

HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

ENGLISH LANGUAGE PAPER 1

Generally speaking:

- 1) Very minor spelling mistakes and grammatical errors that do not impede the understanding of the answers are tolerated.
- 2) No marks should be given if extra or excessive words in answers affect the overall meaning of the answer.

SUGGESTED ANSWERS

Part A

1. not long after his (heart-breaking) divorce (with his wife) // (the time) when his company shut down a number of departments (and laid off a handful of top management) (because of the plunging economy). (L15-17)
2. C (Paragraph 2)
3. C (L4)
4. B (L10)
5. (to enter) the battlefield (L19)
- 6.

i. A lot of people from Gordon Chow's company were laid off.	F (L16 "a handful of")
ii. Gordon Chow was not worried about his life right after the layoff.	T (L17)
iii. The company paid Gordon Chow some money as compensation when they fired him.	T (L17)
iv. The bank that Gordon Chow worked for went bankrupt.	NG (L15-16)
v. Some employees were relocated to other departments.	NG (L15-17)

7. C (L17)
8. i. fix (L20)
ii. figure out (L22)
9. B (L25)
10. A (L25)
11. because he knew that he won't get the job if he demanded for a high salary like his previous salary // He knew the difficult situation in the job market. // He was desperate to get a /the job. // He really wanted to have a /the job. //He wanted to be hired. (interpret from the paragraph 8) (L32-33)
12. The job went to someone half his age /younger (than Gordon Chow).// He was too old for the job. // The company hired a/the younger applicant. (L36)
13. (i) rents are cheaper (ii) It is farther away from the city. (L38-39)
14. (i) enough // adequate // sufficient (L17-18 huge severance package)
(ii) again /soon /easily /later/ anymore/ ever /eventually /finally /then (L37) (do not accept 'now')
(iii) driving (L40) (do not accept 'drive')

- (iv) ride (L67)
15. poor / difficult economies / they fail to stick around in difficult situation (L50-51)
16. Because eighty percent of them has// (many of them) they have lost their job (too). (L54-55)
17. C
18. (i) contract / (has) contracted (L61) (ii) downsize / (are) downsizing (L61)
19. a/ the job
20. Because he (desperately/really) wants to have/get a job /work but he cannot. // It is a way to comfort himself for the fact that he cannot find a job.// He has to convince himself that it is not a big deal to be jobless and he actually has time for (doing) other things. // To ameliorate the negative thinking about being too old to find a job (but too young to retired.) (from overall understanding of the text, L68-71)
21. (i) F (ii) D (iii) H (iv) A (v) C (vi) G (vii) E (viii) B
22. (i) B (ii) C (iii) B (iv) A

Part B1

23. A (L9)
24. C (L4)
25. D
26. A (L4)
27. friends and family (L4-5)
28. A (L3,L6-8)
- 29.

	Summary	Correction
e.g.	Peter Jacob, a British <u>engineer</u> , whose work has been	Photographer (L29)
i	<u>banned</u> in many publications including fashion and politics,	published// posted //shown//released// put// included (L21 appeared)
ii	is involved in a campaign for <u>one</u> electronic products at	some (L25)
iii	the moment and he is trying a <u>traditional</u> thing that he has	new (L25)
iv	written a review for the new Panasonic digital camera.	✓
v	Simon Cole, on the other hand, a <u>teacher</u> in City College,	lecturer (L34)
vi	has shared with us a <u>boring</u> project in this issue.	fun//fascinating(L31 intriguing) (do not accept 'intriguing')

30. to plug in a few cables and set a few passwords to link up all computers at home (while enhancing their overall performance at the same time). (L35-38)
31. B (L27)
32. (i)a (ii) reading (iii) could (iv) thinking of (v) written
(vi) definite (Q32 last line)
33. C (L44)
34. editing the 12-page holiday gift guide (L46)
35. solid (L53)
36. a programme developer (at Microsoft) (L49) (do not accept 'a regular contributor to major computer magazine')
37. (i) freelance (L43) (ii) computer science (L38)

38.

- A. This magazine is targeted for teenagers.
- B. It is Peter Jacobs’s first time to contribute to this magazine.
- C. Simon Cole teaches readers how to buy computer accessories in the article.
- D. Joanna Barker writes for various magazines.
- E. Scott Hudson is a father.
- F. *Jenni Pictures* is a magazine.

F (Scott Houston, kids, parents)
NG
F (L33,36)
T (L53)
T (L61)
NG (L12)

39.

Excerpts	Who’s the writer?	Readers’ Comments
i. “... <i>consider the personalities and interests of your friends: are they fond of electronics or are they book lovers? A LED book lamp and a book worm are a good match while a digital camera for your great granduncle might be a misfit.</i> ”	C (L40)	“I like the gift ideas // recommendations // suggestions (142) in your shopping guide. They have helped me get some really nice gifts for every one in my family. Thanks!”
ii. “... <i>there are plenty of educational websites that are beneficial to your young ones’ development. Choose carefully and spend time with time in front of the computer. Make it a child-parent bonding time instead of a child-computer interaction.</i> ”	E (kids parents)	“My boy is often glued to his computer in the study room but at least I know he’s learning something off the information highway instead of just wasting time in some silly games.” (L58,L64)
iii. “... <i>mark down the specifications of all the computers and accessories, draw a pictorial map to make it easier to link up stuff.</i> ”	D (L29)	“My laptop crashed after connecting to the network // system // Internet (L34) . It receives zero signal on the wireless network. What has happened?”
iv. “ <i>It is equipped with an impressive vibration reduction function so even shaky hands can take great pictures...</i> ”	B (L17)	“How do you compare that with the other model // camera that has been released earlier this month?”
v. “ <i>Indigenous people start the ceremony before the sun rises; it is important for them to finish the ritual before the sun gets high up in the sky...</i> ”	A (L41)	“Have you thought of publishing your own photo journals and making a full collection for each continent? I like your photos a lot.”

Part B2 – Text 3

40. You /People can have a choice to stop complaining /whining (about their miserable life) (L1)
41. (i) minor (L9) (ii) granted (L5)
42. B (paragraph 4)
- 43.
- (She) did not bleed to death (before the ambulance arrived) / she didn't die from the accident /she survived the accident (L15-16)
 - (She) was (lucky to be) able to keep her right leg (L17)
 - her initial recovery was fast/ faster and good/ better (than) any (case) on the medical team could have imagined /she recovered quickly. (L18)
44. A (L18)
45. People thought it would be normal for Sarah to complain or at least feel frustrated but she had not. / had stayed optimistic. //People thought Sarah was hiding her feelings of frustration (and depression) about the accident. //People expected Sarah to feel desperate/bad/sad about her conditions but she did not feel /had not felt that way at all. (L23-24) (components: cruel fact + Sarah's positive reaction)// It means the people in the hospital thought that she insisted on accepting the fact that she lost her leg – they don't believe she has recovered from the accident and has been truly optimistic since. (acceptable, and please refer to the bracket explaining the components required to score the mark)
46. the / Sarah's / her (first) basic walking leg (given by doctors) (L37)
47. C (L42)
48. (i) put //exerted// applied (L44)
(ii) painful//frustrated//aching//sore//pain(L44)
(iii) helped//encouraged//assisted//supported//guided//trained//led//strengthened (L43)
(iv) strength//power//stamina (L43,45) (do not accept 'confidence')
(v) from (L46)
49. they usually experience problems with their amputation stumps which could cause severe muscle pain. (L48-49)
50. (only past tense is accepted)

August 2002	(i) Sarah (got a ride from her schoolmate, Jack and his family) and had a <u>car accident</u> . // Sarah had a <u>car accident</u> and the impact crushed her leg paper thin. (L6) Not accept: there was a car accident/ a car accident happened.
Two days after accident	(ii) <u>Sarah's /Her left leg was/</u> had to be <u>amputated below the knee</u> (L12)
(iii) November 2002(L19) /Three months after the accident	Discharged from the hospital
First year after accident	Had four operations (iv) Doctors gave her a basic walking leg / <u>Got/ Given a basic walking leg</u> [(which she found heavy and uncomfortable) L37] (v) <u>Got / Given/ Had a light(er) (walking)leg</u> designed especially for sports// Sarah progressed to <u>a light leg designed especially for sports</u> // The first walking leg was replaced by a lighter one designed especially for sports (L38)

51. B (L48-49,52)

*why is C not the answer? and what's the line reference for option B? [The answer is B although there is no reference for 'limbs' .From lines 48-49, the doctor has patients with amputation issues, and from line 52, they help patients gain back independence and activity levels which does not mean physical strength. The implication is with the help of replacement limbs, patients can take care of themselves (independence) and have better mobility (activity levels) .]

Text 4

52. D → E → B → A (→ given :C)

53. Biography writers may go into deeper analysis of the subject's life (1) to give readers a good story(1). (L61) // Biography writers (just/simply) want to write something /a better / an interesting story (1) to attract readers.(1)

54. (i) A (ii) D

55. You should feel strongly about the person so that these emotions will help motivate and guide your writing. (L71-72) //If you feel strongly about the person then you will be motivated to write.

56. C

57. (a) (i) thorough// detailed // complete // extensive // careful (do not accept 'more')
(ii) Talk (do not accept 'interview')

(b) (iii) slowly // gradually// progressively (c) (iv) Quote

58. proper editing of the draft (L60) (do not accept 'proofread your draft')

59.

ii. "My subject is not a famous person. I can't find anything about her on the Internet. What should I do?"	You can interview your subject, their families and friends, coworkers or anyone related to them. // Interview your subject or talk to anyone who knows your subject. (L86)
iii. "So much has happened during my subject's life. How should I organize the details?"	Biographies are mostly written in chronological order. (L66)// Lay out your subject's life as a series of dramatic peaks. // Write in a way that establishes the momentum towards the peaks. //Choose a few important events as the peaks of the story. (L90-93)
iv. "Do I have to use everything I have found about my subject in the biography? Why or why not?"	<u>No</u> , (you do not have to.) Limit your material to what is relevant to the <u>biography.</u> / Leave out unimportant details that are not relevant to the story. (L105) //It is <u>not necessary to use every bit of research</u> (when writing a biography.) // choose only the best and the most relevant information to include (L107) (Accept reasonable answers directly copied from the passage, 'no' is necessary)
v "How do I find out if my work is good at the end?"	You should do proper editing / <u>edit and proofread</u> your work after <u>the draft</u> is ready. (L59-60)

End of Marking Scheme

Hok Yau Club English Mock Paper 3

Marking Scheme

Part A

Task 1 (Total: 13 marks)

Fact Sheet: Food Festival @ Swanton Shopping Mall

What is the name of the food festival?

