

96-CE
 ENG LANG
 SYL B
 PAPER
 III

HONG KONG EXAMINATIONS AUTHORITY
 HONG KONG CERTIFICATE OF EDUCATION EXAMINATION 1996

ENGLISH LANGUAGE (SYLLABUS B) PAPER III
Question-Answer Book

INSTRUCTIONS

1. Write your Candidate Number, Centre Number and Seat Number in the spaces provided.
2. Answer ALL questions.
3. Write your answers clearly and neatly in the spaces provided in this Question-Answer Book. You should use a pencil for Part A and a pen for completing the tasks in Part B.
4. For multiple-choice questions, choose only ONE answer for each question. Two or more answers will score NO MARKS.
5. All listening materials will be played ONCE only.
6. When the radio broadcast ends, you will be given 1 hour to complete Part B. You are advised to allocate your time approximately as follows:

Task 1	15 minutes
Task 2	25 minutes
Task 3	20 minutes
7. The Data File will NOT be collected at the end of the examination. Do NOT write your answers in the Data File.

Candidate Number					
Centre Number					
Seat Number					

	Marker's Use Only	Examiner's Use Only		
	Marker No.	Examiner No.		
A1				
A2				
A3				
A4				
Part A Total				

Checker's Use Only	Part A Total				
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B1				
B2				
B3				
Part B Total				

Checker's Use Only	Part B Total				
--------------------	--------------	--	--	--	--

Checker No.					
-------------	--	--	--	--	--

PART A (10% of the subject mark)

Section 1 (7 marks)

In this section, you will hear a question followed by a conversation. Look at the information provided and the four possible answers. Choose the best answer and write the appropriate letter – A, B, C or D – in the box provided.

1.

Restaurants			
Askasi Japanese Restaurant	\$\$\$\$		 C
Shrimp Bar	\$		P
La Rose Rouge	\$\$\$\$		 C P
Hoppy's Kitchen	\$\$		C

	Reservations recommended	Average price per person
		\$ Under \$150
		\$\$ \$150-\$250
		\$\$\$ \$250-\$400
		\$\$\$\$ \$400 up

- A. Askasi Japanese Restaurant
- B. Shrimp Bar
- C. La Rose Rouge
- D. Hoppy's Kitchen

1.

2.

ACTIVITIES	
1.	Annual sale of books, Swindon Book Company Ltd, 9am-7pm, 13 Lok Road, Tsim Sha Tsui. Inquiries: 2336 8001.
2.	Chinese calligraphy courses by the YMCA of Hong Kong. Inquiries: 2369 2211.
3.	Cantonese, Putonghua and Japanese conversation courses organised by the OLI's Centre for Continuing and Community Education. Interested persons call 2789 6614.
4.	Tennis courses for the beginner, intermediate and advanced players, start monthly at Stanley. Call 2813 4825 for details.

- A. 1
- B. 2
- C. 3
- D. 4

2.

3.

FORD		
1	92 Sierra 2.01 Ghia A/T, red, 4/drs	\$198,000
2	90 Capri, auto, gold, 4/drs, sunroof, leather seats	\$190,000
3	90 Capri XR2 convertible, auto 2/drs green/black. Leather seats. Lic to 10/96	\$200,000
4	89 Sierra Cosworth, manual, red, 4/drs, sunroof, leather seats, low mileage	\$250,000

Please call Mr Mak at 2861 5217 for further details.

- A. 1
- B. 2
- C. 3
- D. 4

3.

4.

Yesterday's Weather			
China			
	Minimum	Maximum	
	°C	°C	
Beijing	-7	10	Sunny
Guangzhou	9	13	Sunny
Hangzhou	2	7	Overcast
Shanghai	1	9	Cloudy
Shenyang	-8	1	Rainy
Wuhan	0	8	Cloudy
Xian	-5	8	Cloudy

- A. Beijing
- B. Guangzhou
- C. Shenyang
- D. Wuhan

4.

5.

Share Flats	
1	SCENEWAY GARDEN 2 minutes to Lam Tin MTR. New/Quiet/Clean. Own phone. \$5,800. 2489 4379.
2	SINGLE LADY seeks female flat mate, 3 minutes to MTR, Sai Wan Ho, furnished, \$5,000. 9499 8449.
3	REPULSE BAY Share great flat with female. Close to beach, 2 bedrooms, 2 baths. \$20,000. Call: 2812 7858.
4	1000 SQ. FT. FLAT with large garden to share. Calm and quiet. Must see. \$3,500 + per month. Call 7116 8383 a/c 6131.

- A. 1
- B. 2
- C. 3
- D. 4

5.

6.

Windmill Travel			
TST: 2367 0634		Central: 2889 9247	
4 NIGHTS PACKAGE *		AUSTRALIA & NEW ZEALAND *	
1. Bali	\$8,300	5. Sydney	\$8,300
2. Taipei	\$5,100	6. Melbourne	\$5,100
3. Tokyo	\$7,500	7. Perth	\$7,500
4. San Francisco	\$9,700	8. Auckland	\$9,700
* Includes room and meals		* Includes airfares only	

- A. 2
- B. 3
- C. 5
- D. 7

6.

7.

THIS WEEK'S MOVIES ON TV		
FRIDAY		
9.30pm	PLATOON****	ATV World
9.30pm	NOTHING IN COMMON***	TVB Pearl
1.15am	THIRST	TVB Pearl
2.15am	FACE OF A STRANGER****	ATV World
SATURDAY		
12.10pm	A WORLD APART***	TVB Pearl
9.30pm	CINEMA PARADISO****	ATV World
9.30pm	ALMOST AN ANGEL**	TVB Pearl
1.15am	WHO DARES WINS*	TVB Pearl
1.50am	THE FACE OF RAGE****	ATV World
SUNDAY		
12.50pm	VICE VERSA****	ATV World
2.00pm	SOMEBODY***	TVB Pearl
9.30pm	THE ROOKIE**	ATV World
9.30pm	EDWARD SCISSORHANDS***	TVB Pearl
12.15am	NATURE OF THE BEAST****	TVB Pearl

- A. Nothing in Common
- B. Somebody
- C. The Rookie
- D. Edward Scissorhands

7.

