huge success. Before you draft the proposal, refer to the one prepared by Susan Yu, an ex-committee member, for the London trip. This gives you some idea of what a proposal is like. Remember to present the findings of the survey and your suggestions. In the poster, please provide relevant details including the aim of the excursion, the date and time and what the destinations are like. If you have any questions, don't hesitate to talk to me. I look forward to your terrific suggestions for the function. TIA for your help. BTW, how was your trip to Shanghai during the summer vacation? Best regards Iris Fok	5 10 15 20 25 30 35
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There are a number of words or expressions which introduce the **reason** or the **result** of an event or idea. Here are some examples:

*But we don't have much time to prepare for the tour, **so** can you please send me a proposal ASAP? (lines 11 & 12)*

*Please give reasons for your choices **as** this makes your proposal more convincing. (lines 13 & 14)*

*I suggest that you go to the archive of the website and listen to the interview **because** the programme may help you prepare your proposal. (lines 17 – 19)*

***Thanks to** the effort of the ex-committee members, the excursion was a huge success. (lines 27 & 28)*

Now, put the bold-typed words above in two groups, 'Reason' and 'Result', and fill in the table below. Think of other words or expressions with the same or similar meanings, and put them in the appropriate columns in the table.

Reason	Result

Words/expressions introducing reasons or results

Reason	Result
<i>because</i>	<i>so</i>
<i>as</i>	<i>therefore</i>
<i>thanks to</i>	<i>consequently</i>
<i>owing to</i>	<i>as a result</i>
<i>due to</i>	<i>hence</i>
<i>because of</i>	<i>thus</i>
<i>since</i>	

(The above answers are for reference only. Teachers may accept any reasonable answers.)

When people are writing, their choice of words and structures is influenced by the meaning they want to get across, the situation they are in, and the person(s) they address the message to. Depending on the situation, it may be appropriate to use an informal/less formal style (e.g. with close friends) or a formal style (e.g. writing a job application letter).

Refer to the email from Ms Fok and answer the following questions.

1. Do you think the email is written in a very formal style?

2. Can you quote some words or expressions which help explain your answer to Q.1?

3. Can you describe the relationship between the teacher and the students? Are there any words or expressions which show that they have a close or distant relationship? Give reasons for your answers.

4. An abbreviation is a shortened form of a word or phrase. In the email, three common email abbreviations are used. What are they? What do they stand for? Can you give more examples? Write your answers and examples in the table below.

Abbreviation	Meaning

1. *No. It is written in a rather informal style.*
2. *'Hi there', 'tons of work' and 'terrific' are informal words and expressions.*
3. *They are in a friendly relationship. The informal words, like 'Hi there', 'tons of work' and 'terrific', create a chatty tone and show that they are close to each other.*
- 4.

Abbreviation	Meaning
<i>ASAP (from the email)</i>	<i>as soon as possible</i>
<i>TIA (from the email)</i>	<i>thanks in advance</i>
<i>BTW (from the email)</i>	<i>by the way</i>
<i>LOL</i>	<i>laugh out loud</i>
<i>TTYL</i>	<i>talk to you later</i>
<i>FYI</i>	<i>for your information</i>
<i>CU</i>	<i>see you</i>

(The above answers are for reference only. Teachers may accept any reasonable answers.)

Abbreviation Organiser

The abbreviation

What does the abbreviation stand for?

Think of a suitable context for the abbreviation.

Who:	When:
Where:	Why:

The abbreviation

What does the abbreviation stand for?

Think of a suitable context for the abbreviation.

Who:	When:
Where:	Why: