

TABLE OF CONTENT

Preface to the 1 st Edition	P.2
Preface to the 3 rd Edition	P.3
I. School Language Policy	P.4
II. Teaching Content Subjects with English as the MOI	P.7
III. Classroom Language	P.9
IV. Common Expressions & Phrases for Administrative Purposes	P.13
V. Suggestions for Writing Announcement Scripts	P.17
VI. Vocabulary of English Words Commonly Used in School	P.24
VII. Phrases and Expressions for Posters & Promotional Leaflets	P.31
VIII. Vocabulary Commonly Used by Different Committees	
A. Religious Affairs Committee	P.35
B. Academic Affairs Committee	P.37
C. Home-School Cooperation Committee	P.38
D. Student Guidance Committee	P.39
E. Career Guidance Committee	P.40
F. Students' Union	P.41
G. Student Affairs Committee	P.42
H. Discipline Committee	P.43
IX. Common Expressions, Phrases & Vocabulary for Hall Functions and Special Activities	
A. Inauguration of Students' Leaders	P.45
B. Thanksgiving Service & Different Ceremonies	P.46
C. School Picnic	P.48
D. Sports Day	P.49
E. Prize-giving Day	P.53
X. Training of Student Announcers	P.55

Preface to the 1st Edition

Our school has a vision to promote English learning. Apart from maintaining the use of English as the medium of instruction (EMI) in most of the subjects, we have been creating an English-rich environment which is conducive to English learning. For instance, the daily Morning Assembly, various hall functions and special activities like Speech Day and Sports Day are conducted in English. English is also used in students-as-target publications and written materials to be posted. Furthermore, students are encouraged to talk to staff in English outside class time. All these measures maximize students' exposure to the second language.

We understand that newly promoted S1 students have difficulty in learning a second language as most of them are from Chinese-medium primary schools where English is taught only as a subject. To bridge the language gap, the English panel organizes the English Bridging Programme in the summer vacation while the EMI subjects provide subject-based English bridging programmes in the first few weeks of the school year. The English panel also provides language support for students through the teaching of cross-curriculum classroom language, language skills and vocabulary management skills.

Throughout the years, we have made every effort to facilitate the teaching of EMI subjects through policy making and the provision of training programmes. To further facilitate teachers to teach in a second language, the EMI Group compiled an EMI Teachers' Handbook in 1998. Since then, we have made several revisions. In 2006, we produced a series of languages notes to let students learn English in a more authentic way. At the end of the school year 2006/07, we compiled the "Campus English" by merging the content of the EMI Teachers' Handbook and the language notes for students. We hope that this handbook may offer language support to students, teachers and supporting staff in our school campus.

Finally, I would like to express my gratitude to different committees that provide the materials for the "Campus English". I also thank the language officers (Ms. Wong May Sum, Ms. Yip Yee May and Ms Gaughan Tara Jean) for the dedicated efforts in editing this handbook. May God reward those who contribute to the school development.

Mr. Leung Wing Tak
Deputy Prefect of Studies
26/7/2007

Preface to the 3rd Edition

Campus English has been incorporated into the Secondary 1 English curriculum since its publication in August 2007 to provide language support for students with the transition from mostly Chinese-medium primary school education to English-medium secondary education. To keep abreast with the changes in the school language policies, the transition to a new senior secondary curriculum and changes with the move to the new school premises in the coming September 2011, we envisage the need to revise the *Campus English* and have the revision completed in July 2011 with the contribution of the English Department.

I would like to thank our English teacher, Ms. Kwong Ka Yan, with her dedicated effort in revising this booklet while she was busying over the marking of the students' exam scripts. We would also remember Ms. Tsang Choi Har's pioneering effort in preparing the prototype of the *Campus English* well before its first publication. Finally, we thank God for granting us a new school premises with opportunities opened up for school development. Also on that site we will celebrate the 25th Anniversary of our school to witness God's grace bestowed to us.

Mr. Leung Wing Tak
Vice-principal
6/7/2011

I. SCHOOL LANGUAGE POLICY

1. Medium of Instruction

- English is the medium of instruction (MOI) of our school. This policy applies to S1-3 and some senior classes.
- Teachers should solely use English as the medium of instruction except for Chinese, Putonghua and Chinese History subjects and subjects (CE and Liberal Studies) with a sanction for non-compliance.
- English should be used throughout teaching, group discussion, questioning and answering and exhortation for EMI subjects.
- Assignments in whatever forms should be completed in English for EMI subjects.
- Teachers should firmly guide students to speak English in EMI lessons. Appropriate punishment can be exercised by teachers according to their professional judgement for non-compliance.
- As supplementary lessons outside class time are part of the formal curriculum, English should be used as the MOI.
- Teachers may use Chinese as the MOI for enhancement or remedial classes except for English subject.

2. Classroom Language and English Bridging Programmes

- Teachers of S1 EMI subjects should use the set of language-across-curriculum classroom language edited by the Teaching and Learning Team. The set of classroom language will be revised annually depending on the needs of teachers.
- Formal assessment of the students on classroom language should be included.
- English Bridging Programmes will be organized by S1 EMI subjects including English subject.

3. Language Environment

3.1 Sharing in morning assembly

- Committees are encouraged to use English for sharing.
- Sharing related to a certain subject and promotion of related academic activities should be conducted in the same medium as the MOI of the subject taught.
- There is a time slot scheduled in each week for sharing in English.

3.2 Announcements

Announcements through the Public Address System (PA) should be conducted in English except for Chinese, Putonghua and subjects with essentially Chinese element like Chinese History.

3.3 Notices to parents

Notices to parents should be written in both Chinese and English.

3.4 Hall functions and special activities

The following hall functions and special activities will be conducted in English:

- The Commencement and the End-of-term Ceremonies, Prize-giving Ceremony, Prize-giving Day and Inauguration of Student Leaders.
- Speech Day, Sports Day and School Picnic

(If announcements or reminders are given in the Hall Assembly periods, such practices should be conducted in English except for Chinese, Putonghua and subjects with essentially Chinese element like Chinese History.)

3.5 Activity leaflets, posters, notices, directory boards or students-as-target publications

- Activity leaflets, posters and notices should be written in English except for Chinese and Putonghua and subjects with essentially Chinese element like Chinese History. Written sharing to be posted can be Chinese or English.
- Directory boards: written in both English and Chinese
- Students-as-target publications: for publications produced by subjects, the medium of publication should follow the medium used; while for publications produced by committees and school societies/clubs, there is no restriction on the language used for the unit concerned.
- Messages to Shatin Tsung-Tsiners: Teachers are encouraged to write in English. About 30% will be written in English.

3.6 English used outside class time

- Teachers are encouraged to talk with students in English outside class time.
- Students should speak English when they ask to see the staff at the entrance of offices (General Office, Staff Room, Preparation Room, TRR, Library, etc.). Teachers should also respond to students in English.

3.7 Afternoon Reading Scheme

- S1-2: English reading in the first term
- S3: English or Chinese newspaper reading
- S4-6: English newspaper reading in the first term

3.8 Supportive role of English Panel

- English panel should provide language support to other subjects through, the teaching of classroom language, language skills & vocabulary management skills to S1 students and training of student announcers.
- English panel is requested to organize various English activities to create a language-rich environment.

4. Administrative documents

Documents	Language requirement	
	Subjects	Committees
Programme plan	According to subject MOI	English
Minutes	According to subject MOI	NA
Annual budget	NA	NA
Proposal	According to subject MOI	NA

II. TEACHING CONTENT SUBJECTS WITH ENGLISH AS THE MOI

1. Role of EMI subject teachers

EMI subject teachers should focus on content rather than language teaching (though the weighting of content elements should be reduced in the first few months of the S1 Bridging Programmes). The formal aspect of language should be dealt with by language teachers. However, in order to enhance the language proficiency of students, EMI teachers have the responsibility to keep using English throughout the lessons.

2. Advice on teaching with EMI

With the adoption of EMI, Cantonese will be banned from the classrooms. As a result, there will be a huge difference in terms of teachers' behaviour and teaching style. Below are some hints summarised from the workshop course book written by Mr. P.L. Li (1998):

(a) Modifying materials and tasks

Careful selection and adaptation of course materials and tasks (including assignment) at a language level comprehensible by students.

(b) Planning stages of lessons

- Identify key words, phrases and terms and define vocabulary if necessary
- Select and list ideal visual aids for language support
- Check your sentence construction. The subject-verb-object pattern is fine for most sentences. Make relative clauses into separate sentences.
- Different subjects may use certain text types (e.g. cause & effect, comparison & contrast, pros & cons, chronology, description, process, definition, etc.) more frequently than others. Teachers should organize their teaching plan to have these text types taught *explicitly*.
- Use of :
 - sequence markers (first, second, next, finally)
 - transition words (because, so, although)
 - terms of priority (least, likely, most important)

(c) Adjusting teacher talk

Teachers should employ

- simple words and frequent words
- simple sentence structure
- clear articulation
- slow articulation

(d) Language support to students to enhance understanding

Teachers may consider the following language support to students:

- Dictionaries: request students to consult dictionaries
- Glossary/vocabulary: listing of a glossary for each topic to enhance memorization of new words; help students develop the habit of vocabulary management
- Visual media: use of different visual media like pictures, diagrams, flowcharts, tables, realia and projection media to enhance understanding
- Body language: use of gesture to enhance understanding

3. Frequently asked questions

(a) Should EMI subject teachers correct students' language mistakes?

As mentioned before, EMI subject teachers should focus on content rather than language. Therefore, *content--based subject teachers do not need to correct students' language mistakes as long as the students can communicate the content effectively.* If teachers do want to correct students' language mistakes, do not give value judgments as this may embarrass the students.

(b) Should Chinese be totally banned in normal lessons?

The answer is "YES". However, teachers may give Chinese translations of new words (the first time they appear in lessons) verbally or in written form if necessary. Explanation of concepts in Chinese should be avoided.

(c) Can I use Chinese-medium materials (ETV, reading materials, tapes) for teaching EMI subjects?

The answer is "YES" provided that the English equivalent of teaching materials is not available. But English has to be used in both classroom talk and written assignments.

(d) Will EMI be extended from S1 to S6?

Currently, EMI covers S1-3 and some senior classes. The extension of EMI to higher forms will be subject to evaluation.

III. CLASSROOM LANGUAGE

Our school is an EMI school. That means in most of the lessons, teachers use English in their teaching. Here are some common situations in which teachers will use English in the lessons.

Category of Activities	Teachers' Classroom English	Students' Classroom English
1. Greeting	T1. Good morning Class (Boys and Girls)!	S1. Good morning, Mr. (Mrs./Ms.)_____ Good morning guests.
2. Checking attendance	T2. Monitor (Monitress), is anybody absent? / Is everyone present?	S2. No one is absent Mr. (Mrs./Ms.)_____. Yes, _____ and _____.
3. Asking students about homework business	T3. Who has not done the homework? / Put up your hand if you haven't handed in your homework. Tell me your class number. Who didn't hand in the homework to the homework collector this morning?	S3. Sorry Mr. (Mrs./Ms.)_____! I haven't done my homework. I am number _____. Sorry Mr. (Mrs./Ms.)_____! I am sorry. I didn't hand in my homework.
4. Using the textbook	T4. Open your textbooks to page _____. / Turn to page _____. T5. Please look at the left-hand column, second paragraph, line 4. T6. Last lesson we talked about _____.	S4. Mr. (Mrs./Ms.)_____. / Could you repeat please? Thank you Mr. (Mrs./Ms.)_____. S5. Sorry Mr. (Mrs./Ms.)_____! Which column (paragraph, line) please? S6. I'm sorry. I don't understand this part. Would you please explain it again?
5. Handling irregular behavior	T7. We will stop here. Let's have a break for 2 minutes. T8. Can you wait until recess? Okay, you may go. Certainly. I'm sorry. You have to wait until he (she) comes back. T9. Pay attention! Keep quiet!	S7. May I go to the toilet/ washroom Mr. (Mrs./Ms.)_____? S8. I feel sick. May I leave the classroom? / May I go to the medical room? S9. I'm sorry I can't wait. It's urgent! S10. I feel hot . May I turn on the air-conditioner / fan, please? I feel cold . May I turn off the air-conditioner / fan, please?

		<p>S11. I can't see the blackboard. May I change seats, please?</p> <p>S12. Excuse me, Mr. (Mrs./Ms.) _____, it's too bright. May I close/ lower the blinds, please?</p>
6. Organizing pair work and group work	<p>T10. Now let's get into pairs. Now let's get into groups of 4.</p> <p>Please work with the person next to you. Who has not yet joined a group?</p>	<p>S13. Mr. (Mrs./Ms.) _____ I don't have a partner. Mr. (Mrs./Ms.) _____, which group do I belong to?</p> <p>S14. Shall we start now?</p>
7. Giving instructions for class activities	<p>T11. Listen carefully to my instructions..... Do you understand?</p> <p>T12. That's right.</p> <p>T13. That is not what I mean. / Let me say it again. / I mean..... / What I want to say is.....</p>	<p>S15. I'm sorry. I don't understand. Are you saying that.....? Do you mean.....?</p> <p>S16. Sorry, I've missed it. Could you repeat that, please?</p> <p>S17. Now I understand. / I still don't understand.</p>
8. Encouraging students to ask or answer questions	<p>T14. Put up your hand if you still don't understand.</p> <p>T15. Who knows the answer? Put your hand up if you know the answer. Good answer. / That's right /Not exactly./A good try./A nice try./Any other suggestions?</p>	<p>S18. What is the meaning of _____? I don't understand the relationship between A and B.</p> <p>S19. I don't understand why the answer is A but not B.</p>
9. Administering class work	<p>T16. Please complete this part in ten minutes.</p> <p>T17. Please write your answers in your textbooks. Please come and do it on the blackboard.</p> <p>T18. Use every line. Write on every other line.</p> <p>T19. Repeat after me. Say it together. Now you try. Your turn now.</p>	<p>S20. Sorry Mr. (Mrs./Ms.) _____, could we have a few more minutes?</p> <p>S21. Sorry Mr. (Mrs./Ms.) _____, I have forgotten to bring my textbook (exercise book).</p> <p>S22. Should we use a pencil or ball-pen?</p> <p>S23. Could you slow down a bit?</p>

	<p>T20. Sorry, I can't hear you. Speak up please.</p> <p>T21. Write the date at the top right-hand corner of the page. Write the topic in the middle of the top margin.</p>	<p>S24. Sorry, I don't know how to say it. /Sorry, I don't know how to pronounce the words.</p>
10. Instructing students to cross-check	<p>T22. Please swap your books with your partner. Use a red pen to check the answers. Remember to tick the correct answer. If the answer is wrong, you must write down the correct answer.</p> <p>T23. Give _____ marks for each correct answer. Deduct _____ marks for each wrong / incorrect answer.</p> <p>T24. Fold your test papers and pass them in. Staple your test papers and answer sheets together and pass them in. Separate your test paper and answer sheet and pass them in.</p> <p>T25. Please ask your parents to sign next to the marks</p>	<p>S25. What is the answer to question ____?</p> <p>S26. Can you repeat no. _____?</p> <p>S27. How should we do the corrections?</p> <p>S28. Do we have to pass up the question papers?</p> <p>S29. There's something wrong with the marks.</p>
11. Collecting exercise books	<p>T26. Pass up your exercise books to the front.</p>	<p>S30. I haven't finished yet. Can I hand it in to you later?</p>
12. Giving homework	<p>T27. Homework for today is _____. Hand in your homework next Monday /tomorrow.</p> <p>T28. Now please write it down in your Student Basic Law (Student Handbook).</p>	<p>S31. When should we hand in the homework?</p> <p>S32. Sorry I have forgotten to bring the Student Basic Law (Student Handbook).</p>
13. Concluding a lesson & asking students to write in the reflective learning journal	<p>T29. That's all for today. Raise your hand if you have any questions.</p> <p>T30. Let's start writing something down in the reflective learning journal.</p> <p>Please look at the blackboard and review what you have learnt today.</p>	<p>S33. Mr. (Mrs./Ms.) _____, I have a question. Could you come over here please?</p>

	Please think carefully and write down what you have learnt today in the reflective learning journal.	
14. Asking students to help	<p>T31. Who's on duty today?</p> <p>T32. Would you do me a favor please?</p> <p>T33. Would the IT hero set up the projector / computer for me?</p> <p>T34. Please go to TRR and ask Mr. _____ for help.</p> <p>T35. Please clean the blackboard. Please give out (distribute) the exercise books. Please come and collect the exercise books during the first recess (lunch time/ after school).</p> <p>T36. Thank you.</p>	<p>S34. Let me help you Mr. (Mrs./Ms.)_____! Yes, Mr. (Mrs./Ms.)_____.</p> <p>S35. You' re welcome. / With pleasure.</p>
15. Ending a lesson	T37. Good-bye Class (Boys and Girls)!	S36. Goodbye and thank you Mr. (Mrs./Ms.)_____. Goodbye and thank you guests.

IV. COMMON EXPRESSIONS & PHRASES FOR ADMINISTRATIVE PURPOSES

1. General Office

Category of Activities	English used by Students	English used by Teachers & Office Staff
Feeling sick	<p>Excuse me, Mr (Mrs./ Ms.) _____. I don't feel well.</p> <p>I think I might vomit. (嘔) I feel quite dizzy. (頭暈) I don't feel well. I have a stomachache. (胃痛/ 肚子痛) My leg / arm hurts.</p> <p>Excuse me, Mr (Mrs./ Ms.) _____. My friend has hurt himself in the playground. He needs some help.</p> <p>Other illnesses:</p> <ul style="list-style-type: none"> - Influenza (flu) (流行性感冒) - fever (發燒) - twisted arm (扭傷手臂) - ankle (踝關節) - headache (頭痛) - stomachache (胃痛/ 肚子痛) - sore throat (喉嚨痛) - nosebleed (流鼻血) 	<p>What's your name and class? What's wrong?</p> <p>You should go to the medical room and take a rest. We will come and have a look very soon.</p> <p>Stay calm. We will come and have a look right now.</p>
Leaving early	<p>Excuse me, Mr (Mrs./ Ms.) _____. I have made an appointment with the dentist. I need to leave earlier today.</p> <p>Yes, sure! I handed in the parent's letter to Mr (Mrs./ Ms.) _____ yesterday.</p> <p>My name is _____.</p>	<p>I see. Have you informed the Discipline Office?</p> <p>OK! What's your name?</p> <p>Take this slip and give it to the janitor at the school entrance before you leave.</p>
Borrowing school uniform / other things	<p>Excuse me, may I see Mr. (Mrs. / Ms.) _____, please? There are some stains on my dress. May I borrow one from the office?</p> <p>I think I need a medium-sized dress.</p>	<p>What size are you?</p> <p>Take this one. Don't forget to wash and iron it before returning it to the General Office tomorrow.</p>

	<p>Excuse me, may I take a duster for Mr. (Mrs. / Ms.) _____ in _____ (classroom), please?</p> <p>I am from 1A.</p> <p>Excuse me, may I get the mobile phone from Mr. (Mrs. / Ms.) _____, please?</p> <p>Excuse me, my shoes are torn. May I borrow some glue?</p>	<p>Which class are you in?</p> <p>Here is the duster. Use it properly in the classroom.</p> <p>Yes, sure. Come in please.</p> <p>Please go and find Mr (Mrs./ Ms.)_____ in the Preparation Room on the 5th floor. He can help you.</p>
Making an appointment to see the Principal, Vice-principal and other staff	<p>Excuse me, may I see Mr. (Mrs. / Ms.) _____, please? I have some problems about the school fees.</p> <p>Excuse me, may I see Mr (Mrs./ Ms.)_____, please?</p>	<p>Yes, come in please. Please wait outside. You are not allowed to enter the General Office. Just a moment please.</p> <p>Yes, come in please. Just a moment. Mr (Mrs./ Ms.)_____ is talking on the phone. Please wait outside the General Office. Mr (Mrs./ Ms.) _____ is quite busy today. Please see her / him in the first / second recess tomorrow.</p>
Getting things from the office	<p>Excuse me, may I get the 1A register book, please?</p> <p>Excuse me, may I get some forms from the office, please?</p> <p>Excuse me, may I get the 1A homework collecting file?</p> <p>Excuse me, I am the monitor / monitress of 1A. I have forgotten to bring the key to the classroom. May I have the spare one?</p>	<p>Yes, sure. / Come in.</p> <p>I am sorry. We don't have the key to the classroom. Would you go and find Mr. (Mrs./ Ms.)_____ / janitor for help?</p>
Late arrival of subject teachers	<p>Excuse me, I am the monitor / monitress of 1A. We have been waiting for Mr. (Mrs. / Ms.) _____ for the English lesson but he / she has not come yet.</p>	<p>Alright, return to your classroom and if you can't see Mr. (Mrs. / Ms.) _____ after another 5 minutes, report to the General Office again.</p>
Problem with the air-conditioners in the classrooms	<p>Excuse me, I am the monitor / monitress of 1A. It is very cold in the classroom. Would you please adjust the temperature of the air-conditioners?</p>	<p>Alright, return to the classroom. We will find the janitor to adjust the temperature.</p>

	Excuse me, I am the monitor / monitress of 1A. The air-conditioners in 1A don't work / are out of order. Would you please come and have a look?	Alright, we will send someone to check the air-conditioners. Please return to the classroom.
Reporting lost and found	Excuse me, I am a student from 1A. I can't find my school bag. What should I do? Excuse me, I found this wallet in the covered playground. Please have a look.	Please report it to the Discipline Office / any discipline teacher. Please take the wallet to the Discipline Office. / Please pass the wallet to any discipline teacher.
Requesting to clean the classroom	Excuse me, I am the monitor / monitress of 1A. A student has vomited in the classroom. Would you please find someone to clear the mess?	Alright. We will send someone to clear the mess very soon. Please return to your classroom.

2. Staff Room

Students' Language	Teachers' Language
S1. Excuse me, may I see Mr. (Mrs. / Ms.) ____, please?	T1. Come in. T2. Mr. (Mrs. / Ms.) ____ is not here at the moment. Come again later. T3. Mr. (Mrs. / Ms.) ____ is in _____ (location). T4. Mr. (Mrs. / Ms.) ____ has left. Come again tomorrow. / Mr. (Mrs. / Ms.) ____ is absent today. Come again tomorrow. T5. Mr. (Mrs. / Ms.) ____ is talking on the phone. Please wait for him/her outside. / Mr. (Mrs. / Ms.) ____ is talking to another teacher. Please wait for him/her outside. T6. Mr. (Mrs. / Ms.) ____ is having a meeting. Look for him/ her later. T7. This is the examination period. You are not allowed to enter the staff room. / This is the examination paper setting period. You are not allowed to enter the staff room.
S2. Excuse me, may I put the workbooks on Mr. (Mrs. / Ms.) _____'s desk? / Excuse me, would you please help to put these exercise books on Mr. (Mrs. / Ms.)	T8. Yes, sure. / Of course. T9. No, you should put them on Mr. (Mrs. / Ms.) _____'s homework shelf.

_____’s desk?	
S3. Excuse me, may I leave a message for Mr. (Mrs./ Ms.)?	T10. Yes, sure. / Of course.
S4. Excuse me, Mr. (Mrs. / Ms.) _____ is having a lesson in _____ (location). She asked me to get the exercise books from his / her desk. May I come in?	T11. Yes, sure. / Of course.
S5. Excuse me, may I take the dictation books (or other things) from Mr. (Mrs. / Ms.) _____’s desk?	T12. Yes, sure. / Of course.

3. Library

Students’ Language	Teachers’ Language
S1. Excuse me, Mr. (Mrs. / Ms.) _____. I forgot to bring the key for the cupboard in _____. Would you mind lending us the spare key? I will return it soon.	T1: Yes, sure. / Of course.

4. Preparation Room (4/F & 5/F)

Students’ Language	Teachers’ Language
S1. Excuse me! May I see Mr. (Mrs. / Ms.) _____? The projector in _____ (location) doesn’t work.	T1: Wait a minute / Coming.
S2. Mr. (Mrs. / Ms.) _____ asked me to come and get the projector for him/her.	T2: Wait a minute / Coming.

5. Teachers’ Resource Room (TRR)

Students’ Language	Teachers’ Language
S1. May I see Mr. (Mrs. / Ms.) _____, please?	T1: Wait a minute / Coming.
S2. Mr. (Mrs. / Ms.) _____ is having a lesson in _____ (location). He / She needs your help.	T2: Wait a minute / Coming.
S3. Mr. (Mrs. / Ms.) _____, the computer in 1A doesn’t function / work properly. Please come and help!	T3: Wait a minute / Coming.
S4. May I see Mr. (Mrs. / Ms.) _____? I want to hand in the reply slips. / I want to hand in the parents’ letter.	T4: Wait a minute / Coming.

V. SUGGESTIONS FOR WRITING ANNOUNCEMENT SCRIPTS

1. Contents of Different Types of Announcements

Purposes of announcements	Content to be included
Promoting activity	<ul style="list-style-type: none">the objectthe nature of the activitythe name of the activity (if any)the time, date and place of the activitythings to do before and during the activity
Announcing regular activity	
Summoning	<ul style="list-style-type: none">the objectthe time, date and place of the meetingperson who summons
Announcing rules & regulations	Numbering of rules
Reminding students	<ul style="list-style-type: none">objectthings students required to do
Announcing results or awards	<ul style="list-style-type: none">name of personstypes of awardsname of competitionstypes of organizers

2. Common Words or Expressions Used in Announcements

2.1 Time

- at 9 a.m.
- in the first/ second recess
- during lunch time
- after the 3rd period, after school
- in June
- on Tuesday, on Friday morning
- on 1st May
- by/ before Wednesday
- this Friday
- tomorrow morning
- next Friday
- in the coming week
- on time

2.2 Place

- in the General Office/ Staff Room/ Room 3-13
- on the 2nd Floor
- at the entrance of

3. Common Words or Expressions Associated with Specific Types of Announcements

3.1 Announcement for promoting activity

- there will be...
- will take place
- will be held
- ...are welcome

3.2 Announcement for announcing regular activity

- will be held
- will take place
- will meet
- will resume
- will be suspended until further notice
- are required to
- are welcome to
- attend
- turn up
- on time

3.3 Announcement for summoning

- are required to
- are required to see
- are requested to see
- remember to bring

3.4 Announcement for announcing rules and regulations

- no students are allowed to
- you are not allowed to
- you are requested to
- ...is (strictly) forbidden
- will be punished

3.5 Announcement for reminding students

- are reminded to
- are required to
- must do...before...

3.6 Announcement for announcing results

- first/ second/ third prize
- champion
- first/ second runner-up
- got the first/ second place
- award of merit
- award of service
- organized by
- Junior/ Senior section/ division
- competition
- contest e.g. singing contest
- tournament (a series of competitions of sports)
- inter-school, inter-house, inter-class
- first/ second round
- quarter-final, semi-final, final
- won
- defeated
- Sports Day

4 **Sample Scripts for Different Types of Announcements**

4.1 Announcement for promoting activity

Sample 1: Call for blood donation

Tomorrow will be our “Blood Donation Day”. All teachers and students who satisfy the requirements for giving blood are welcome to go to the School Hall tomorrow morning to give blood. Please have your breakfast before you come and remember to bring your blood donor’s card with you if you have given blood before.

Sample 2: Book fair

There will be a book fair in the covered playground today and tomorrow. All students are welcome. You may buy books you like there.

Sample 3: School exhibition

More than thirty teachers and students went on a study tour to Beijing from September 30th to October 6th. Photographs taken during this tour and short essays expressing the members’ feelings and opinions will be displayed on the exhibition board in the covered playground this week. All teachers and students are welcome to go to the above venue to see this exhibition.

Sample 4: Book exhibition in the library

The main theme of the new book exhibition in the library this week is “volcanic eruption”. All students are welcome to come and reserve the books.

Sample 5: A visit to the History Museum

A visit to the History Museum on 21st of January will be organized by the History Society. All S.1 to S.3 students are welcome to join the activity. Those who are interested in this activity, please sign your name on the notice board of the History Society on the ground floor.

Sample 6: Joining of the singing contest

Those who would like to join the Singing Contest organized by the Students’ Union may now get an application form from the SU office. Don’t forget to return the application form with the sound track on or before next Friday. Late submissions will not be considered.

4.2 Announcement for announcing regular activity

Sample 1: First meeting of a regular activity

The first meeting of the STTSS Explorers will take place at 4:00 p.m. today in Room 3-13. All members are required to turn up on time.

Sample 2: Suspension of a regular activity

All the musical instrument classes this Thursday will be suspended. All members of these classes please note the above arrangement.

Sample 3: Christian Fellowship

The Junior Christian Fellowship will meet at 4:00 p.m. this afternoon in the Music Room. The title of the meeting is “Know more about Jesus”. There will be competitions, games, hymn singing, prayer and sharing. All S1 and S2 students are welcome.

Sample 4: Announcement for Hall Assembly

There will be a Hall Assembly today for S.1 to S6 students in the 7th and 8th periods. The reading period this afternoon will be cancelled.

As the bell rings at 2:00 p.m., all students should remain seated in the classrooms waiting for further instructions.

4.3 Announcement for summoning

Sample 1: Summoning of team members

All members of the Dancing Team are required to go to see Ms. ___ in the Staff Room in the first recess.

Sample 2: Summoning of monitors and monitresses

Please be reminded that all monitors and monitresses have to attend a meeting today. The details of the meeting are as follows:

Date: 12 / 9 / 2011

Room: 2-5

Time: 3:00 to 4:00 p.m.

Please be punctual.

4.4 Announcement for announcing rules and regulations

Sample 1: No admittance of students into staff rooms

Since the First Examination is coming and teachers are busy setting the exam papers, no student is allowed to enter the staff rooms until further notice.

Sample 2: Regulations concerning Study Room

Students who are users of the Study Room please note the following announcements.

1. You are required to stay in the study room to do your revision and avoid hanging around the school building after 5:30 p.m.
2. For security reason, you are not allowed to enter the staff rooms after 5:30 p.m.

Sample 3: Instructions given to students

All S1 to S3 students, pay attention to the following announcements.

1. Running, playing or chasing after one another is strictly forbidden in the corridor.
2. You are strongly advised to go home immediately after school to do your revision for the Uniform Test.

Sample 4: Regulations concerning the use of CAL Room

1. Starting from today, students may enter the CAL Room to use the computers at 1:30 p.m.
2. Starting from today, students may enter the CAL Room to use the computers after school. Students must line up quietly outside the CAL Room before the opening hours.

Sample 5: Regulations concerning the arrangements of the examination

1. Please be reminded that the first term examination is approaching. Students other than S.6 students should go home immediately to have revision after school. If you want to stay after school, you should have no other activities except revision. Also, starting from today, all ball games are not allowed.
2. Students must line up quietly outside the examination rooms. No students should enter the examination rooms until they are told to do so.
3. All students should have their recess downstairs during the break in their examinations. When going downstairs, students should be considerate and keep quiet.
4. Only those students who have made an appointment with the teacher may stay behind after the examination.

Sample 6: Regulations concerning the use of the school lift

Starting from today, students can use the school lift after school and during the school holidays. Here are the service hours of the school lift:

From Mondays to Fridays: 4:00 p.m. to 5:30 p.m.

Saturdays and school holidays: 8:00 a.m. to 1:00 p.m.

Please give priority to the teachers, staff and students in need when you use the lift.

Thank you for your cooperation.

4.5 Announcement for reminding students

Sample 1: Commencement of tutorial class

Those who have enrolled in the remedial classes run by our school should note the following announcement. The classes will commence on November 3rd at 4:00 p.m. in Rooms 4-15, 4-16 or 4-17. Please attend on time.

Sample 2: Suspension of service in the library

Since the First Examination is approaching, the circulation service in the library will be suspended from today onwards until further notice.

Sample 3: Change of school uniform

Starting from next Monday, i.e., from 15th November to 24th November, there will be a transition period for the change of the school uniform. Students may choose either to wear the summer or winter uniform. From 25th November onwards, all students must wear their winter uniform.

Sample 4: Selling of Summer / Winter / P.E. Uniforms / Sweaters

The selling of Summer / Winter / P.E. Uniforms / Sweaters will take place in the covered playground this Friday from 4:00 p.m. to 5:30 p.m. Please queue up in the covered playground to buy the uniform and pay the exact amount of money.

Sample 5: Taking of graduation class photo

All S.6 students will have their class photos taken this Friday after school in the assembly hall. When the bell rings at 3:45 p.m., please stay in your classrooms and wait for further instructions to go to the hall. You are reminded to wear the proper school uniform and bring your school blazers for photo taking.

Sample 6: Flu vaccination

Students who want to receive the immunization against flu should bring \$40 and pay the exact amount of money. The schedule for the immunization has been posted on the notice board of each classroom. Please wait for instructions to get into the hall to have the injection.

4.6 Announcement for announcing results

Sample 1: Award of a competition

Leung Tin Mui of S.2B has won the second prize of the junior section of the “Care for Our Society” Coloring Competition organized by the Sham Shui Po Tsung Tsin Church. Congratulations.

Sample 2: Best reader of the month

Chan Tin Ming of S.1C is the best reader of the library books this month. He has read more than 30 books. The reading record of each class will be updated. Please refer to the notice board outside the library.

VI. VOCABULARY OF ENGLISH WORDS COMMONLY USED IN SCHOOL

1. Venues, Facilities and Equipment

1.1 Administration

- General Office 校務處
- Principal's Office 校長室
- Vice-principal's Office 副校長室

1.2 Special Room/Venue

- Basketball Court 籃球場
- Covered Playground 雨天操場
- Discipline Office 訓導處
- Foyer 門廳
- Gymnasium 健身室
- Guidance Activity Room 輔導活動室
- Medical Inspection Room 醫療室
- Joint-House Office 社聯會室
- Prefect Room 領袖生室
- Social Worker's Office 社工室
- Students' Union Office 學生會室
- Volleyball Court 排球場
- Church Office 教會辦公室
- Conference Room 會議室
- Library 圖書館
- Mini Hall 小禮堂
- Staff Room 教員室
- Staff Common Room 教員休息室
- Student Activity Room 學生活動室
- Teachers' Resource Room, TRR 教師資源室
- Hall 禮堂
- Kiln Room 窯房
- Music Room 音樂室
- Musical Instrument Store Room 樂器儲物室
- Visual Arts Room 視藝室
- Balcony 廂座
- Fitting Room 試身室
- Home Management Room 家政室
- Prayer Room 祈禱室
- Small Group Teaching Room 小組教學室

- A.V. Control Room 視聽控制室
- Geography Room 地理室
- Preparation Room 實驗預備室
- Science Museum 科學館
- Biology Laboratory 生物實驗室
- Integrated Science Laboratory 綜合科學實驗室
- Sports Area 天台籃球場
- Chemistry Laboratory 化學實驗室
- Dark Room 黑房
- Physics Laboratory 物理實驗室
- Arts Technology Room 科藝室
- Computer Assisted Learning Room, CAL Room 電腦輔助學習室
- Computer Room 電腦室
- Lecture Theatre 演講室
- Multimedia Learning Room, MML Room 多媒體學習室
- Server Room 伺服器室
- Caretaker's Quarters 工友宿舍
- Parents' Resource Center 家長資源中心
- Roof Garden 天台花園

1.3 Other Locations

- Main entrance 學校正門
- Rear entrance 學校後門
- Front staircase 前樓梯
- Rear staircase 後樓梯
- Form base 原課室
- Corridor 走廊
- Backyard 後園
- Flagpole 旗杆
- Running track 跑道
- Covered walkway 有蓋行人通道

1.4 Facility & Equipment

- P.E. Store 體育器材貯存室
- Tuck Shop 小食部
- Changing Room 更衣室
- Toilet 洗手間
- Sports equipment 運動器材
- Vending machine 汽水售賣機
- Drinking fountain 飲水機
- Photocopier 影印機

- Computer 電腦
- Intranet/Internet 內聯網、互聯網
- Alarm System 警示裝置系統
- Audio-visual System 影音系統
- CCTV System 閉路電視系統
- Smart Card System 智能咭系統
- Public Address (PA) System 中央廣播系統
- Video projector 投影機
- Overhead projector 高影機
- Visualiser 實物投影機
- Cassette recorder 錄音機
- Video cassette recorder 錄影機

2. School Committee and Association

- Academic Affairs Committee 學務委員會
- Alumni Association 校友會
- Career Guidance Committee 升學就業輔導委員會
- Christian Fellowship: Junior/Senior Christian Fellowship 基督徒團契:初團/高團
- Crisis Management Committee 危機處理小組
- Discipline Committee 訓導委員會
- Extra-curricular Activities Committee 課外活動委員會
- Finance Committee 財務委員會
- General Affairs Committee 總務組
- Home-School Cooperation Committee 家庭學校合作委員會
- Incorporated Management Committee, IMC 法團校董會
- Parent-Teacher Association 家長教師會
- Religious Affairs Committee 宗教事務委員會
- School Advisory Council 校政諮議會
- School Image Team 學校形象小組
- Staff Development Committee 教師發展委員會
- Student Affairs Committee 學生事務委員會
- Student Guidance Committee 學生輔導委員會
- Student Support Committee 學生培育委員會
- Students' Union, SU 學生會
- Tuck Shop Management Team 小食部監察小組

3. Important School Events

- Blood Donation Day 捐血日

- Christmas Service and Celebration 聖誕崇拜及聯歡
- Commencement Ceremony 開學禮
- Counselling Day 輔導日
- Dress Casual Day 便服日
- End-of-Term Ceremony 散學禮
- English Week 英語週
- Examination: First / Second / Mock Examination 期中考試/期終考試/畢業試
- Fire drill 火警演習
- Form One Orientation Day 中一迎新日
- General House Meeting 社員大會
- Gospel Camp 福音營
- Gospel Week 福音週
- Graduation Dinner 畢業聚餐
- Hall Assembly 禮堂週會
- Inauguration of Student Leader 學生領袖就職典禮
- Inter-house ... Competition 社際...比賽
- Jump Rope for Heart 跳繩強心
- Life Education Camp 生命教育營
- Long Distance Running Competition 長跑比賽
- Musical Instrument Demonstration Show 樂器示範音樂會
- Parents' Day 家長日
- Parent-Teacher Day 家長教師日
- S1 Sports Activities Recruitment Day 中一級體育活動甄選日
- School Picnic 學校旅行
- Science Week 科學週
- Singing Contest 歌唱比賽
- Speech Day 畢業禮
- Sports Day 陸運會
- Streaming test 分班試
- STTSS Variety Show 沙崇匯演
- Students' Union Consultative Forum 學生會諮詢大會
- Students' Union Day 學生會日
- Students' Union Election Day 學生會投票日
- Term Test 學科測驗
- Territory-wide System Assessment, TSA 全港性系統評估
- Uniform Test 統一測驗

4. About Student Activities

4.1 Houses

- Abdon House 愛社

- Caleb House 嘉社
- Deborah House 達社
- Elon House 義社
- Joshua House 助社
- Samuel House 信社

4.2 Clubs and Societies

- Anime Club 動漫研習社
- Art Café Club 創藝學會
- Arts Technology Club 科藝學會
- Broadcasting Club 英語廣播學會
- Campus TV Club 校園電視學會
- Ceramics Club 陶藝學會
- Chinese Calligraphy Club 中國書法學會
- Chinese History Society 中史學會
- Chinese Painting Club 水墨畫學會
- Chinese Society 中文學會
- Ching Tsung Elderly Academy Student Voluntary Service Group 青崇長者學苑義工隊
- Community Youth Club 公益少年團
- Dancing Club 舞蹈學會
- Drama Club 戲劇學會
- Drawing and Painting Club 素描及繪畫學會
- Economics Society 經濟學會
- Elementary Comics Club 漫畫學會
- English Society 英文學會
- First Aid Team 救傷隊
- Geography Society 地理學會
- 'Go' Club 圍棋學會
- History Society 歷史學會
- Jewellery DIY Workshop 首飾設計班
- Long Distance Running Club 長跑學會
- Mathematics Society 數學學會
- Music Class 樂器班
- Photography Club 攝影學會
- Putonghua Society 普通話學會
- Science Society: Biology, I.S., Physics, Computer & Robotics, Gardening, Chemistry, Games Factory 科學學會：生物、綜合科學、物理、電腦及機械人、園藝、化學、遊戲工廠
- Scout 童軍
- Visual Arts Club 視藝學會

4.3 School Teams

- Athletic Team 田徑校隊
- Badminton Team 羽毛球校隊
- Basketball Team 籃球校隊
- Chinese Orchestra 中樂隊
- Chinese Recital Group 中文朗誦校隊
- English Choral Speaking Team 英語集誦校隊
- English Recital Group 英詩獨誦校隊
- Football Team 足球校隊
- Handball Team 手球校隊
- Netball Team 投球校隊
- Putonghua Recital Team 普通話朗誦校隊
- School Band 管樂隊
- School Choir 詩班
- School Dancing Team 舞蹈校隊
- School Drama Team 沙崇劇社
- School Symphonic Orchestra 管弦樂團
- String Orchestra 弦樂隊
- Table Tennis Team 乒乓球校隊
- Volleyball Team 排球校隊

5. **Persons**

- Supervisor 校監
- The Principal 校長
- The Vice-principal 副校長
- Form Teacher 班主任
- Teacher Librarian 圖書館主任
- Library Assistant 圖書館助理
- Native English Teacher, NET 外籍英語教師
- Teacher Assistant 教師助理
- Administrative Staff 行政職員
- Administrative Executive 行政主任
- Administrative Assistant 行政助理
- Clerical Staff/Clerk 校務處職員
- IT Technician 資訊科技技術員
- Laboratory Technician 實驗室技術員
- Substitute Teacher 代課老師
- School Social Worker 學校社工
- Examination Invigilator 監考員
- Student Invigilator 學生監考員

- Janitor 工友
- Monitor 班長、男班長
- Monitress 女班長
- Homework Collector 收簿長
- Executive Committee Members of Class Association 班會職員
- Chairperson 主席
- Vice-chairperson 副主席
- Treasurer 財政
- Secretary 文書
- General Affairs 總務
- Recreation Secretaries 康樂
- IT Hero 學生資訊科技員
- Homework Record Keeper 功課記錄員
- English Ambassador 英語大使
- Prefect 領袖生
- Head Prefect 領袖生長
- Vice-head Prefect 領袖生長
- Peer Mentor 學生輔導員
- Student Helper 學生助手
- Student Announcer 學生報告員
- Student Librarian 學生圖書館館理員
- Healthy Shatin Tsung-Tsiners 健康沙崇人

VII. PHRASES AND EXPRESSIONS FOR POSTERS & PROMOTIONAL LEAFLETS

1. Items included in posters or leaflets for promoting an activity

- date
 - time
 - venue/place
 - title
 - nature
- } of activity
- introduction/description of programmes
 - others: contact person, method of enrollment, procedure of enrollment, things to bring, duration of activity, length of programme (if necessary)

2. Expressions commonly used for inviting participation

- Come and join us!
- See you there!
- Don't miss out!
- Don't miss this opportunity!
- Do come!
- Give us a hand!
- We need your help!
- Act now!
- Don't think twice. Act now!

3. Words and phrases commonly used concerning the holding of activities

- audition 甄選
- registration 登記
- on-line registration 網上登記
- exhibition 展覽
- exhibition board 展覽板
- exhibit 展品
- are displayed/will be displayed 展出／將展出
- book fair 書展
- jumble sale 賣物會
- sale of ... _____ 展銷會
- fun fair 遊藝會
- carnival 嘉年華會

- games day 同樂日
- visit 參觀
- field trip 野外考察
- exchange tour 交流團
- summer camp 夏令營
- inter-class/house/school competition 班際比賽/社際比賽/校際比賽
- forum 論壇
- singing contest 歌唱比賽
- debate 辯論
- speech contest 演講比賽
- inauguration 就職典禮
- fund-raising campaign 籌款活動
- seminar 研討會
- drama competition 話劇比賽
- demonstration 示範
- talk 講座
- briefing 簡報會
- session 節
- question and answer session 答問時間
- form teacher period 班主任時間
- charity bazaar 慈善賣物會
- variety show 綜合表演
- election for the ... _____ 選舉
- polling day 選舉日
- training session 訓練
- kiosk 小食亭
- helper 協助者
- participant 參加者
- contestant 參賽者
- finalist 入決賽者
- winner 得勝者
- games booth/games stall 遊戲攤位
- man the stall 負責管理攤位
- sign up for/enroll for 報名
- recruit 招募
- participate in/join 參加
- see the exhibition 觀看展覽
- attend the meeting 出席
- are welcome 歡迎...參加
- sign your name on ... 在 ... 上簽名
- on a first come, first served basis 先到先得

- enrollment date 報名日期
- deadline 截止日期
- closing date of application 截止報名日期
- for further details 詳情
- for any inquiries 若有查詢
- unless otherwise specified 除特別註明外

4. Techniques for writing catch phrases on posters and leaflets

4.1 Rhetorical questions (設問): ask a question to draw readers' attention

E.g. Why should you care?
 What can I do?
 Do you know what to do?
 Want to win a ticket to Australia?
 Buy a book for five dollars?
 Are you afraid of speaking English?

4.2 Imperative and conversational tone : begin the sentence with a bare infinitive

E.g. Join us.
Come and see for yourselves.
Protect our earth.

4.3 Allusion and word play: deliberately change one or two words of a famous quotation, statement or slogan to fit in the purpose of the activity

E.g. You come, I come. (modified from 'you jump, I jump' from 'Titanic')
 A smile a day, keeps your enemy away. (modified from 'an apple a day, keeps the doctor away')
 To join or not to join, that's not the question. (modified from 'to be or not to be, that is the question' from 'Hamlet')

4.4 Rhyming (押韻):

E.g. Reuse what others throw awayay so the Earth can live another day.

4.5 Pun (雙關語)

E.g. I love U ('U' for Students' Union).

Sample scripts

Give Blood-Save Lives STTSS Blood Donation Day

Date: 17.11.98
Time: 9:00-11:00a.m.
Venue: The Assembly Hall
Targets: Aged 16 or above
Organizer: XXX

Please bring your blood donor's card with you if you have given blood before.
.... (particulars of the activity)

We Need Your HELP!

Want to Improve Your Oral English in a Couple of Weeks?

Of course, it is impossible to improve your oral English in a fortnight but here is a chance to increase your interest in oral English and enable you to talk freely in English with a native English speaker.

English Corner: Mr./Ms. XXX at Rm. ...
Programmes: Chatting, games and fun activities in lunch-time and after-school sessions
Target: Students of any form
How to participate: Sign up on the notice board outside Rm.

It's gonna be fun!!