Swanton Food Festival (example)

What are the objectives of the food festival?

i) promote (1) the use of herb(s)

ii) announce that (2) Halo Supermarket has recently expanded

Things people can do at the food festival:

i) check out the latest products on (3) healthy living

ii) (4) see demonstration(s) on the use of herbs at the counters

iii) try out some food at the (5) sample food corner

When will the food festival end?

(6) 23rd May / a week after 16th May

What elements does the food festival share with the wine festival?

i) (7) same sponsor // they are both sponsored by Garden Food Company

ii) (8) lucky draw

iii) (9) promotional booklet(s) (7-9) interchangeable

Departments and personnel involved in the initial preparation stage:

(10) Sales Department,

(11) Public Relation(s) / PR Department, } (10-12) interchangeable

(12) Marketing Department and } (10-12) accept small letters

(13) John Chan from Halo Supermarket

Task 2 (Total: 21 marks) (Q14-34)

Note Sheet: Things to Confirm Before Food Festival

A. Promotional Leaflet about Herbs			
Name of the promotional Leaflet		Healing Herb(s) accept small letters	
<i>(mark a number from 1 to 5 in each box to indicate the order)</i>			
Herbs		Features	
Rosemary (15)	<input style="border: 2px solid red;" type="text" value="2"/>	<ul style="list-style-type: none"> ● eaten with steak ● good for (16) <u>blood circulation</u> ● prevents (17) <u>depression</u> 	
Lemongrass (15)	<input style="border: 2px solid red;" type="text" value="3"/>	<ul style="list-style-type: none"> ● smells good ● soothes (18) <u>stomachache(s)</u> ● used as (19) <u>natural air freshener</u> at home 	
Basil (15)	<input style="border: 2px solid red;" type="text" value="1"/>	<ul style="list-style-type: none"> ● adds flavour to food ● good for (20) <u>lung(s)</u> ● good for (21) <u>memory / memories</u> (20-21) interchangeable 	
Ginger (15)	<input style="border: 2px solid red;" type="text" value="5"/>	<ul style="list-style-type: none"> ● heals headaches ● cures (22) <u>indigestion</u> ● boils it in water for (23) <u>drinking</u> 	
Parsley given	<input style="border: 2px solid red;" type="text" value="4"/>	<ul style="list-style-type: none"> ● rich in Vitamin C ● promotes (24) <u>blood flow</u> 	
B. Venue of the Food Festival <i>(put a tick in the box of the final choice of venue)</i>			
Location		Advantages	Disadvantages
Concourse	<input type="checkbox"/>	<ul style="list-style-type: none"> ● (26) area is <u>big / area</u> ● good location 	<ul style="list-style-type: none"> ● (27) <u>too/so close to theatre</u>
L4 Podium (25)	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> ● lots of natural sunlight ● close to (28) <u>Halo Supermarket</u> 	<ul style="list-style-type: none"> ● (29) <u>(area is) small</u>
Grand Plaza	<input type="checkbox"/>	<ul style="list-style-type: none"> ● area is huge ● attracts people on the street 	<ul style="list-style-type: none"> ● (30) <u>outdoor /open area</u> <p style="text-align: center;">Opening area X</p>
C. Opening Ceremony			
<u>Person</u>	<u>Responsible for</u>		
i) (31) Linda (Chan)	(33) (Starting the) lucky draw (must match the correct person)		
ii) (32) Henry/Harry (Lam)	(34) (Giving the) opening speech (must match the correct person)		

(#31 & 33 and #32 & 34 are interchangeable)

Task 3 (Total: 11 marks) Q35-45)

You are going to have another meeting with Karen and Michael to discuss other aspects of the food festival. Tick the relevant boxes and fill in any other missing information as you listen to the conversation.

Note Sheet (RE: Poster, slogan, meeting dates and estimations)

Amend the poster if necessary and tick the chosen poster

(Tick one box)

A

B (35 & 36)

C



Slogan for the food festival:

(37) Herb(s) make Great Chef(s)

Upcoming Meeting Dates:

- 1) (38) (Halo Supermarket), Monday
- 2) (39) (Accounting Department), Thursday
- 3) (40) (Human Resources Department), Thursday

(38-40) Not interchangeable if no department names are given

Estimations:

- a) Number of stalls (41) 20
- b) Number of staff (42) 40
- c) Number of cashiers (43) 10
- d) Number of leaflets (44) 4,000
- e) Number of gift bags (45) 1,000

Task 4 (Total: 15 marks)**(Q46-60)**

Karen is going to meet with the Executive Director of the Marketing Department, Bernard Yip. Bernard is going to give Karen some feedback regarding the preparation process so far. As you listen to their conversation, mark down the feedback mentioned in the table.

Bernard's Feedback
<ul style="list-style-type: none">➤ background colour of the leaflet (46) is (too) dark and the font is (too) small➤ (47) stall arrangement is confusing➤ (48) children's food is missing
Suggested Improvements
<ul style="list-style-type: none">➤ change the background colour to (49) (light) green and yellow with layers➤ (50) increase the font size and use different type(s)➤ (51) re-arrange the stall(s) by food type➤ (52) add a children's food corner to sell herb ice cream and dried pork sheet(s)➤ (53) have a lucky draw when people spend up to \$150
Feedback from Other People
<ul style="list-style-type: none">➤ (54) Entrance decoration is (a bit) boring➤ (55) Original uniform makes the staff look like waitress(es) / waiter(s)
Suggested Improvements
<ul style="list-style-type: none">➤ (56) Use/ Add more spotlights with different colours / colourful spotlights➤ (57) Order/ wear some (plain) white T-shirts (for the staff)
Positive Feedback
<ul style="list-style-type: none">➤ (58) Choice of venue is good➤ (59) The Marketing Department is efficient

What is the response of Karen to the compliment from other departments?