End of Section 1

Section 1

Section 2 (12 marks)

In this section, you should read the short instruction for each question and look at the information provided. Then listen to the statement or short conversation and put the answer in your Question-Answer Book.

Marker's
Use Only

8. Cross out the incorrect information on the following itinerary and write in the corrections. One has been done for you as an example.

ITINERARY			
MOONLIGHTING TOURS Ltd. Room 1104 Ming Commercial Centre 10 Hankow Road, Tsim Sha Tsui Kowloon, Hong Kong			
Client Name:	Fan, Kitty Ms	Date:	10 April 1996
Telephone:	2311 6613	Booking No:	16144
Date	City-Airport	Time	Flight/Class
27 July 1996	Hong Kong	Depart 0800	203 SQ201 Economy Singapore Airlines

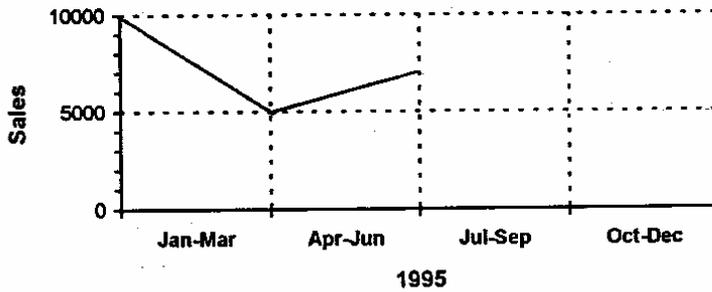
9. Put Amy Ho's appointment in the appointment book.

Time (pm)	Dr Ng	Dr Wong
2.00	Richard Pau	
2.30	} William Sze	
3.00		
3.30	Chris Wong	K C Li
4.00	Ho On Lai	Thomas Chan
4.30		
5.00		Janet Smith

10. Circle the dates the woman will be staying at the hotel.

APRIL 1996						
SUN	MON	TUE	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

11. Complete the graph for the third and fourth quarters of the year.

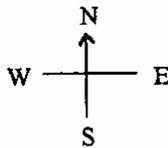


5.

12. Mark the position of Anak with an 'A'.

Alora's surrounding territories:

Monta
Himal
Terak
Gobi
Blanca
Anak



6.

13. Fill in the software order form. Put ticks (✓) in the appropriate boxes and write down the necessary information.

'CYBER COMPUTERS' Software Order Form			
Name:	_____		
Company:	_____		
Software ordered	Mac	PC	Quantity
Reading Rhino	<input type="checkbox"/>	<input type="checkbox"/>	_____
Joey Goes to School	<input type="checkbox"/>	<input type="checkbox"/>	_____
Joey's Baby Brother	<input type="checkbox"/>	<input type="checkbox"/>	_____
Joey and His Sister	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ancient Egypt Interactive	<input type="checkbox"/>	<input type="checkbox"/>	_____
Maths Buster Part 2	<input type="checkbox"/>	<input type="checkbox"/>	_____
Encyclopedia Educational	<input type="checkbox"/>	<input type="checkbox"/>	_____
Encyclomation	<input type="checkbox"/>	<input type="checkbox"/>	_____

7.

8.

9.

10.

11.

12.

End of Section 2

Section 3 (15 marks)

You work for the Majestic Video Company as the telephone operator. Using the telephone message forms, take down the callers' messages. Use a separate form for each message. You have 10 seconds to study the form.

**Marker's
Use Only**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

14.

TELEPHONE MESSAGE

To: _____

From: _____ Tel.: _____

Of: _____ (Company/Department)

Message: _____

- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

15.

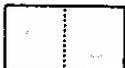
TELEPHONE MESSAGE

To: _____

From: _____ Tel.: _____

Of: _____ (Company/Department)

Message: _____



Section 3

End of Section 3

Section 4 (22 marks)

Marker's

Put ticks (✓) in the appropriate boxes and write down the necessary information. You have 30 seconds to study the form. Use Only One box has been filled in for you as an example.

**HONG KONG TOURIST ASSOCIATION
TOURISM SURVEY**

Personal details

Mr
Mrs
Miss
Ms
Surname _____ Other name(s) _____

Nationality: _____

Address: _____

Age: 20 or below 21-30 31-40 41-50 51 and above

Details of visit to Hong Kong

Reason for visit: Business Holiday Others _____

Length of stay: 1-7 days 8-14 days 15-31 days More than a month

Trip organised by: Self/Family Tour operator Company

Arriving from: _____ Travelling to: _____

Places visited: 1. _____ 2. _____
3. _____

Items bought: 1. _____ 2. _____
3. _____

Opinion of Hong Kong

Which aspects of Hong Kong have you enjoyed?

Shopping Nightlife Scenery Food Culture/Festivals
Others (specify: _____)

Which aspects of Hong Kong have you not enjoyed (if any)?

Shopping Nightlife Scenery Food Culture/Festivals
Others (specify: _____)

Ranking of tourist venues (rank in order of preference, 1 = most liked, 4 = least liked)

Hong Kong _____ Singapore _____ Tokyo _____ Beijing _____

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

21.

22.

End of Part A



PART B (22% of the subject mark)

Situation

You are Peter Chan. Today is 12th August, 1996. You have just received your HKCEE results and now you are thinking about a career. You should listen to the radio programme, which includes a telephone call from you, make notes about how to apply for a job, what information to give and how to present it. Then you should read the job advertisement and decide which job you want to apply for.

You are required to do the following tasks:

- 1) Fill in an application form. (18 marks)
- 2) Write a letter of application. (27 marks)
- 3) Write a letter in reply to your cousin, Julia. (21 marks)

Read everything carefully, including the instructions. You will find there is relevant information in the Question–Answer Book as well as in the Data File.

You have four minutes to study Part B of the Question–Answer Book in order to familiarise yourself with the situation and the tasks.

As you listen to the radio programme, make notes on the note sheet on page 7 of the Data File. You have one minute to study the note sheet before the radio programme begins.

Task 2 (27 marks)

**Marker's
Use Only**

You also have to write a letter to the bank, to go with your application form, explaining why you want to work for the bank and why you want to work in Singapore. Use the space below to write the letter. Make sure that you follow the advice given in the radio broadcast. Use the information in the Data File, in the Question-Answer Book, and in the radio broadcast. Date your letter 12 August, 1996. You should use a pen.

A large rectangular area with horizontal dashed lines, intended for writing a letter. The lines are evenly spaced and extend across the width of the page.

Marker's
Use Only

Task 3 (21 marks)

Having filled in the application form and written the letter of application, you are now going to write a reply to the letter from your cousin, Julia, which is on page 5 of the Data File. Read Julia's letter carefully first. Be sure to reply to all of her questions using information from the Data File and from the Question-Answer Book. You should use a pen.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Flat 5D
2 Lok Yu Path
Shatin, NT, Hong Kong
Tel. 2688 5391

12th August, 1996

Dear Julia,
Thank you for your letter. I'm

Yours,
Peter

C	
S	
P	
E	

Task 3

END OF PAPER

96-CE
ENG LANG

SYL B
PAPER III
DATA
FILE

HONG KONG EXAMINATIONS AUTHORITY
HONG KONG CERTIFICATE OF EDUCATION EXAMINATION 1996

ENGLISH LANGUAGE (SYLLABUS B) PAPER III
Data File

Contents

	Page
Advertisement in the Hong Kong Morning Post	1
Extract from a brochure about Singapore	2
Peter Chan's testimonial	3
Peter Chan's HKCEE results	4
Letter to Peter Chan from his cousin, Julia	5
Note sheet	7

This is the advertisement that Peter Chan saw in the Hong Kong Morning Post on 27th July, 1996.

**Career Opportunities in Singapore
with
The Man Tin Bank of Singapore**

The biggest Singapore-based bank offers unique career opportunities for enthusiastic school-leavers and experienced bank workers. All three posts carry good remuneration with excellent prospects for promotion. Accommodation is provided for successful applicants posted away from home.

Post 1: TELLER

Duties:

Acting as direct contact with public over the counter.

Qualifications

necessary:

5 HKCEE passes including Chinese and English (Syllabus B) and Principles of Accounts.

Reference no:

HKMP/MBS/BTS001

Post 2: COMPUTER OPERATOR

Duties:

Acting as part of the bank's computer dept.; maintaining systems.

Qualifications

necessary:

5 HKCEE passes including a credit in Computer Studies. All passes must be in the same year.

Reference no:

HKMP/MBS/CO001

Post 3: SENIOR TELLER

Duties:

Direct contact with public over the counter; supervision and training of junior tellers.

Qualifications

necessary:

5 HKCEE passes including Chinese and English (Syllabus B). A minimum of 3 years experience is essential for this post.

Reference no:

HKMP/MBS/STS002

Training is provided for posts 1 & 2. *Please quote reference numbers in all correspondence.* Application forms are available from: The Man Tin Bank, 184 Des Voeux Road Central, Central, Hong Kong.

Completed application forms should be sent with a handwritten letter to:

Mrs. Yip, Personnel Officer,
Dept. HKMP,
The Man Tin Bank,
11 Negrita Avenue,
Singapore, SIN MBS1.

Successful applicants will be required to attend two interviews, one of which will be in Singapore. Applicants will be notified of interview dates by 27th August and recruitment will be completed by 10th September. Those appointed will be expected to take up their posts by 1st October, 1996.

Below is an extract from a brochure about Singapore. Peter Chan has read it and he has underlined some information which he thinks will be useful.

Singapore The Lion City



Singapore, the gateway to Asia. A city of culture set at the tip of the Malaysian peninsula. No matter what you enjoy, it's easy to find in or around Singapore. Walk in the hills that surround Singapore. Listen to one of the three symphony orchestras performing in modern concert halls. Enjoy strolling through the busy shopping streets. Eat in one of the many first-class restaurants that you'll find in the city centre. Or just relax in the peace and quiet of the older part of the town.

Singapore is an important financial centre with its own stock exchange. It acts as the base for the head office of a number of large Asian banks including the Man Tin Bank of Singapore. It is also a major trading city for the region.

Singapore is a pleasant place to live with good, cheap accommodation available for all and with a healthy atmosphere and a high level of safety on the streets. Singapore is committed to giving the individual as much freedom as possible and making sure that the city is safe so that people can enjoy their freedom.

Singapore, the ideal city for young and old, for tourists, residents and students from all over the world. People of all nationalities live and work in Singapore. It can truly be described as a cosmopolitan city.

This is Peter Chan's testimonial.

**La Selly College
18-24 Hong Lok Street
Kowloon Tong, Kowloon
Hong Kong**

Tel. 2766 7222

Date: 25th June 1996

Our ref: TWIC030696

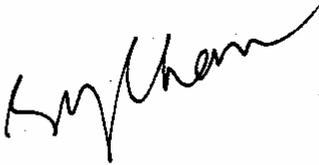
To Whom It May Concern

This is to certify that CHAN Wai-kwok Peter (Identity Card No. K770245(8)) was a student at this school from September 1991 until June 1996.