VIII. VOCABULARY COMMONLY USED BY DIFFERENT COMMITTEES

A. RELIGIOUS AFFAIRS COMMITTEE

1. Groups & people

- Worship Group 崇拜小組
- Gospel Action Group 福音行動組
- Follow-up Group 栽培小組
- Religious Meeting Group 宗教聚會組
- Cell group 細胞小組
- Reverend 牧師
- Preacher 傳道人
- Gospel Warrior 福音戰士
- Sports Ministry 體育福音事工
- Sports Ministry Personal Growth Group 體育事工成長小組
- Lunchtime Follow-up Group 午間栽培小組
- Sun Chui Tsung Tsin Church 新翠崇真堂

2. Activities

- Christmas Service 聖誕崇拜
- Easter Service 復活節崇拜
- Gospel Week 福音週
- Junior Form Evangelical Meeting 低年級佈道會
- Senior Form Evangelical Meeting 高年級佈道會
- Junior Form Teacher's Sharing 低年級班主任分享
- Senior Form Teacher's Sharing 高年級班主任分享
- Lunchtime Music Broadcast 午間音樂廣播
- Book Fair on Religious Books 福音書展
- Follow-up work in Gospel Week 福音週陪談工作
- Evangelical meetings outside school 校外佈道會
- Gospel Camp 畢業生福音營
- Life Education Camp 生命教育營
- Prayer Meeting 祈禱會
- Basketball Ministry 福音籃球
- Volleyball Ministry 福音排球
- Martial Art Ministry 福音武術
- Magic Show Ministry 福音魔術
- Leadership Training 領袖訓練

- Training on “How to serve in a fellowship” 團契事奉技巧訓練
- Training on “How to lead games” 帶領創意遊戲訓練
- Bible Study Training 查經訓練
- Praise and Worship Training 敬拜訓練
- Prayer Leader Training 領禱訓練
- Singspiration Leader Training 領詩訓練
- Evangelist Training 傳福音訓練
- Alliance of Christians 基督徒聯盟
- Gospel Adventure Activity 福音歷奇活動

3. Other vocabulary

- Scripture of the Year 主題經文
- Scripture of the Month 每月金句
- The banner Theme of the Year 主題經文橫/直額
- Hymn of the Year 主題詩歌
- Gospel Sowing Station 種子傳播站
- Testimony / Sharing 見證分享
- Lead somebody in prayer 領禱
- Spiritual growth 靈命成長
- Spiritual Revival Meeting 奮興會
- Fast and pray 禁食祈禱
- Devotional sharing 靈修分享
- Religious board display 宗教組壁佈板陳列
- Shatin Tsung-Tsin Christian Fellowship 沙崇團契
- Joint Christian Fellowship activity 聯團活動
- Christian Fellowship Committee 團契幹事

4. Suggested Format and Expressions in Prayers

Address to God (稱呼)	<ul style="list-style-type: none"> • O Lord our God/Father • Our Heavenly Father/Our Father in Heaven, • Almighty/Holy/Merciful God, gracious Father
Praise and thanksgiving (讚美感恩)	<ul style="list-style-type: none"> • We praise and thank you, O Lord, for everything You’ve done for us • We praise you for creating this world in all beauty, for redeeming the world through Christ, our Lord, and for sending us the gift of your spirit to encourage, instruct, and sustain us
Confession (認罪)	<ul style="list-style-type: none"> • We confess that we have sinned against you in thought, word and deed, by what we have done, and by what we have left undone • We confess our sinfulness and our offenses against you. You alone know how often we have sinned in wandering from your ways, in wasting your gifts, in forgetting your love. • We have not loved you with our whole heart and mind and strength

Petition (祈求)	<ul style="list-style-type: none"> • Forgive us our sins, and help us to live in your light and walk in your ways • Grant/give us faith/strength/courage to believe that... • Fill us with wisdom/peace so that.... • In your mercy forgive what we have been, help us amend what we are, and direct what we shall be
Intercession (代求)	<ul style="list-style-type: none"> • We pray for our school and especially for • We ask You to heal those who are sick.....
Ending the prayer (結束)	<ul style="list-style-type: none"> • In the name of Jesus Christ we pray. Amen • Through Jesus Christ, our Lord. Amen • In Jesus' name. Amen

B. ACADEMIC AFFAIRS COMMITTEE

1. Rooms

- Study Room 自修室
- Computer Assisted Learning Room, CAL Room 電腦輔助學習室
- Examination centre 考試場地

2. Activities / Schemes

- Junior Form Reading Scheme 初中閱讀計劃
- Afternoon Reading Scheme 午間閱讀計劃
- Extensive Reading Scheme 廣泛閱讀計劃
- Reading Period 閱讀課
- Early Bird Scheme 早交早做計劃
- Elite Class 拔尖/精英班
- Remedial Class 輔導班
- Enhancement Class (for students of different abilities) 增益班
- Junior Form English Remedial Class 初中英文輔導班
- Junior Form Remedial Class 初中綜合功課輔導班
- Junior Form Nourishment Class - Chinese / English / Maths / I.S.
固本培元班 — 中文 / 英文 / 數學 / 綜合科學
- Junior Form Summer Remedial Class 初中暑期功課輔導班
- Junior Form Reading Enhancement Class 初中閱讀培訓班 / 夏天也是讀書天
- Bridging Programme 銜接課程
- English Bridging Programme 英語銜接課程
- Book fair 書展

3. Others

- Briefing session 簡介會
- Examination regulation 考試規則
- Supplementary examination 補考
- Public examination 公開考試
- Reduction of subject 減修科目
- Distinction 優
- Credit 良
- Pass 合格
- Candidate 考生
- Streaming test 分班試
- Circulation 傳閱
- Library circulation service 圖書館借閱服務
- Reserve 預約
- Library Prefect 圖書館領袖生
- Pre-lesson preparation 備課
- Reflective learning 反思學習
- Reflective Journal 反思日誌
- Small class teaching 小班教學
- Collaborative teaching 協作教學
- New Senior Secondary (NSS) Curriculum 新高中課程
- Other Learning Experiences (OLE) 其他學習經歷
- Student Learning Profile (SLP) 學生學習概覽
- School-based Assessment (SBA) 校本評核
- On-line Assessment System 網上評估系統
- Higher-order thinking 高層次思維
- Promotion Meeting 升(留)班會議
- Cooperative Learning 合作學習

C. HOME-SCHOOL COOPERATION COMMITTEE

1. Groups

- Parent-Teacher Association, PTA 家長教師會
- Home-School Cooperation Committee 家庭學校合作委員會
- PTA Ex-co 家長教師會執行委員

2. Activities / Schemes

- Parent-Teacher Day 家長教師日
- Parents' Corner (School's web page) 家長區(家長網頁)
- Parents' Day 家長日
- PTA Annual Meeting 家長教師會周年大會
- PTA Ex-co Meeting 家長教師會委員例會
- Parents Also Appreciate Teachers Drive 家長也敬師運動

3. Others

- Bulletin for Parents 《家長通訊》
- Newsletters for Parents 《短訊》
- Parent Basic Law 《家長基本法》
- Parents' Resource Centre 家長資源中心

D. STUDENT GUIDANCE COMMITTEE

1. Groups & people

- Sex Education Team 性教育組
- Moral Education Team 德育組
- Social Service Team 社會服務組
- Social Service Ambassadors 社會服務大使
- Growth Group 成長小組
- Peer Mentor 學生輔導員
- The Boy's Brigade 基督少年軍
- Form Guidance Teacher 級輔導老師
- School Social Worker 學校社工

2. Activities / Schemes

- Fun Day 同樂日
- New Student Orientation Day 新生輔導日
- Counselling Day 輔導日
- Board Design Competition 壁報設計比賽
- Morning Sharing 早會分享
- Strive-for-excellence Award Scheme 勇闖高峰獎勵計劃
- Peer Mentoring Scheme 學兄學姊輔導計劃

- Campus Cleanliness Campaign 校園清潔運動
- Teachers' Day 敬師日

3. Others

- Environmental Education 環境教育
- Emotion Education 情緒教育
- Sex Education 性教育
- Moral Education 品德教育
- Integrated Education 融合教育
- Moral Motto 品德雋語
- Autism 自閉症
- Hearing impairment 弱聽
- Physically handicapped 身體殘障
- Asperger Syndrome 亞氏保加症

E. CAREER GUIDANCE COMMITTEE

1. Courses & Schemes

- Joint University Programmes Admissions System, JUPAS 大學聯合招生計劃
- Professional and vocational training courses 專業及職業訓練課程
- Sub-degree programme 副學位課程
- Associate Degree Programme 副學士課程
- Pre-associate Degree Programme 副學士先修課程
- Higher Diploma 高級文憑
- Vocational Training Courses 職業訓練課程
- Whole Day Courses / Full Time Courses 全日制課程
- Evening Courses 夜間課程
- Part-time Courses 兼讀制課程
- Accredited Programmes 經評審課程
- Project Yi Jin Programme 毅進計劃
- Youth Pre-employment Training Programme, YPTP 展翅計劃
- Youth Work Experience & Training Scheme, YWETS 青少年見習就業計劃
- Internship Programme 體驗計劃
- Career Oriented Curriculum 職業導向課程
- Applied Learning 應用學習

2. Others

- Career Guidance Team 升學輔導組
- Alumni Association 校友會
- Education Bureau 教育局
- Labour Department 勞工處
- Study path 進修階梯
- Study abroad 外地/海外升學
- Testimonial 推薦書
- Application letter 申請信
- Curriculum vitae / Resume 履歷表
- Graduation certificate 畢業證書
- Admission criteria / Entrance requirement 收生要求
- Interviewing techniques 面試技巧
- Professional qualification 專業資格
- Private candidate 自修生
- Evening school student 夜校學生
- Day school student 日校學生
- Repeater 重讀生
- Alumni 校友
- Graduation Class Year Book 同學錄

F. STUDENTS' UNION

1. Groups and people

- Chairperson 會長
- Vice-chairperson 副會長
- Committee members 幹事
- Cabinet 候選內閣

2. Activities

- Election Day 投票日
- Students' Union Consultative Forum 學生會諮詢大會
- Farewell Assembly 惜別會
- Students' Union Day 學生會日
- Inauguration 就職禮
- Briefing session 簡介會
- Stationery Crazy Sales 文具優惠 / 文具大特賣

- Joint School Shop Discounts 聯校商鋪優惠
- Dress Casual Day 便服日
- School Policy Forum 校政答問大會
- Singing Contest 歌唱比賽