(60) She feels very happy/encouraged (any positive feelings) (with that).

Part B 1

Task 5 Feedback Form (Total: 16 marks)

Feedback collected from VIP Customer Group		
	Positive Feedback:	Negative Feedback:
Pricing	<ul style="list-style-type: none"> (fairly) reasonable (1) or price is reasonable 	<ul style="list-style-type: none"> (some goods are) more expensive (than other shops) (2)
Choice of Products	<ul style="list-style-type: none"> (great) variety of goods (3) many choices of a single item (4) 	<ul style="list-style-type: none"> variety of goods not important (given) difficult to choose/make up the mind (5)
Arrangement of Goods	<ul style="list-style-type: none"> easy to locate goods /to find things (6) indicators and signs are detailed /good/clear (7) 	N/A
Services	<ul style="list-style-type: none"> friendly / helpful staff (8) (good) free delivery service (9) 	N/A
Promotions	<ul style="list-style-type: none"> easy to save money by point card (given) useful sales page of newsletter (10) informative /useful articles in the newsletter (11) 	<ul style="list-style-type: none"> not enough sale items (12) point card not saving enough money (13)
Others	<ul style="list-style-type: none"> shop is clean / spacious (14) or (pleasant shopping experience) 	N/A

Language (L) = 2 marks

Marks	Accuracy
2	Simple and more complex phrases are generally accurately constructed. Generally understandable though may be some minor errors. Most common words are spelt correctly.
1	Simple phrases are generally accurately. Grammatical errors sometimes affect understanding. Spelling of simple words is correct, more complex ones not.
0	Multiple errors throughout, spelling and /or word usage which make understanding impossible. OR Not enough evidence in candidate's work to be able to award '1', possibly due to the candidate copying everything verbatim from the Data File.

Task 6 Introductory Speech (Total: 18 marks)

150 words

	How did they get into the business and awards	DF pages reference
	<u>Patrick Foo</u>	
1	influence from his dad about trying new things	DF 5
2	helped out at his father’s restaurant (in Central)	DF 5
3	without formal training	DF 5
	<u>Jack Lim</u>	
4	liked to try out new recipes at home (when he was small)	DF 5
5	learned cooking in Paris	DF 5
6	and worked there for a decade (in a few famous restaurants)	DF 5
7	was once the Head Chef at Emperor Place	DF 5
	Signature Dishes	
8	(Patrick) Wonton chicken soup; Fried pork bun & Roasted chicken	DF 7
9	(Jack) Lamb Stew; Ratatouille; Cassoulet & Foie Gras	DF 7

Task 6: Language (L) = 5 marks

Marks	Language
5	<p>Data File Manipulation Generally successful in adapting phrases from the Data File to create grammatically correct sentences through: word formation changes, tense changes, pronoun changes etc.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● A range of accurate sentence structures with a grasp of simple and complex sentences. ● Grammar mainly accurate with occasional common errors that do not affect overall clarity. ● Spelling and punctuation are mostly correct.
4	<p>Data File Manipulation Sometimes successful in adapting phrases from the Data File to create grammatically correct sentences. This is done through some of: word formation changes, tense changes, pronoun changes etc.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● A range of accurate sentence structures with some attempts to use more complex sentences. ● Grammatical errors occur in more complex structures but overall clarity not affected. ● Spelling and punctuation are sufficiently accurate to convey meaning.
3	<p>Data File Manipulation Occasionally successful in adapting phrases from the Data File to create grammatically correct sentences though more often errors occur due to failing to change the original texts to the requirements of his/her own text.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● Simple sentences are generally accurately constructed. Occasional attempts are made to use more complex sentences. Structures used tend to be repetitive in nature. ● Grammatical errors sometimes affect meaning. ● Most common words are spelt correctly, with basic punctuation being accurate.
2	<p>Data File Manipulation Writing characterized by occasional attempts to adapt language from Data File or by chunks taken <i>verbatim</i> from the Data File.</p>

	<p>Own Language</p> <ul style="list-style-type: none"> ● Short simple sentences are generally accurate. Only scattered attempts at longer, more complex sentences. ● Grammatical errors often affect meaning. ● Spelling of simple words is correct, more complex ones not, with basic punctuation mostly accurate.
1	<p>Data File Manipulation Writing characterized by being mostly a series of chunks taken <i>verbatim</i> from the Data File.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● Short simple sentences may be accurate. ● Grammatical errors often affect meaning. ● Spelling of simple words is correct, more complex ones not, with basic punctuation often faulty.
0	<ul style="list-style-type: none"> ● Writing characterized by being a series of chunks taken <i>verbatim</i> from the Data File. ● Multiple errors in sentence structures, spelling and/or word usage which make understanding impossible. <p>OR</p> <ul style="list-style-type: none"> ● Not enough evidence in candidate's work to be able to award '1'.

