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**MOCK TEST for Pre-S6  
ENGLISH LANGUAGE  
PAPER 3 PART B1  
Question-Answer Book**

**B1**  
EASY SECTION

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**Task 5: Advertisement for competition (17 marks)**

Complete the advertisement for the *Hong Kong Daily News* competition. Use the information from the B1 Data File and your notes.

Model answers

Do you want to be a 1. 5.1 (TS) junior reporter for the *Hong Kong Daily News*?

You can make that dream a reality by joining our competition

—all you need is a 2. 5.2 (DF4) Bachelor of Arts (degree) in Journalism!

Details of the job		Duties
Length of contract:	3. <u>5.3 (DF5) one year</u>	6. <u>5.6 (DF5) research stories</u>
Salary:	4. <u>5.4 (DF4) HK\$21,000/month</u>	7. <u>5.7 (DF9) conduct interviews</u>
Working week:	5. <u>5.5 (DF5) five/5 days</u>	8. <u>5.8 (DF4) write news reports</u>

To participate in the competition, simply write an article that meets the following criteria:

- It must be 9. 5.9 (TS) 350–400 words long.
- It must include 10. 5.10 (DF9) quotes from interviewees.
- It must be on one of the following topics:
  - 11. 5.11 (TS) economy
  - 12. 5.12 (TS) technology
  - 13. 5.13 (DF5) lifestyle

N.B.: Make sure to send your article to 14. 5.14 (DF9) comp@pprecruitment.com.hk before

15. 5.15 (DF9) 20 December.

Good luck!

The team at Person Power Ltd

Answers written in the margins will not be marked.

**END OF TASK 5**

Answers written in the margins will not be marked.

**Task 6: Email to Oscar Hung (18 marks)**

Complete the email to Oscar Hung using information from the B1 Data File and your notes. Write around 150 words.

Model writing

Subject: Re: Refund

Dear Mr Hung,

Thank you for your email. We are <sup>6.1 (TS, DF10)</sup> sorry to hear that you were let go from 123 Accounting Ltd. However, <sup>6.2 (TS)</sup> Person Power Ltd is not to blame for this unfortunate  
5 development. As I am sure you will recall, you agreed to a <sup>6.3 (DF7, DF10)</sup> one-month probation period when you signed the contract with us, and it seems the <sup>6.4 (DF8)</sup> company felt you did not meet their expectations.

I regret to inform you that we are <sup>6.5 (DF8, DF10)</sup> unable to give you a refund, as we  
10 <sup>6.6 (DF7, DF8)</sup> fulfilled our responsibilities when you signed the contract. Having said that, we do of course <sup>6.7 (DF8)</sup> want all our clients to secure a good job. For that reason, <sup>6.8 (TS)</sup> we will help you find another job, free of charge. In addition, we <sup>6.9 (DF8, DF9)</sup> will let you join our new one-week course for new office workers, also completely free of charge.

15 I hope you will find this satisfactory and look forward to hearing from you soon.

Yours sincerely,

Ali Wang

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### END OF TASK 6

#### Task 7: Blog post (18 marks)

Write a blog post for new office workers using information from the B1 Data File and your notes. Write around 120 words.

Model writing

How to do well at work

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<sup>7.1 (DF9)</sup> Congratulations on landing your first job! <sup>7.2 (DF9)</sup> To give you a smooth transition from the classroom to the office, here are a few tips courtesy of Person Power Ltd.

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<sup>7.3 (TS)</sup> First, when you're an office newbie, don't be afraid to ask questions if there's something you don't know. Also, <sup>7.4 (DF3, DF9)</sup> don't gossip about your colleagues or superiors, and <sup>7.5 (DF3, DF9)</sup> don't be negative. If you are, you will have a hard time making friends and settling into the office.

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<sup>7.6 (TS)</sup> So, then, what are the most important office dos? Well, you should always be punctual, as punctuality is something employers value highly in their staff members. You should also <sup>7.7 (DF6, DF9)</sup> be willing to learn and always <sup>7.8 (DF6, DF9)</sup> dress appropriately.

If you follow this advice, you should do well in your new job. However, <sup>7.9 (DF9)</sup> if you want to learn more, you can join Person Power Ltd's one-week course for new office workers.

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