

Answering Strategy

1. Text type and format – You are asked to write an apology email to the principal. In the email, you should start with a salutation, i.e. 'Dear Mrs Chan', and end it with a formal complimentary close, i.e. 'Yours sincerely, Chris Wong'.
2. Genre – It is an expository and descriptive writing. You are expected to explain the purpose of writing and describe how the trophy was damaged.
3. Language and formality – As you are making an apology to the principal, the tone should be serious and formal. The language should be straightforward to show that you take your responsibility for making the mistake.
4. Organisation – An email should consist of a subject line, a salutation, content and a complimentary close. In the content part, explain the purpose of writing after introducing who you are. Then describe what happened to the trophy. Finally, state what you would do to compensate for the mistake and leave your contact details.
5. Topic and vocabulary – The theme of this email is damage to school property. You should have enough relevant ideas and vocabulary items for this topic. You can refer to the following ideas and vocabulary items.

Useful vocabulary items and expressions

Verbs / verb phrases

admit one's mistake	承認某人的錯誤
assure	保證
crown	加冕
reimburse	賠償
take responsibility of my own action	對自己的行為負責

Nouns / noun phrases

champion	冠軍
hard-earned victory	得來不易的勝利
incident	事件
intent	意圖
passing drill	傳球練習
trophy	獎杯

Adjectives

embarrassed	羞愧的
unfortunate	不幸的

Others

at a loss	不知所措
sb. be committed to	某人承諾