Task 6: Coherence and Organisation (C) = 2 marks

Marks	Coherence and Organisation
2	<ul style="list-style-type: none"> • Overall coherence of text is very good with a clear focus on task throughout. • Relations between main points and supporting points always clear. • Strong cohesive ties used to enhance coherence when necessary.
1	<ul style="list-style-type: none"> • Overall coherence of text is reasonable with a reasonably clear focus on task throughout . • Relations between main points and supporting points generally clear. • Cohesive ties used generally enhance coherence although these may occasionally be fuzzy.
0	<ul style="list-style-type: none"> • Overall coherence of text is weak. • It is mostly off topic and not clearly relevant. • Supporting details generally not clearly related to main points. • Cohesive ties used contribute little to the coherence of the text. <p>OR</p> <ul style="list-style-type: none"> • Not enough evidence in candidate's work to be able to award '1'.

Key **Coherence and Organisation** areas include (but are not limited to):

- Although candidates were not instructed to include the awards, mentioning Awards of the two chefs is **not** to be considered irrelevancy.
- Details about the restaurants like Consumer rating and Jack's interest in medicine are considered irrelevant.

Task 6: Appropriacy (A) = 2 marks

Marks	Appropriacy
2	<ul style="list-style-type: none">• Register, tone and style generally appropriate to text through manipulation of parts of Data File and own language.• Consistently demonstrates audience awareness.
1	<ul style="list-style-type: none">• Register, tone and style reasonably appropriate to text through some manipulation of parts of Data File and through own language.• The tone may be inconsistent.
0	<ul style="list-style-type: none">• Little or no evidence of an ability to manipulate register, tone or style in order to produce an appropriate text.

Key appropriacy areas include (but are not limited to):

- It is a speech intended for the public customers to listen.
- There should be something to welcome the audience and indicate the start of the demonstration.
- The tone should be friendly and respectful to the chefs.

Task 7 Memo notes to staff (Total: 18 marks)

Task 7 (18 marks)

Task Completion = 9 marks 200 words

		DF
1	Reference to the comment card	4
	Requirement on Staff	
2	Use new digital time cards (+ brief explanation or way to use it)	6,10
3	offer best services to customers (to maintain a positive working environment)	6,10
	Revised policies on Benefits	
4	over-time payment	6,8
5	each shift reduced to 10 hours (NOT “cut down by 2 hours)	6,8 & 9
6	number of paid leave increased to 11 days (NOT “an extra day”)	6, 8 & 9
7	further training for new employees	6,8
8	supervisors will offer help to staff under stress	6,8
	Others	
9	A positive ending message.	4

Task 7: Language (L) = 5 marks

Marks	Language
5	<p>Data File Manipulation</p> <p>Generally successful in adapting phrases from the Data File to create grammatically correct sentences through: word formation changes, tense changes, pronoun changes etc.</p> <p>Own Language</p> <ul style="list-style-type: none">● A range of accurate sentence structures with a grasp of simple and complex sentences.● Grammar mainly accurate with occasional common errors that do not affect overall clarity.● Spelling and punctuation are mostly correct.
4	<p>Data File Manipulation</p> <p>Sometimes successful in adapting phrases from the Data File to create grammatically correct sentences. This is done through some of: word formation changes, tense changes, pronoun changes etc.</p> <p>Own Language</p> <ul style="list-style-type: none">● A range of accurate sentence structures with some attempts to use more complex sentences.● Grammatical errors occur in more complex structures but overall clarity not affected.● Spelling and punctuation are sufficiently accurate to convey meaning.
3	<p>Data File Manipulation</p> <p>Occasionally successful in adapting phrases from the Data File to create grammatically correct</p>

	<p>sentences though more often errors occur due to failing to change the original texts to the requirements of his/her own text.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● Simple sentences are generally accurately constructed. Occasional attempts are made to use more complex sentences. Structures used tend to be repetitive in nature. ● Grammatical errors sometimes affect meaning. ● Most common words are spelt correctly, with basic punctuation being accurate.
2	<p>Data File Manipulation</p> <p>Writing characterized by occasional attempts to adapt language from Data File or by chunks taken <i>verbatim</i> from the Data File.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● Short simple sentences are generally accurate. Only scattered attempts at longer, more complex sentences. ● Grammatical errors often affect meaning. ● Spelling of simple words is correct, more complex ones not, with basic punctuation mostly accurate.
1	<p>Data File Manipulation</p> <p>Writing characterized by being mostly a series of chunks taken <i>verbatim</i> from the Data File.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● Short simple sentences may be accurate. ● Grammatical errors often affect meaning. ● Spelling of simple words is correct, more complex ones not, with basic punctuation often faulty.
0	<ul style="list-style-type: none"> ● Writing characterized by being a series of chunks taken <i>verbatim</i> from the Data File. ● Multiple errors in sentence structures, spelling and/or word usage which make understanding impossible. <p>OR</p> <ul style="list-style-type: none"> ● Not enough evidence in candidate's work to be able to award '1'.

Task 7: Coherence and Organisation = 2 marks

Marks	Coherence and Organisation
2	<ul style="list-style-type: none"> • Overall coherence of text is very good with a clear focus on task throughout. • Relations between main points and supporting points always clear. • Strong cohesive ties used to enhance coherence when necessary.
1	<ul style="list-style-type: none"> • Overall coherence of text is reasonable with a reasonably clear focus on task throughout . • Relations between main points and supporting points generally clear. • Cohesive ties used generally enhance coherence although these may occasionally be fuzzy.
0	<ul style="list-style-type: none"> • Overall coherence of text is weak. • It is mostly off topic and not clearly relevant.