3. Others

- SU office 學生會辦事處
- Platform 政綱
- Services will be temporarily suspended 暫停服務
- Joint school 聯校
- Preliminary round 初賽
- SU Activities' Participation Prize 最高參與獎
- Student Activity Grant 學生活動津助基金
- Financial Aid 資助

G. STUDENT AFFAIRS COMMITTEE

1. Scholarships and awards

- Scholarship 獎學金
- Sir Edward Youde Memorial Prizes 尤德爵士紀念獎學金
- “Grantham Scholars of the Year” Award 葛亮洪傑出學生獎
- Wong Sun Man Scholarship 王新民獎學金
- Lion & Globe - Best Improved Students Award 獅球最佳進步獎

2. Activities

- Selling of summer / winter/ PE uniform / sweater 售賣夏季/ 冬季校服/ 運動服/ 毛衣
- Photo taking of graduation classes 畢業生拍照
- Ordering of lunch boxes 預訂飯盒
- Selling of textbooks 售賣/訂購 課本/書籍 服務
- Student Health Service 學生 健康/保健 服務
- Flu vaccination 流感防疫注射
- MTR Student Travel Scheme 地鐵學生乘車優惠計劃
- Global Young Leaders Conference 全球青年領袖論壇
- Student Financial Assistance Agency 學生資助辦事處
- Senior Students Fee Remission Scheme 高中學費減免

3. Others

- Tuck shop 小食部
- Graduation photo 畢業照片
- Personalised Octopus Cards with “Student Status” 「學生身份」個人八達通卡
- Student Financial Assistance 學生資助
- Comprehensive Social Security Assistance 綜緩
- Jockey Club Life-Wide Learning Fund 賽馬會全方位學習基金
- School Based After-School Learning and Support Programmes
校本課後學習及支援計劃
- School subsidy 學校資助

H. DISCIPLINE COMMITTEE

1. Places

- Discipline Office 訓導處
- Main entrance 學校正門
- Front staircase 前樓梯
- Rear staircase 後樓梯
- Backyard 後園
- Covered playground 雨天操場

2. Examination

- Public examination 公開考試
- Approach of examination 考試迫近

3. Scheme / Award

- Strive-for-improvement Class (SIC) 奮進班
- New Identity Scheme 新分證計劃
- Junior Form Discipline Training 初中紀律訓練
- Most Disciplined Shatin Tsung-Tsiner 表現優異沙崇人
- Well-disciplined Student of the Class 各班模範生獎
- Outstanding Shatin Tsung-Tsiner 傑出沙崇人
- Best Line-up Class 最佳列隊獎
- Most Punctual Class 最佳守時獎
- Best Attendance Class 最高出席率獎
- Best Disciplined Class 最佳紀律獎

4. Dressing

- Bundle/ tie back your hair 束起頭髮
- Tuck in your shirt 把你的襯衣整理好
- Tie your shoe laces 繫上鞋帶
- Button up your collar properly 扣上領口的鈕扣
- Button up your sleeves properly 扣上袖口的鈕扣
- Vest 背心
- Plain white socks 純白色的襪
- School badge /tie 校徽/ 校呔/ 學校領帶
- School uniform 校服
- School blazer 校褸
- Grace period 過渡期
- Lost property 失物

5. Emergency

- Poor/ inclement weather condition 惡劣天氣
- Heavy rainstorm 暴雨
- Rainstorm warning signal 暴雨警告訊號
- Amber / Red / Black rainstorm signal 黃 / 紅 / 黑色暴雨警告訊號
- Special announcement 特別報告

6. Others

- Ask for permission 得到允許
- Apply for exemption 申請豁免
- Fire drill 火警演習
- Demerit point 缺點
- Merit point 優點
- Commencement of wintertime 冬令時間開始
- Playing truant 曠課
- Sick leave application 病假申請
- Leadership Training Camp 領袖訓練營

IX. COMMON EXPRESSIONS, PHRASES & VOCABULARY FOR HALL FUNCTIONS AND SPECIAL ACTIVITIES

A. INAUGURATION OF STUDENTS' LEADERS

- Inauguration 就職禮
- Prelude 序樂
- Students enter the hall 同學進場
- Singspiration 領詩
- Guest party enters the hall 嘉賓進場
- Singing the school hymn 唱校歌
- Brief introduction by the Master of Ceremonies 司儀簡介
- Review of activities by the outgoing Chairperson of the Students' Union 上屆學生會會長工作報告
- Maintain the morale of the student leaders 秉承/維持……精神
- Bear the responsibility of 背負……使命/責任
- Service awards to prefects 頒發領袖生服務獎
- Induction ceremony 交職儀式
- Induction of new members 新幹事就職
- Lighting the candles/we've come to the candle lighting part of the ceremony 燃點蠟燭
- Passing the spirit of serving the fellow schoolmates 薪火相傳
- Handover of flag to House Captains 移交社旗
- Distribution of badges to student leaders 頒發學生領袖襟章
- Representative receiving the badges 代表接受佩章
- Student leaders take a public pledge of office 學生領袖宣誓
- To be witnessed by the principal/vice-principal 校長/副校長監誓
- Speech by the Principal / Vice-principal / guest 校長/副校長/嘉賓致辭
- Singing the Prefects' anthem 唱領袖生歌
- Speech from new Head Prefect 新領袖生長致辭
- Singing the Students' Union anthem 學生會會歌
- Guest party leaves the hall 嘉賓離場

“I pledge to commit fully to every activity, respect and abide by the rules of justice, love, fairness and mutual assistance, for the glory and honor of STTSS.”

余等必竭盡所能、持守公義、和平與互助之精神，為建設沙田崇真中學而努力。謹誓。

B. THANKSGIVING SERVICE & DIFFERENT CEREMONIES

Vocabulary	中文譯名	School Ceremony			
		Commencement	Prize-giving	End-of-term	Speech Day
1. Thanksgiving Service	感恩崇拜				
2. Ceremony	典禮	✓	✓	✓	✓
3. Commencement Ceremony	開學禮	✓			
4. Prize-giving Ceremony	頒獎禮		✓		
5. End-of-Term Ceremony	結業禮			✓	
6. Speech Day	畢業典禮				✓
7. Clap hands / give a big hand	拍掌	✓	✓	✓	✓
8. Chairman / Chairperson	主席	✓	✓	✓	✓
9. Singspiration leader	領詩者	✓	✓	✓	✓
10. Pianist	詩琴	✓	✓	✓	✓
11. Prelude	序樂	✓	✓	✓	✓
12. Postlude	殿樂	✓	✓	✓	✓
13. Guest party	主禮團	✓	✓	✓	✓
14. Enter the hall	進入禮堂	✓	✓	✓	✓
15. School prayer	學校禱文	✓	✓	✓	✓
16. School hymn	校歌	✓	✓	✓	✓
17. Scripture reading	讀經	✓		✓	✓
18. Sermon	講道	✓		✓	✓
19. Benediction	祝福	✓		✓	✓
20. Congregation	會眾	✓	✓	✓	✓
21. Compliment	讚美;敬意	✓	✓	✓	✓
22. Respect	尊重	✓	✓	✓	✓
23. Musical performance	音樂演奏		✓		✓
24. Series	一連串		✓	✓	✓
25. Fruitful results	豐碩成果		✓	✓	✓
26. Serious learning attitude	學習態度認真		✓	✓	✓
27. Excellent academic results	卓越學術成績		✓	✓	✓
28. Recite	朗誦		✓		
29. Prose	散文		✓		
30. Poem	詩		✓		
31. Solo	單獨表演, 例如獨奏、獨唱等		✓		
32. Champion	冠軍		✓	✓	✓
33. First runner-up	亞軍		✓	✓	✓
34. Second runner-up	季軍		✓	✓	✓
35. Invite/ call upon	邀請	✓	✓	✓	✓
36. Prize / award	獎項		✓	✓	✓
37. First prize	第一名		✓	✓	✓

38. Awardee	得獎者		✓	✓	✓
39. Improvement	進步		✓	✓	
40. Representative	代表		✓	✓	
41. Appreciation	欣賞	✓	✓	✓	✓
42. Contest / competition	比賽		✓	✓	
43. Record	記錄		✓	✓	✓
44. Sharing	分享		✓	✓	✓
45. Scholarship	獎學金				✓
46. Teacher Commendation Scheme	表揚教師計劃			✓	
47. Strive-for-excellence Award Scheme	勇闖高峰獎勵計劃			✓	
48. Voluntary service	義務服務			✓	
49. Reading Award Scheme	閱讀獎勵計劃			✓	
50. Address the audience/congregation	致詞	✓	✓	✓	✓
51. Speech	演講	✓	✓	✓	✓

Common expressions and phrases to remind students before the service and ceremony

The ceremony will be conducted in English.

You don't need to clap your hands during the Thanksgiving Service.

After the service, during the _____ ceremony, you can give a big hand to show your compliments/appreciation.

When you hear 'please rise' or 'please be seated', please stand up and sit down quietly and be respectful.

Common expressions and phrases for Thanksgiving Service and the Ceremony

Please rise while our guest party is entering the hall.

Please be seated.

That concludes our _____ service/ceremony. Please rise/remain standing while our guest party/guests is/are taking their leave/leaving the Hall.

Common expressions and phrases for the Thanksgiving Service

Let's hear the Word of God/the Lord (Bible reading).

This is the Word of God/the Lord (at the end of the Bible reading).

Today, we're delighted to have Rev. _____ to share with us the Word of God.

We'll ask Rev. _____ to lead us in prayer.

We'll call upon Rev. _____ to pronounce the benediction.

Common expressions and phrases for the ceremony

Please rise and sing the School Hymn.