Remarks:

Chan Wai-kwok Peter was an excellent student. He had a creditable academic record and showed himself to be a good all-rounder. He represented the school at swimming and was captain of the swimming team for the academic year 1994-95. He was a school prefect for his final two years in the school. He displayed great interest in music and went on to pass The Royal Society of Music Examination for Piano at Grade 7 in March 1996. He also passed the Pitman typing examination in 1995 at a level of 30 words per minute.

Besides music and swimming, he also took great pleasure in hill-walking.



Chan Sze-yip (Mrs.)
Principal

These are Peter Chan's HKCEE results.

HONG KONG CERTIFICATE OF EDUCATION EXAMINATION RESULTS NOTICE

Subject	Grade	School	LA SELLY COLLEGE
CHI LANG	B(03)	Year	1996
ENG LANG (SYL B)	C(06)	Cand. No.	1023045
GEOG	B(04)	School Ref. No.	01230141
HIST	B(03)	Date of Birth	25 JULY 1978
ECON	D(07)	Sex	M
BIO	F(11)	H.K. Identity Card No.	K770245(8)
MATHS	A(01)	No. of Subjects Sat	8
PRIN OF ACCTS	A(01)	Name of Candidate	CHAN WAI-KWOK PETER

Here is a letter to Peter Chan from his cousin, Julia, who lives in Singapore.

Singapore, 5th August 1996

Dear Peter,

How are you? It's been so long since I heard from you. The last time we spoke was about Christmas last year. So much must have happened to you since then. How did the exams go? No, don't tell me all the results in detail. Just give me the general idea. And how are the piano lessons going? Have you taken any more exams?

Anyway, my mum told me the other day that you're thinking of applying for a job here in Singapore. So, I thought I'd let you know a couple of things from the inside as it were. First, accommodation is really difficult to get hold of and it can be quite expensive. Will the job provide it? The walking around here is great, though. Hiking in the hills is great fun. That should really appeal to you. And there are lots of concerts here too. I know you don't really enjoy eating out, so I won't tell you about all the wonderful restaurants. And I know you hate shopping... You must tell me what you're looking forward to doing in Singapore if you get here.

Do write soon and tell me what the job is, what's happening about your application, and what you've done about applying. Have you had any advice from anyone? When are you likely to be in Singapore next? And when do you start the job, if you're successful?

I look forward to hearing from you.

Love,

Julia

This is a blank page.

NOTE SHEET

This page is for rough notes only. The notes will not be marked. However, it is important to get them right, as you will need them for completing the tasks.

While you are listening to the radio programme, you will need to make some notes about what you hear. You will be told how to lay out a letter of application and you should use the diagram below to help you remember how to do it. In each of the boxes you should make a note of what the box should contain. Part of it has been done for you as an example. You also need to complete the notes on why Peter Chan wants to work in Singapore and why he wants to work for the Man Tin Bank.

Notes for letter of application

	Date
Paragraph 1	
Paragraph 2	

Notes

Why Singapore ?

Why Man Tin Bank ?

THIS IS THE LAST PAGE OF THE DATA FILE.

Suggested Solution

1996

Paper 3

PART A

Section 1

1. C

Hints

need to book in advance
There's space for the car
They got a band
most expensive
use credit card

2. B

Hints

learn to write Chinese characters

3. B

Hints

with sunroof
a real bargain for a Capri
less than \$200,000

4. A

Hints

minimum well below zero
a lot of sunshine

5. C

Hints

I love the beach
Repulse Bay
They want a lady, it would suit me

6. D

Hints

I can't spend more than 8,000
I really like to go to Australia or New Zealand, Perth or Auckland.

7. D

Hints

but we both have lessons on Friday evening

We are busy tomorrow

What about the night after that?

there's a film on TV which we can watch after dinner

it got 3 stars

Section 2

8.

Date	City-Airport	Time	Flight/Class
28 July 1996	Hong Kong	Depart 1730	SQ203 Economy Singapore Airlines

9.

Time (pm)	Dr Ng	Dr Wong
2.00	Richard Pau	Amy Ho
2.30	William Sze	
3.00	William Sze	
3.30	Chris Wong	K C Li
4.00	Ho On Lai	Thomas Chan
4.30		
5.00		Janet Smith

Hints

I'll take the earliest appointment with Dr. Wong

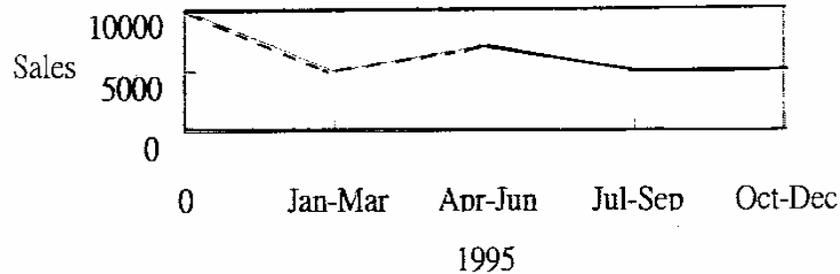
10.

APRIL 1996						
SUN	MON	TUE	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Hints

Can you book me in for 3 nights starting from the 8th?