	<ul style="list-style-type: none"> • Supporting details generally not clearly related to main points. • Cohesive ties used contribute little to the coherence of the text. <p>OR</p> <ul style="list-style-type: none"> • Not enough evidence in candidate’s work to be able to award ‘1’.
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Key Coherence and Organisation areas include (but are not limited to):

- Details of the anonymous staff comment are considered irrelevant.
- Subheadings can better the organization.

Task 7: Appropriacy = 2 marks

Marks	Appropriacy
2	<ul style="list-style-type: none"> • Register, tone and style generally appropriate to text through manipulation of parts of Data File and own language. • Consistently demonstrates audience awareness.
1	<ul style="list-style-type: none"> • Register, tone and style reasonably appropriate to text through some manipulation of parts of Data File and through own language. • The tone may be inconsistent.
0	<ul style="list-style-type: none"> • Little or no evidence of an ability to manipulate register, tone or style in order to produce an appropriate text.

Key appropriacy areas include (but are not limited to):

- It is an internal circular intended for the company staff stating the new policies.
- The anonymous staff comment received should be mentioned in the opening paragraph but not the details of it.
- The subject of ‘We’ & “Staff” are appropriate.
- The tone should be formal and positive to raise the staff morale.
- The style should be concise.
- It should end with a positive note.

Part B – Section 2

Task 8 Summary Report(Total: 18 marks)

Word count: 150 (9+9) marks

	Negative Comments (candidates should generalize the comments collected)	DF	Recommendation suggested (candidates should combine information from different sources)	DF
1	higher price / stuff is expensive	3	3) Regular Friday sale afternoons “Thanks Friday Afternoon”	5/6
2	inadequate promotion	3	4) membership offers extra 5% off on all products	5/7a
5	Point Card is not good enough, can't save much	3	6) Choose a new popular card- smart card with figures (46%)	6/7b/8
			7) Advantages: can accumulate points /safe / easy to use (2 out of 3)	7b
			8) Easy to track consumer's spending behaviour, useful for strategic planning.	8
			9) Operation cost is minimal once the initial set-up has been completed.	8

Task 8: Language (L) = 5 marks

Marks	Language
5	<p>Data File Manipulation Successful manipulation of phrases from the Data File to create grammatically correct sentences. Achieved through a wide variety of changes made to the original texts.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● A wide range of accurate sentence structures using own language, with an excellent grasp of more complex structures. ● Grammar extremely accurate with very occasional slips. ● Spelling and punctuation are mostly correct.
4	<p>Data File Manipulation Generally successful in adapting phrases from the Data File to create grammatically correct sentences through some of: word formation changes, tense changes, pronoun changes etc.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● A range of accurate sentence structures with a grasp of simple and complex sentences. ● Grammar mainly accurate with occasional common errors that do not affect overall clarity. ● Spelling and punctuation are mostly correct.
3	<p>Data File Manipulation Sometimes successful in adapting phrases from the Data File to create grammatically correct sentences. This is done through some of: word formation changes, tense changes, pronoun changes etc.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● A range of accurate sentence structures with some attempts to use more complex

	<p>sentences.</p> <ul style="list-style-type: none"> ● Grammatical errors occur in more complex structures but overall clarity not affected. ● Spelling and punctuation are sufficiently accurate to convey meaning.
2	<p>Data File Manipulation Occasionally successful in adapting phrases from the Data File to create grammatically correct sentences though more often errors occur due to failing to change the original texts to the requirements of his/her own text.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● Simple sentences are generally accurately constructed. Occasional attempts are made to use more complex sentences. Structures used tend to be repetitive in nature. ● Grammatical errors sometimes affect meaning. ● Most common words are spelt correctly, with basic punctuation being accurate.
1	<p>Data File Manipulation Writing characterized by occasional attempts to adapt language from Data File or by chunks taken <i>verbatim</i> from the Data File.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● Short simple sentences are generally accurate. Only scattered attempts at longer, more complex sentences. ● Grammatical errors often affect meaning. ● Spelling of simple words is correct, more complex ones not, with basic punctuation mostly accurate.
0	<p>Data File Manipulation Writing characterized by being mostly a series of chunks taken <i>verbatim</i> from the Data File.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● Short simple sentences may be accurate. ● Grammatical errors often affect meaning. ● Spelling of simple words is correct, more complex ones not, with basic punctuation often faulty. <p>OR</p> <ul style="list-style-type: none"> ● Not enough evidence in candidate's work to be able to award '1'.

Task 8: Coherence and Organisation (C) = 2 marks

Marks	Coherence and Organisation
2	<ul style="list-style-type: none"> ● Overall coherence of text is very good. ● It is clearly on topic and relevant throughout. ● Relations between main points and supporting points always clear. ● Strong cohesive ties used to enhance coherence when necessary.
1	<ul style="list-style-type: none"> ● Overall coherence of text is reasonable. ● It is generally on topic and relevant. ● Relations between main points and supporting points generally clear. ● Cohesive ties used generally enhance coherence although these may occasionally be fuzzy.
0	<ul style="list-style-type: none"> ● Overall coherence of text is weak. ● It is mostly off topic and not clearly relevant. ● Supporting details generally not clearly related to main points. ● Cohesive ties used contribute little to the coherence of the text. <p>OR</p> <ul style="list-style-type: none"> ● Not enough evidence in candidate's work to be able to award '1'.

Key **Coherence and Organisation** areas include (but are not limited to):

- It is a negative factor to list all the figures of the pie chart, same for the bar chart.

