

TA Practice Paper

Situation

You are Alex, a member of the event team of your company. You sent the email below to your colleague, Sam, to make suggestions on community events. Read the email and answer the question that follows.

Mail



To: Sam Ng <samng@harmony.com>

Subject: Annual community events

Dear Sam

I have two suggestions for our annual community events.

First, we could organise a cookery class. It aims to promote healthy eating and introduce healthy cooking skills. It is suitable for people of all ages who like cooking. The participants will prepare nutritious meals.

In addition, I suggest we organise a film appreciation night. The aim is to support local filmmakers. The target participants are people who like local movies. The participants will watch a local film and engage in discussions afterwards.

...



What are the two annual community event suggestions? Type your answers in the spaces provided.

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Situation

Read the reply email from Sam. You would prefer to organise a cookery class. Prepare your reply by choosing the best options from the drop-down bars.



Mail



To: Alex Tong <alextong@harmony.com>

Subject: RE: Annual community events

Dear Alex

Thank you for your suggestions regarding the two annual community events. Both options seem good. Which one would you prefer?

Additionally, could you suggest a suitable venue and a date for the chosen event? Please also assist with any necessary follow-up actions.

Regards
Sam

Preference on annual community event:



Cookery class

Aim:

Describe the aim

Target participants:

Elaborate on the target participants

Activity contents:

Elaborate on the activity contents



Look for the answers in your email to Sam.

QUICK TIPS

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Based on your ideas (*in italics*) on the notes, rearrange the words and phrases to form the corresponding sentences.



Suggestion on venue:

shared kitchen space

(lower rental charge)

shared kitchen space

I suggest

is lower

because

For the venue, _____ the _____
_____ the rental charge _____.



Suggestion on date:

21 Dec 20XX

*(public holiday → more people
can join)*

and

since

it is a

schedule it for

perhaps we can

Regarding the date, _____ 21 Dec 20XX
_____ public holiday _____ more people can
join the event.



Offer:

contact previous course

provider → ask for quotation

to

would you like me to

contact our previous course provider

To follow up on this activity, _____
_____ ask for a quotation?

Writing an email reply



Based on the above information, complete the following reply email to Sam by choosing the correct answers.

Dear Sam

Thank you for your email about the _____. I am writing to state my preference and make suggestions.

_____ the cookery class for the following reasons. It is an enjoyable activity.

_____ promote healthy eating and introduce healthy cooking skills. Also,

_____ for people of all ages _____ like cooking. The participants _____ prepare nutritious meals.

_____ the venue to _____ the event, _____ the shared kitchen space _____ the rental charge is lower.

_____ the date, _____ we can schedule it for 21 Dec 20XX _____ it is a public holiday and more people can join _____.

_____ contact our previous course provider _____ ask for a quotation _____

I hope my ideas are useful.

Regards

Alex