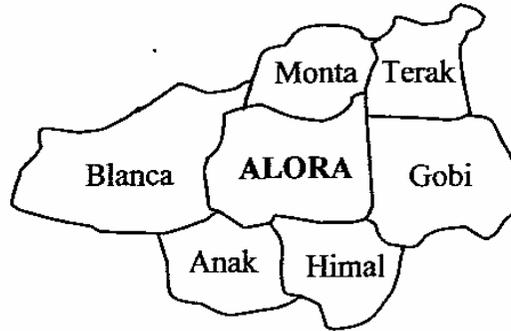
11.



Hints

The third quarter saw another fall to around 5000 again.
This level of sales was maintained in the final quarter.

12.



13.

'CYBER COMPUTERS' Software Order Form

Name: **Mr Peter James**
Company: **Asia Educational in Causeway Bay**

Software Ordered	Mac	PC	Quantity
Reading Rhino			
Joey Goes to School			
Joey's Baby Brother	✓		10 copies
Joey and His Sister			
Ancient Egypt Interactive			
Maths Buster Part 2			
Encyclopedia Educational	✓		3 copies
Encyclomation			

Hints

only have three (Encyclopedia Educational) in stock

Section 3

14.

TELEPHONE MESSAGE

To: **Mr John Lau**
From: **Miss Chris Brown** Tel.: **2381 1659**
Of: **City Computers** (Company/Department)
Message: **(new model) TX 40 in stock**
call to place an order

15.

TELEPHONE MESSAGE

To: **Mr Tom Page**
From: **Mr John Chan** Tel.: **2994 0662**
Of: **BTV** (Company/Department)
Message: **John Chan called**
about the new equipment
he will call back again at 5 pm

Hints

Do you want him to call you back? No, it's okay, just tell him it's about.....

Section 4

**HONK KONG TOURIST ASSOCIATION
TOURISM SURVEY**

Personal detailsMr **Pennington Kevin**Nationality: **Australian**Address: **23 Apple Tree Drive, Canberra
ACT 4019, Australia**Age: **41-50**

Details of visit to Hong Kong

Reason for visit: **Holiday**Length of stay: **8-14 days**Trip organized by: **Self/Family**Arriving from: **Singapore**Travelling to: **London**Places visited: 1. **The Peak**2. **Mongkok**3. **Wong Tai Sin Temple**Items bought: 1. **silk shirt**2. **leather handbag**3. **I love HK T-shirt**

Opinion of Hong Kong

Which aspects in Hong Kong have you enjoyed?

Shopping Scenery Culture/Festivals

Which aspects in Hong Kong have you not enjoyed (if any)?

Nightlife**Others: pollution in Mongkok**

Ranking of tourist venues

Hong Kong **2** Singapore **1** Tokyo **3** Beijing**Hints**

looking forward to nightlife but disappointed

Can you rank the three you've visited?

PART B

Task 1

Man Tin Bank of Singapore

Application Form

*IMPORTANT: This form MUST be completed in Block CAPITALS.*Post Applied for: **TELLER** Ref. No.: **HKMP/MBS/BTS001****PERSONAL DETAILS**Full Name: (*Underline family name*) Date of Birth: Age:**CHAN WAI-KWOK PETER** **25/July/1978** **18**Address: (*in full*)**FLAT 5D, 2 LOK YU PATH, SHATIN, NT, HONG KONG**

Home Phone No.:

Passport/ I.D. Card No.:

2688 5391**K770245(8)****EDUCATION**Schools: (*with dates attended*)

School

Dates

LA SELLY COLLEGE **SEPTEMBER 1991 - JUNE 1996****QUALIFICATIONS***HK Exams: (Ranked from best results to worst. Do NOT include failures. Please spell the subject name in full)*

Subject	Grade	Year
MATHEMATICS	A (01)	1996
PRINCIPLES OF ACCOUNTS	A (01)	1996
CHINESE LANGUAGE	B (03)	1996
HISTORY	B (03)	1996
GEOGRAPHY	B (04)	1996
ENGLISH LANGUAGE (SYLLABUS B)	C (06)	1996
ECONOMICS	D (07)	1996

Other Exams:

Subject and Examining Body	Grade/Level	Year
ROYAL SOCIETY OF MUSIC EXAM FOR PIANO	GRADE 7	MARCH 1996
PITMAN TYPING	30WORDS PER MINUTE	1995

Task 2

Flat 5D
2 Lok Yu Path
Shatin, NT
Hong Kong
12 August 1996

Mrs Yip, Personnel Officer
Dept HKMP
The Man Tin Bank
11 Negrita Avenue
Singapore, SIN MBS1
Reference number: HKMP/MBS/BTS001

Dear Mrs Yip,

I would like to apply for the post of a teller with the Man Tin Bank. I saw your advertisement in the Hong Kong Morning Post on 27th July, 1996.

I am a Secondary 5 graduate and I have just received my HKCEE results. I have grade A in both Maths and Accounts. Apart from that, I have grade B in Chinese, grade C in English and three other subjects passed. In addition, I have passed the Pitman typing at a level of 30 words per minute in 1995 and the Royal Society of Music Exam for Piano at Grade 7 in March 1996.

I was a school prefect for the final two years in La Selly College. Moreover, I was the captain of the swimming team for the academic year 1994-95 and I have also represented the school at swimming. Besides music and swimming, I also take great pleasure in hill-walking.

I am very much interested in working for the Man Tin Bank due to the fact that it is one of the biggest banks in Singapore. The opportunity of internal promotion is much higher. Further, it is widely known that Singapore is a cosmopolitan city which is clean and safe. That is why I always want to work in Singapore.

I am very much interested in working as a teller for the Man Tin Bank and would appreciate it very much if you would consider my candidacy. I am looking forward to hearing from you.

Yours sincerely,

PETER

Chan Wai-Kwok Peter

Task 3

Flat 5D
2 Lok Yu Path
Shatin, NT, Hong Kong
Tel. 2688 5391

12th August 1996

Dear Julia,

Thank you for your letter. I'm fine. My examination results are okay with one subject failed. As for the piano lessons, I have taken and passed the Royal Society of Music Examination for Piano at Grade 7.