Task 8: Appropriacy (A) = 2 marks

Marks	Appropriacy
2	<ul style="list-style-type: none">● Register, tone and style generally appropriate to text through manipulation of parts of Data File and own language.● Consistently demonstrates audience awareness.
1	<ul style="list-style-type: none">● Register, tone and style reasonably appropriate to text through some manipulation of parts of Data File and through own language.● The tone may be inconsistent.
0	<ul style="list-style-type: none">● Little or no evidence of an ability to manipulate register, tone or style in order to produce an appropriate text.

Key appropriacy areas include (but are not limited to):

- It is a short report for the senior in the same company.
- The tone should be formal, business-like and informative.
- An opening referred to the customers' discussion and disappointments is expected.
- Any names of people are not appropriate in this task.
- It is not appropriate to mention the short coming of SmartCard.

Task 9 leaflet of cooking class (Total: 17 marks)

Word count: 180 →(8+9) marks

	Cooking class	DF
1	Start a cooking class (in 2021) teaching daily and special dishes	5
2	Afternoon lesson and two classes alternate week	9
3	\$420—600 per two lessons and 10 students per class	10
4	Love Cooking Center : in North Point & Kowloon Bay	5
5	Can bring home the dishes	9
	Tutor	
6	Jack Lim 2 awards EUROPEAN BEST CHEF AWARD (2016) and STAR CHEF AWARD (2017)	12 / 5
7	Signature dishes: Ratatouille, Cassoulet and Foie Gras and the Lamb Stew	10
	Application	
8	Application: online / QR code	5

Task 9: Language (L) = 5 marks

Marks	Language
5	<p>Data File Manipulation Successful manipulation of phrases from the Data File to create grammatically correct sentences. Achieved through a wide variety of changes made to the original texts.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● A wide range of accurate sentence structures using own language, with an excellent grasp of more complex structures. ● Grammar extremely accurate with very occasional slips. ● Spelling and punctuation are mostly correct.
4	<p>Data File Manipulation Generally successful in adapting phrases from the Data File to create grammatically correct sentences through some of: word formation changes, tense changes, pronoun changes etc.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● A range of accurate sentence structures with a grasp of simple and complex sentences. ● Grammar mainly accurate with occasional common errors that do not affect overall clarity. ● Spelling and punctuation are mostly correct.
3	<p>Data File Manipulation Sometimes successful in adapting phrases from the Data File to create grammatically correct sentences. This is done through some of: word formation changes, tense changes, pronoun changes etc.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● A range of accurate sentence structures with some attempts to use more complex sentences. ● Grammatical errors occur in more complex structures but overall clarity not affected. ● Spelling and punctuation are sufficiently accurate to convey meaning.
2	<p>Data File Manipulation Occasionally successful in adapting phrases from the Data File to create grammatically correct sentences though more often errors occur due to failing to change the original texts to the requirements of his/her own text.</p>

	<p>Own Language</p> <ul style="list-style-type: none"> ● Simple sentences are generally accurately constructed. Occasional attempts are made to use more complex sentences. Structures used tend to be repetitive in nature. ● Grammatical errors sometimes affect meaning. ● Most common words are spelt correctly, with basic punctuation being accurate.
1	<p>Data File Manipulation Writing characterized by occasional attempts to adapt language from Data File or by chunks taken <i>verbatim</i> from the Data File.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● Short simple sentences are generally accurate. Only scattered attempts at longer, more complex sentences. ● Grammatical errors often affect meaning. ● Spelling of simple words is correct, more complex ones not, with basic punctuation mostly accurate.
0	<p>Data File Manipulation Writing characterized by being mostly a series of chunks taken <i>verbatim</i> from the Data File.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● Short simple sentences may be accurate. ● Grammatical errors often affect meaning. ● Spelling of simple words is correct, more complex ones not, with basic punctuation often faulty. <p>OR</p> <ul style="list-style-type: none"> ● Not enough evidence in candidate’s work to be able to award ‘1’.

Task 9: Coherence and Organisation (C) = 2 marks

Marks	Coherence and Organisation
2	<ul style="list-style-type: none"> ● Overall coherence of text is very good. ● It is clearly on topic and relevant throughout. ● Relations between main points and supporting points always clear. ● Strong cohesive ties used to enhance coherence when necessary.
1	<ul style="list-style-type: none"> ● Overall coherence of text is reasonable. ● It is generally on topic and relevant. ● Relations between main points and supporting points generally clear. ● Cohesive ties used generally enhance coherence although these may occasionally be fuzzy.
0	<ul style="list-style-type: none"> ● Overall coherence of text is weak. ● It is mostly off topic and not clearly relevant. ● Supporting details generally not clearly related to main points. ● Cohesive ties used contribute little to the coherence of the text. <p>OR</p> <ul style="list-style-type: none"> ● Not enough evidence in candidate’s work to be able to award ‘1’.

Key **Coherence and Organisation** areas include (but are not limited to):

- The writing should be concise and informative.

Task 9: Appropriacy (A) = 2 marks

Marks	Appropriacy
2	<ul style="list-style-type: none"> ● Register, tone and style generally appropriate to text through manipulation of parts of Data File and own language. ● Consistently demonstrates audience awareness.
1	<ul style="list-style-type: none"> ● Register, tone and style reasonably appropriate to text through some manipulation of parts of Data File and through own language. ● The tone may be inconsistent.

