

I. Listening skills

Preparing for listening



In order to better prepare yourself for tackling all the tasks in Paper 2, it is important for you to have a clear idea of the structure of this paper. There are six tasks altogether. They are divided into listening tasks and integrated tasks. The details can be seen as follows:

Do You Know?

Sometimes the same information can be found in both the Data File and the recording.

Tasks	Type of tasks	Where to find the relevant information
Task 1 to Task 3	Listening tasks	Answers to the questions in these tasks are derived from the recording only
Task 4 to Task 6	Integrated tasks	Answers to the questions in these tasks are derived not only from the recording, but also from the instructions in the Question-Answer Book and the Data File

It should be noted that:

- When you are taking the Paper 2 examination, you will be given two booklets: a Question-Answer Book and a Data File.
- All the answers should be put on the Question-Answer Book. The Data File is to help you deal with the integrated tasks.
- In some of the tasks, you may be asked to take notes on or make changes to the Data File, which are then rewritten to become suitable answers on the Question-Answer Book.

Do You Know?

Before the recording begins, make use of the two-minute preparation time to familiarise yourself with the situation and Task 1 to Task 3.

The amount of time for studying different parts of the exam can be shown as follows:

Amount of time for studying...	Time
The Question-Answer Book before the recording begins	2 minutes
The Data File and Task 4 to Task 6 after the recording for Task 3	4 minutes

In order to make good use of the preparation time, there are several things that you need to focus on:

- **Situation:** It appears on the first page of the Question-Answer Book which provides you with a lot of useful background information such as who you are, what you need to do, and whom you have to work with.
- The kinds of information that are provided and are expected to be provided: These help you make logical predictions of the kinds of information that you need to provide to answer the questions.

You also have to find out the key words (introduced later in this chapter) and apply the skills of skimming and scanning (introduced later in chapter 2) during the preparation time.



Demonstration

- A.** Take a quick look at the following situation and pay attention to the kinds of information included in the situation of the Data File.

Do You Know?

Your name, your role and position you hold

Your task

People you work with

Number of tasks to complete

Where to locate the relevant information

Time given to study the tasks and the Data File

Situation

You are Christopher Li, the Vice-President of the English Debate Society at The Chinese University of Hong Kong (CUHK). The president of the society, Ivy Ma, has asked you to help organise a joint-university English debate competition with City University of Hong Kong (CityU), The Hong Kong Baptist University (HKBU), and The University of Hong Kong (HKU). You need to work closely with her (i.e. Ivy Ma), as well as Maggie Cheung, the public relations officer of the English Debate Society at CityU, George Lau, the president of the English Debate Society at HKBU, and Peter Chu, the president of the English Debate Society at HKU.

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

You will have two minutes to study the Question-Answer Book in order to familiarise yourself with the situation and Tasks 1, 2 and 3 before the recording begins.

You will have four minutes to read Tasks 4 to 6 and study the Data File before you do the tasks.



Work It Out

B. Take a quick look at the following situation and answer the short questions below. (7 marks)

Situation

You are Charles Leung, the Public Relations Officer of Good Harvest Company. Your boss, Mr Davidson, has asked you to organise a boat trip for the staff to celebrate the coming Mid-Autumn Festival. You need to work with him, together with Ella Chung, the secretary of the Aberdeen Boat Club, and Arthur Lo, the President of the Staff Club of your company.

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

You will have two minutes to study the Question-Answer Book in order to familiarise yourself with the situation and Tasks 1, 2 and 3 before the recording begins.

You will have four minutes to read Tasks 4 to 6 and study the Data File before you do the tasks.



Watch Out!

Pay attention to what the pronouns refer to in the situation.

Short questions

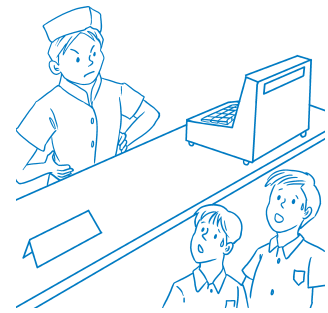
1. Whom do you need to work with?	
2. What is your name?	
3. What is your task?	
4. What is your role?	
5. Which company do you work in?	



Your Turn

Work in pairs. Tear out the flap cards of Chapter 1 on the front cover.

Student A: Look at Student A's side. You are Candy Law, the Vice-President of the Student Union of Kowloon Secondary School. You are now interviewing Jimmy Chiu, a secondary 1 student, about his view of the school canteen and are ready to fill in the form. You are only required to jot down the key content of what your interviewee said, without including any examples or explanations.



Student B: Look at Student B's side. You are Jimmy Liu, a secondary 1 student studying at Kowloon Secondary School. You are now interviewed by Candy Law, the Vice-President of the Student Union about your view of the school canteen.



Summing Up

I. Listening skills

Preparing for listening

- There are six listening tasks altogether in Paper 2.
- You are given two booklets: a Question-Answer Book and a Data File.
- There are two types of tasks, namely listening tasks (Tasks 1 – 3) and integrated tasks (Tasks 4 – 6).

Listening for key words

- There are two types of key words in the Question-Answer Book, namely content words and headings.
- There are three types of key words on the recording, namely repeated words, words spelt to you and words showing a change of idea.

II. Integrated skills

Reading skill

Understanding the Data File

- Make use of the Data File to find instructions about what you have to do in integrated tasks.
- The reference materials in the Data File are of various types, such as a memo, a chart and a floor plan.

Writing skills

Writing formal and informal letters

- When writing formal and informal letters, pay attention to the differences in styles.
- Examples of their differences include sender's and recipient's addresses, greetings to the recipient, etc.

Writing emails and faxes

- There are formal and informal emails and faxes.
- The information provided in emails and faxes includes name of sender, name of recipient, subject, date, greeting and closing.



Self Evaluation

I. Listening skills

Work It Out	B. Preparing for listening (p.4)	/7
	D. Listening for key words (p.7)	/7
Test Your Understanding	Task 1 (p.18)	/14
	Task 2 (p.19)	/8
Total marks		/36*

*27 – 36: Excellent 22 – 26: Good 18 – 21: Average 10 – 17: Below Average <10: Poor

II. Integrated skills

Work It Out	F. Understanding the Data File (p.10)	/10
	H. Writing formal and informal letters (p.13)	/15
	J. Writing emails and faxes (p.15)	/11
Test Your Understanding	Task 3 (p.20)	/13
	Task 4 (p.21)	/20
Total marks		/69*

*60 – 69: Excellent 48 – 59: Good 35 – 47: Average 15 – 34: Below Average <15: Poor

Overall Performance

Give yourself a mark by putting a tick in the appropriate box. (1: poor; 6: excellent)

Skill	Mark	1	2	3	4	5	6
	1. Understanding the structure of Paper 2						
2. Locating key words in the Question-Answer Book and on the recording							
3. Understanding the various types of information shown in the Data File							
4. Differentiating formal letters from informal letters							
5. Writing emails and faxes using the appropriate style and format							