I have applied for the position of a teller with the Man Tin Bank. I have filled in the application form and written an application letter. In preparing my application letter, I have sought advice from a radio programme. You do not need to worry about my accommodation since it would be provided by the bank. Perhaps I will go to Singapore between late August and September because interview will be held during that period. If I am successful, I will have to start working on 1st October. When I get to Singapore, I will go hiking and go to the concerts. You know, they are my favourite activities.

I am afraid that I have to stop here. Perhaps we can meet in Singapore later, I will write to you as soon as the result is released.

Best wishes,

PETER

NOTE SHEET

Note for letter of application

		My address
		Date
Name of addressee		
Address of person I'm writing to		
Job Ref. Number		
Greetings (1) Dear Sir/Madam (2) Dear Mr. or Mrs. X		
Paragraph 1 My qualification and why they qualify me for the job e.g. good results in relevant subjects, exams passed outside school Opening sentence: With reference to.....		
Paragraph 2 Why I want to work in that company or country? Say something about myself – short and simple		
Closing (1) Yours faithfully, (2) Yours sincerely,		
Signature		* not to use abbreviations
Write my name		

Notes

Why Singapore?

- cosmopolitan city
- clean and safe

Why Man Tin Bank?

- one of the biggest banks in Singapore
- good policy in internal promotion and career advancement → reputation for encouraging employees to apply for better jobs within the bank

PART A

Section 1

- Which restaurant does the woman want to go to?
 - Let's look at this restaurant guide to see where we're eating tonight.
 - Ok. Well, according to this, we all need to book in advance. We can drive there because there's space for the car and they've got a band so it'll be very romantic.
 - But it's the most expensive category. We'd better go to another one.
 - Never mind. We can use my credit card.
 - Ok.
- What course would the woman like to take?
 - I've found something in the activities column in today's paper that I'd like to do.
 - What's that?
 - Learn to write Chinese characters. I picked up a book about it last month at Swindon's.
 - You ought to do something to keep fit as well. Why don't we go to Stanley and play tennis?
- Which car does the customer say he will go to see?
 - Hello.
 - Yes. I'm calling about the Ford cars you are advertising today.
 - Yes. Which one are you interested in?
 - The Sierra, the older one with the sun-roof.
 - That one's already been sold. We've got another car with a sun-roof. it's a real bargain for a Capri. Less than \$200,000.
 - Ok. I'll come round and take a look at that one.
- Where are the man and woman going tomorrow?
 - I hope the weather's ok when we get there. According to the paper, yesterday the minimum was well below zero.
 - But it wasn't so cold during the day, and they had a lot of sunshine, so it should be fine.
- Which flat will the woman ring about?
 - I'd really like to find a flat to share. This one in Repulse Bay sounds lovely, near the beach.
 - But it wouldn't suit you. They want a lady. It would suit me. Look! This one with a garden might be good for you.
 - No. I think I'll ring this one close to the Lam Tin MTR Station.
 - Yes, and I'll ring that first one you mentioned for myself. I love the beach.
- Which place do you think the woman will pick?
 - Can I help you?
 - Yes. I want to book a holiday.
 - What did you have in mind?

- Well I can't spend more than \$8,000. I'd really like to go to Australia and New Zealand, Perth or Auckland. I can stay with friends there. If there's nothing available like that, I'd like a short package tour to Japan but not Tokyo. It's too expensive.
 - Ok. Let's see what we have got.
7. What film will they watch?
- Would you and Mark like to come to dinner tonight?
 - We'd love to but we both have lessons on Friday evenings.
 - How about tomorrow?
 - Sorry. We're busy. What about the night after that?
 - There's a film on TV we can watch after dinner.
 - It's got 3 stars and it's supposed to be great.
 - Ok. That sounds like a nice evening.

Section 2

- 8.
- Hello. Moonlighting Tours. Can I help you?
 - Yes. I booked a flight with you yesterday, but I need to make some changes.
 - I see. Ok. Can you give me your name?
 - Kitty Fan.
 - Ah, Miss Fan. Yes. You were booked the on 8:00 flight to Singapore on the 27th, SQ 201.
 - That's right, but I need to go later in the day. Are there any evening flights?
 - Let's see. I'm afraid they're fully booked. Would you like to go with Cathay Pacific? They've got flight CX 100 leaving at 17:00.
 - I think I'll stick with Singapore Airlines.
 - What about the 28th? They've got one flight that leaves at 17:30 and another one is 20:30. There're seats on both planes.
 - I'll take the 17:30 flight.
 - Ok. I'll book you on that flight. SQ 203.

- 9.
- Hello. Good morning, Doctor Ng and partners. Can I help you?
 - Yes. Can I make an appointment with Doctor Ng please?
 - Certainly. When would you like to come?
 - When's the earliest Doctor Ng can see me? I'm in a lot of pain.
 - I'm afraid she's booked up till 4:30. Doctor Wong is free though.
 - Ok. I'll take the earliest appointment with Doctor Wong.
 - And your name please?
 - Amy Ho.
 - Fine. Miss Ho.

- 10.
- Hello. Star Travel. Can I help you?
 - Yes. I'd like to book a single room in the highest regions in Macau, sometimes in April.
 - Ok. What date were you thinking of?