0	● Little or no evidence of an ability to manipulate register, tone or style in order to produce an appropriate text.
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Key appropriacy areas include (but are not limited to):

- It is a leaflet intended to attract the public to join the class.
 - Eye-catching lead in is a positive element
 - The tone could be semi-formal and encouraging.
 - We would expect some lively or interesting opening.
-

Task 10 Speech for the director board (Total: 17 marks)

Word count: 200 persuasive tone (8+9) marks

	Characteristics of Food Business in HK (candidates should generalize the characteristics from different sources)	DF	Plan (make relation to the characteristics and trend)	DF
1	Speed / efficiency	14	6) Good time to expand Food Pack section	4
2	like to try new things / variety	14		
3	food quality	14		
	Trend under pandemic		7) reference : supermarkets have 27.6% surge in sales recently	13
4	Pandemic – take away & non-restaurant food on the rise	15		
5	Home cooking increases from 20% to 40-50% (Jan to Sept) and will need more fresh ingredients	6	8) Ask for approval of fund appropriation	4

Should have a conclusion to strengthen the key—expand Food Pack section so as to get the approval of appropriation.

Task 10: Language (L) = 5 marks

Marks	Language
5	<p>Data File Manipulation Successful manipulation of phrases from the Data File to create grammatically correct sentences. Achieved through a wide variety of changes made to the original texts.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● A wide range of accurate sentence structures using own language, with an excellent grasp of more complex structures. ● Grammar extremely accurate with very occasional slips. ● Spelling and punctuation are mostly correct.
4	<p>Data File Manipulation Generally successful in adapting phrases from the Data File to create grammatically correct sentences through some of: word formation changes, tense changes, pronoun changes etc.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● A range of accurate sentence structures with a grasp of simple and complex sentences. ● Grammar mainly accurate with occasional common errors that do not affect overall clarity. ● Spelling and punctuation are mostly correct.
3	<p>Data File Manipulation Sometimes successful in adapting phrases from the Data File to create grammatically correct sentences. This is done through some of: word formation changes, tense changes, pronoun changes etc.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● A range of accurate sentence structures with some attempts to use more complex sentences.

	<ul style="list-style-type: none"> ● Grammatical errors occur in more complex structures but overall clarity not affected. ● Spelling and punctuation are sufficiently accurate to convey meaning.
2	<p>Data File Manipulation Occasionally successful in adapting phrases from the Data File to create grammatically correct sentences though more often errors occur due to failing to change the original texts to the requirements of his/her own text.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● Simple sentences are generally accurately constructed. Occasional attempts are made to use more complex sentences. Structures used tend to be repetitive in nature. ● Grammatical errors sometimes affect meaning. ● Most common words are spelt correctly, with basic punctuation being accurate.
1	<p>Data File Manipulation Writing characterized by occasional attempts to adapt language from Data File or by chunks taken <i>verbatim</i> from the Data File.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● Short simple sentences are generally accurate. Only scattered attempts at longer, more complex sentences. ● Grammatical errors often affect meaning. ● Spelling of simple words is correct, more complex ones not, with basic punctuation mostly accurate.
0	<p>Data File Manipulation Writing characterized by being mostly a series of chunks taken <i>verbatim</i> from the Data File.</p> <p>Own Language</p> <ul style="list-style-type: none"> ● Short simple sentences may be accurate. ● Grammatical errors often affect meaning. ● Spelling of simple words is correct, more complex ones not, with basic punctuation often faulty. <p>OR</p> <ul style="list-style-type: none"> ● Not enough evidence in candidate’s work to be able to award ‘1’.

Task 10: Coherence and Organisation (C) = 2 marks

Marks	Coherence and Organisation
2	<ul style="list-style-type: none"> ● Overall coherence of text is very good. ● It is clearly on topic and relevant throughout. ● Relations between main points and supporting points always clear. ● Strong cohesive ties used to enhance coherence when necessary.
1	<ul style="list-style-type: none"> ● Overall coherence of text is reasonable. ● It is generally on topic and relevant. ● Relations between main points and supporting points generally clear. ● Cohesive ties used generally enhance coherence although these may occasionally be fuzzy.
0	<ul style="list-style-type: none"> ● Overall coherence of text is weak. ● It is mostly off topic and not clearly relevant. ● Supporting details generally not clearly related to main points. ● Cohesive ties used contribute little to the coherence of the text. <p>OR</p> <ul style="list-style-type: none"> ● Not enough evidence in candidate’s work to be able to award ‘1’.

Key Coherence and Organisation areas include (but are not limited to):

- Scaffolding in content is a good approach to achieve the persuasion purpose.
- A conclusion to strengthen the key—expand Food Pack section is expected.

Task 10: Appropriacy (A) = 2 marks

Marks	Appropriacy
2	<ul style="list-style-type: none">● Register, tone and style generally appropriate to text through manipulation of parts of Data File and own language.● Consistently demonstrates audience awareness.
1	<ul style="list-style-type: none">● Register, tone and style reasonably appropriate to text through some manipulation of parts of Data File and through own language.● The tone may be inconsistent.
0	<ul style="list-style-type: none">● Little or no evidence of an ability to manipulate register, tone or style in order to produce an appropriate text.

Key appropriacy areas include (but are not limited to):

- It is a speech intended for the director board members.
- There should be a clear purpose of the speech given.
- The tone should be friendly and persuasive to the members for the fund appropriation.

THIS IS THE LAST PAGE OF THE MARKING SCHEME