

Procedures

Task 5: Writing a Proposal and Designing a Poster for the Heritage Tour (LT 2.14 – 2.18)

1. Give students the jumbled proposal (LT 2.14). Ask students to work in groups of four and put the jumbled parts in order.
2. With reference to LT 2.15, check the answers with students. Draw students' attention to the layout and features of the proposal such as title, headings, sub-headings and bullet points. Highlight the different sections of a proposal, namely introduction, results of the survey, recommendations and conclusion.
3. Ask students to study LT 2.15 and complete Part A of LT 2.16 by filling in the main idea of each section of the proposal in the tree diagram.
4. Highlight the language use in a proposal in Part B of 2.16. Ask students to work in groups and find two more examples for each category of the language use from LT 2.15.
5. Recap the vocabulary learnt in the previous tasks, namely words/expressions introducing reasons or results, formal vocabulary, order of adjectives and quantifiers describing numbers and figures. Ask students to identify the related vocabulary items in LT 2.15.
6. Introduce 'reporting verbs' to students and explain that they are useful in presenting findings of a survey. Remind students that although some reporting verbs may have similar meanings, like those expressions of reasons (e.g. because, due to, owing to), they are used differently. Go through the first table in Part C of LT 2.16 with students. Ask them to complete the second table by identifying the reporting verbs in LT 2.15 and checking how they are used using a dictionary.
7. Go through the 'Useful expressions for proposal writing' in Part C of LT 2.16. Ask students to work in groups and draft a proposal for organising the 'Hong Kong's Heritage Excursion' in LT 2.17. Remind them to make use of the useful expressions and the following vocabulary items in drafting the proposal:
 - words/expressions introducing reasons or results (Task 1)
 - formal vocabulary (Task 2)
 - quantifiers to describe figures and numbers (Task 4)
 - reporting verbs to report findings (Task 5)
8. Ask students to design a poster for the tour in LT 2.18. Encourage students to use the adjectives to describe architecture and buildings they learnt in Task 3 when they design the poster.