- Well, let's see. Ching Ming is on the 4th April. Then is Good Friday on the 5th. Easter Saturday Easter Sunday Easter Monday on the 8th. I am thinking of going from the 4th to the 8th.
 - Oh. I'm sorry. I'm afraid it's fully booked on the 5th and 6th, but rooms are available from the 7th to the end of the week.
 - Ok then. Can you book me in for 3 nights starting from the 8th?
 - 3 nights? So you'll be leaving on the morning of the 11th.
 - Yes. That's right.
11. As you can see, ladies and gentlemen, we began 1995 with sales around 10,000 mark. But sales failed to only 5,000 for the first quarter. In the second quarter, things looked more promising as they went up to around 7,000. This trend did not continue unfortunately and the third quarter saw another fall to around 5,000 again rather than the continued growth that we expected. This level of sales was maintained in the final quarter, so that all those sales were much lower when compared to the beginning of January. We at least managed to hold our position over the last 3 months of 1995.
12. To the North and South of Alora are the mountainous Kingdoms of Monta and Himal. To the East of Monta is Terak, and to the South of Terak is Gobi. To the Northwest of Alora next to Monta is Blanca. In between Blanca and Himal lies Anak.
- 13.
- Good morning. Cyber Computers. Can I help you?
 - Yes. This is Peter James from Asia Educational. We'd like to order some more educational software from you. Do you have any new titles in stock?
 - For PC or Mac?
 - Mac.
 - Well. There's a new version of Mac Buster Out, a new piece of software for reading called Reading Rhino. There's a new title in the living books series called Joey's Baby Brother and there's Ancient Egypt Interactive which is brilliant, but is only on PC at the moment.
 - Ok. Can you send us 10 copies of Joey's Baby Brother and do you have copies of Encyclopedia Educational?
 - Yes.
 - Can you send us 10 of those too?
 - Ok. Oh I'm sorry. We only have 3 in stock.
 - Well. Ok I guess that'll do for the moment. Do you have some more coming in?
 - Yes. We're expecting a shipment in a couple of weeks.
 - Ok. Than I'll send you another order later.
 - That'll be fine, Mr James. And you say you're from Asia Educational?
 - That's right.
 - In Causeway Bay?
 - Yes.
 - Ok then. I'll get the order sent off right away.

Section 3

- 14.
- Hello. Majestic Video.
 - Hello. Can I speak to John please?
 - Which John? Do you mean John Templeton?
 - No. John Lau.
 - I'm afraid he's in a meeting at the moment. Can I ask who's calling please?
 - It's Chris Brown, Lok. Do you know when the meeting will finish?
 - Maybe around 2:30. Can I take a message?
 - Ok then. It's about the new model TX 40. Can you tell him that they are in stock and he can call me to place an order.
 - TX 40 in stock. Call to place an order. Ok Miss Brown, and what's your telephone number?
 - It's 23811659.
 - 23811659.
 - That's right and my company is City Computers.
 - Ok. Fine. I'll give Mr Lau the message as soon as he comes out the meeting.
 - Thanks. I'll appreciate it.
 - Goodbye.
 - Bye.

- 15.
- Majestic Video. Good morning.
 - Hello. I'm ringing up about editing equipment. Could I speak to Tom Page, please?
 - I'm afraid Mr Page is out at the moment. Could I take a message?
 - Ok. Can you tell him that John Chan called from BTV?
 - John Chan from BTV, and your phone number, Mr Chan?
 - It's 29940662.
 - 29940662. Right. And do you want him to call you back?
 - No. It's ok. Just tell him that it's about the new equipment. I'll call him at 5:00.
 - John Chan called about the new equipment. He'll call back at 5:00. Ok, that's fine, Mr Chan. I'll pass the message on.
 - Thank you very much.
 - Not at all. Bye.
 - Bye.

Section 4

A tourist is being interviewed by a representative of the Hong Kong Tourist Association.

- Excuse me. The HKTA is carrying out a survey on tourism in Hong Kong. Do you mind answering a few questions?
- Well. I haven't got much time.
- It'll only take a few minutes, Sir. And you could win a prize. All the participants are entered into a Lucky Draw every month. And if you win, you'll get free accommodation on your next trip to Hong Kong.
- Ok then.
- Great.

- First of all, can you tell me your name?
- Yes. Kevin Pennington. That's P-E-N-N-I-N-G-T-O-N.
- Pennington, right. And your first name is Kelvin K-E-L-V-I-N.
- No. It's Kevin. There's no 'L' in it.
- Ok. Mr Pennington. And what nationality are you?
- I'm an Australian.
- And do you mind telling me how old you are?
- How old? Well, I'm 42 actually.
- Right. And are you here on business?
- Actually, I do travel a lot on business. But this time, we're on a family holiday. My wife and the 3 kids are in a hotel.
- Ok. And could you tell me who organize the holiday?
- We did it ourselves. The kids are too young for organized tours. We just booked the flight and got a hotel when we arrived.
- So you came direct from Australia?
- Well in fact we did have a week in Singapore first. That's where we arrived from.
- I see. And where are you going to next?
- You mean after Hong Kong?
- Yes.
- We're flying on to London. We'll then stay with some relatives for a while.
- Well, quite a trip. Now, let me see. Oh yes, how long do you plan to stay in Hong Kong?
- Just under 2 weeks. 13 days in fact.
- Ok. Now what about the places you have been to so far?
- Let me say. We went to the Peak on the Thursday, that was good. Then we went shopping in Mongkok. That was pretty tiring especially after the flight. Where else? Oh yes, yesterday we popped into Wong Tai Sin. My wife's a big fan of temples. She wants to go to Lantau to see the Big Buddha tomorrow, but other than that, it's a long way.
- You've got a busy schedule. You said you've been shopping in Mongkok. Can I ask what you bought there?
- Well we'd been warned that Hong Kong is not as cheap as it used to be, so we kept the wives from the cameras and watches and all that kind of thing. We did find something we liked though. I bought a light silk shirt here. It was really cheap. My wife got a leather handbag and what else? Let me think. Oh yes, my oldest daughter got an 'I love Hong Kong' T-shirt.
- Fine. So can I ask what you've enjoyed so far during your stay in Hong Kong?
- Well, shopping of course. I didn't expect the scenery had been so beautiful. The view from the papers were very spectacular. Moreover, it's really interesting in Chinese Culture. She really enjoyed the temples at Wong Tai Sin, and I must admit it too. What else? I was looking forward to the nightlife but I was very disappointed. I don't know, maybe I am getting too old for that kind of thing.
- Was there anything else you didn't enjoy?
- To be honest, we found the pollution quite noticeable. Parts of Mongkok were really dirty.
- Yes, I know what you mean. Ok, just a few more questions.
- Have you been to these cities listed here?
- Hong Kong, Singapore and Tokyo, yes. Beijing, no.

- Can you rank the three you've visited?
- More favourite would be Singapore. I'll guess. After that it's difficult to choose between Tokyo and Hong Kong. But I think I'll like Hong Kong better.
- Right. Oh. I almost forgot. To enter the Lucky Draw, we need your address.
- Ok. It's 23, Apple Tree Drive, Canberra, that's C-A-N-B-E-R-R-A, ACT4019 Australia.
- Great. Good luck in the Draw and enjoy the rest of your stay.
- Thanks. Goodbye.

PART B

- Ok. Well. Welcome to our Careers Special here on Radio 3, a phone-in programme for those of you who have your results and are looking for a job. And here with us is Angus Young of the Banking Careers Advisory Centre of Asia. Good morning Angus.
- Good morning Jean.
- Angus. You're going to tell us a little bit about working in the banking industry in Asia, and about how to apply for jobs in banking, aren't you?
- That's right, Jean.
- So what should the students do if they want to apply to work in the banking industry in Asia?
- Well. It's usually better to respond to a job advertisement. Open applications are usually ignored.
- Ok. So I discovered my advertisement, found the job that looked really attractive. What do I do next?
- Well, the next thing you do is read the advert very carefully. If you don't get everything right first time, you may be ignored at worst, or at best be put lower down the list.
- Right. What's next?
- The best thing is to set up a standard letter of application for yourself, and that's best done by setting up a template, a pattern you can use every time you apply for the job.
- So I need to think about the layout of the letter, what goes where that kind of thing.
- Yeah. It's best to think about it in terms of boxes. At the top you need a box that has your postal address but not your name. Some people put this top left but I think it's best lift it top right, just below that of course is the date.
- Ok, so that's my address and the date top right. What next?
- Well. Below that, on the left hand side of your letter, you put the addressee, that's the name of the person that you are sending the letter to and their address as well. That'll probably be the name of the personnel officer at the Bank. And just below that is the job reference number. You'll usually find that on the ad somewhere and it's very important. Potential employers use the reference number to sort the letters they receive.
- Right. I think I've got that. On the left hand side of the letter the name and address of the person I am writing to and below that, the reference number of the job. And of course below that goes the greeting. Dear Sir, or Dear Mr. or Mrs with their names.
- That's right. Then you put in 2 paragraphs. The first about your qualifications,

- and why they qualify you for the job. If, for example, you have the exam results they ask for in the advertisement, you should point that out. If you have good results in what you consider to be relevant subjects, you should mention that too. You should also mention any exams you have passed outside school. So, that's the first paragraph. Oh and, don't forget to use an appropriate opening sentence for the paragraph. You know, with reference to, and that sort of thing.
- And the second paragraph. What goes in that?
- The second paragraph is where you talk about why you want to work in that company or in that country if the job is overseas. You might want to say something about yourself as well. Keep it short and simple. And then close the letter. Use sincerely if you started the letter with Dear Mr or Mrs. Use faithfully if it's Dear Sir or Madam. Finally, don't forget to sign it and write your name clearly underneath your signature.
- Ok. Any other words of advice?
- Yes. If it's an application form, fill it in very carefully. Read all the instructions and be sure to follow them exactly. And oh yes, it's best not to use abbreviations. They may be obvious to you, but they may not be familiar to the reader.
- Ok, and now we talk to our first caller Mr Peter Chan. Good Morning Peter.
- Good morning Jean. Good morning Mr young.
- Good morning Peter. So you've got a question for me.
- Yes. I'm thinking of applying for a job in Singapore with the Man Tin Bank of Singapore, and I'm not quite sure what to write in the 2 paragraphs you suggested. I have excellent grades in Math and Principles of Accounts. Should I mention those?
- Oh yes, definitely. Point out that you think passes in Mathematics and Accounts are relevant to banking, and that your passes are particularly good.
- Thanks. And what about the second paragraph?
- Well. I can't tell you what to say about yourself. But you might like to say something about any school achievements. Sports teams, prefects and that sort of thing.
- Is it important to say something about your interest, or your hobbies?
- Yes, anything that shows you're different and stand out a bit. And then you should say something about the bank.
- Well. I know that the Man Tin Bank is one of the biggest banks in Singapore. I've heard that it also has a very good policy on internal promotion and career advancement. Should I mention both of those?
- Yes, certainly. You'll write about the internal promotion. It does have the reputation of encouraging employees to apply for better jobs within the bank. It doesn't always advertise jobs outside the bank. So you've got 2 things you could say about the bank.
- That's really helpful Mr Young.
- Oh and you should say 2 or 3 nice things about why you want to live in Singapore too. It's a very cosmopolitan city, lots of different nationalities. And of course it's very clean and safe.
- Ok. Singapore is clean, safe and cosmopolitan. Does that help you Peter?
- It certainly does. Thank you.
- Ok. Bye Peter and good luck.