We'll call upon our Principal, Ms/Mr. _____, to deliver a speech.

We have the pleasure of inviting Ms/Mr. _____, our Principal to address the congregation.

It is our pleasure to have Ms/Mr. _____ to give us a speech.

We'll invite Ms/Mr. _____ to give out the prizes.

We're much honored to have Ms/Mr. _____, our Principal, to give out the certificates.

That concludes our _____ ceremony.

Common expressions and phrases for the Prize-giving Ceremony

Now we are going to have a series of performances by schoolmates who have outstanding performances in HK Schools Speech Festival and Music Festival.

It is our pleasure to invite Mr. _____ to have a sharing with us.

C. SCHOOL PICNIC

1. Facilities

- Activity Room 活動室
- Children's Play Room 兒童遊戲室
- Dancing Room 舞蹈室
- Snooker / Billiard Room 桌球室
- Karaoke Room 卡拉 OK 室
- Recreation Room 康樂室
- Reading Room 閱讀室
- Table Tennis Room 乒乓球室
- TV Room 電視室
- TV Games Room 電子遊戲室
- Badminton Court 羽毛球場
- Basketball Court 籃球場
- Tennis Court 網球場
- Squash Court 壁球場
- Volleyball Court 排球場
- Assembly Hall 禮堂
- Adventure Area/Station 歷奇挑戰站
- Archery Range 射箭場
- Barbecue Area 燒烤場
- Roller Skating Rink 滾軸溜冰場
- Rope Course 繩網陣
- Basketball Practice Area 籃球練習室
- Canteen 餐廳
- Children's Playground 兒童遊樂場
- Arts and Crafts Centre 手工藝室
- Astronomical Observation Terrace 觀景台
- Cycling Area 單車場
- Fitness Corner 健體園地
- Mini-golf Course 小型哥爾夫球場
- Nature Walk 植物研習徑
- Pebble Walking Trail 卵石路步行徑
- Play Zone 遊樂天地
- Sports Climbing Wall 運動攀登場
- Swimming Pool 泳池
- Coffee Corner 咖啡閣

2. Activities

- Playing badminton, squash, football, basketball, volleyball, table-tennis
- Doing archery
- Going hiking, swimming
- Having a barbecue

3. Announcement

- Our school picnic will be held next Monday. You have to line up in the school playground at 8:30 a.m. Please be punctual.
- 1A students may get on the coach now. Please follow your form teacher and get on the coach.

4. Rules and Regulations

- Keep the picnic area clean and tidy.
- Take your belongings with you wherever you go.
- Don't litter your picnic area.

5. Others

- Venue 地點
- Boarding the coach 登上旅遊巴
- Briefing 簡介
- Gathering time 集合時間
- Dismissal time 解散時間

D. SPORTS DAY

1. Sports ground

- Sports Ground 運動場
- Official stand 司令台
- Spectators' stand 看台
- Office 辦事處
- Changing Room 更衣室
- First Aid Room 救傷室
- Food kiosk 小食亭

- Entrance 入口
- Sandbox 沙池
- Running track 跑道
- Course line 跑道線
- Starting line 起點
- Finishing line 終點
- Lap 跑道圈
- Take-over zone 接棒區
- Marshalling area 召集區
- Grass pitch 草地

2. Things you may find at a sports field

- Banner 橫額
- Scoreboard 記分牌
- Relay baton 接力棒
- Spike shoes 釘鞋
- Javelin 標槍
- Victory stand 頒獎台
- Hurdles 欄
- Measuring tape 捲尺
- Number bibs 號碼布
- Hand megaphone 對講機
- Signal horn 訊號槍
- Signal flag 訊號旗

3. People you may find

- Athlete 運動員
- Contestant 競賽者
- Spectator 觀眾
- Announcer 報告員
- Judge 評判
- Commentator 評述員
- Referee 球証
- Cheering team 啦啦隊
- Cheerleader 啦啦隊隊長
- Time-keeper 計時員
- Score-keeper 計分員

- Helper 助手
- Finalists 決賽選手

4. Events

- Track events 徑賽
- Field events 田賽
- Relay 接力
- 100 meters race 100 米賽跑
- Hurdles 跨欄
- Long jump 跳遠
- High jump 跳高
- Shot-put 推鉛球
- Soft-ball throw 擲壘球
- 10X200m mass relay 10X200 公尺/米 大隊接力
- Heat 初賽
- Final 決賽

5. Prizes

- Awards 獎項
- Presentation of awards 頒獎
- Announcement of results 賽果報告
- Champion 冠軍
- First runner-up 亞軍
- Second runner-up 季軍
- Gold medal 金牌
- Silver medal 銀牌
- Bronze medal 銅牌
- Trophy 獎盃
- Break the school record 打破學校紀錄
- Record keeper 紀錄保持者

6. Others

- Athletic meet 運動會
- Abdon/Caleb/Deborah 愛/嘉/達
- Elon/Joshua/Samuel 義/助/信
- House captain 社長
- Slogans 口號
- Boys division/girls division 男子組/女子組

- Grades A/B/C 甲/乙/丙組
- Open 公開組
- Cheering team performance 啦啦隊表演
- Parade 繞場
- Opening Ceremony 開幕禮
- Closing Ceremony 閉幕禮
- School flag 校旗
- Taking an oath 宣誓
- Announcement 宣佈

Common expressions in Sports Days:

- This is the first/final call for Boys/Girls Division Grades A,B and C 100/200/400 meters heat/final.
- Would all contestants/competitors for the Boys' 100-meters heat/final go to the marshalling area which is _____.
- The following event is an Inter-Class/Inter-House Relay. In Lane 1, we have form ____/____House. In lane 2, we have form ____/____House.
- Here are the results for the _____(event). The champion is _____(name) from _____(House); the first runner-up is _____from _____ and the 2nd runner-up is _____ from _____.
- Here are the names of the finalists for the _____(event).
- Please go to your respective class at once as roll calls will be taken.
- Please go to your respective house and encourage your fellow schoolmates during the events.

Before the events:

Please listen to the following rules carefully:

1. There will be two calls for each event. Track event contestants/ competitors should report to the marshalling area. Field event contestants/competitors should report directly to the competition area. The marshalling area is located at the end of the spectator stand 8.
2. If you hear the call for both track and field events you have entered, please report to the marshalling area first. Then inform the teacher-in-charge of the field event. Proceed to the starting line of the track event at once.
3. Except for student helpers and contestants/competitors, students should not go into the field, that is, the grass area.
4. When there is a race on the tracks, you should cross the tracks behind the contestants/competitors.
5. Contestants/competitors should warm up properly before their competitions to avoid injuries.
6. Contestants/competitors should report to the marshalling/competition area at once. Otherwise you will be disqualified.

E. PRIZE-GIVING DAY

1. External Competitions

- Inter-school Swimming Competition 校際游泳比賽
- 200m Individual Medley 200 米個人四式
- 200m Breaststroke 200 米胸泳
- School Aquathon Relay Challenge 校際游泳接力挑戰賽
- Rowing Championships 划艇冠軍
- Festival of Sport Indoor Rowing Challenge Day 體育節室內賽艇挑戰日
- Men's Individual Novice of Sport Indoor Rowing 男子室內賽艇錦標賽
- Inter-school Long Distance Running Competition 長跑比賽
- Inter-school Cross Country Competition 越野比賽
- Hong Kong Schools Sports Federation 學校體育協會
- Hong Kong Schools Music Festival 學校音樂節
- Hong Kong Schools Speech Festival 學校朗誦節
- Hong Kong Schools Dance Festival 學校舞蹈節
- Hong Kong Schools Drama Festival 學校戲劇節

2. External/Internal competitions

- Recorder 牧童笛
- Cello 大提琴
- Flute 長笛
- Solo 獨奏
- Duet 二重奏
- Junior 初級
- Senior 高級
- String orchestra 弦樂隊
- Symphonic band 管樂隊
- Chinese orchestra 中樂隊
- Poster design 海報創作
- Slogan design 口號創作
- Inter-class competitions 班際比賽
- Inter-house competitions 社際比賽
- Long distance running 長跑比賽
- Skipping Fund-raising Day 跳繩籌款日
- Final aggregate result 全年綜合結果

3. Prizes

- First Prize 第一名
- Second Prize/first runner-up 第二名
- Third Prize/second-runner up 第三名
- Award of Merit 優異獎
- Award of Distinction 榮譽獎

4. Other vocabulary

- Extra-curricular activities 課外活動
- External competitions 校外比賽
- Internal competitions 校內比賽
- Inter-class 班際
- Inter-house 社際
- Representative 代表
- Finalists 決賽入圍者
- Congratulations 恭賀
- Deborah House 達社
- Caleb House 嘉社
- Abdon House 愛社
- Elon House 義社
- Joshua House 助社
- Samuel House 信社
- STTSS Award 班際綜合比賽金獎

5. Common phrases and expressions

- We are delighted to see that many of our students have outstanding performances in extra-curricular activities.
- They have got numerous prizes in external and internal competitions.
- It is a great time for us to share their joy and acknowledge their painstaking efforts throughout the year.
- We will present prizes in external sports competitions.
- Will _____ be the representative to receive the prize.
- Let's appreciate a performance by our school dancing team.
- Heartfelt congratulations to all the prize winners.

X. TRAINING OF STUDENT ANNOUNCERS

1. Tasks of teacher adviser (briefing note)

Regarding what to do as an adviser to student announcer ...

Please remember to

- have as much practice with the student announcers as you consider necessary.
- try your best to make sure their pronunciations are correct and give appropriate advice but rest assured that the mistakes they make in making announcement do not indicate any negligence or fault on the teachers' part.
- sign at the space for supervisor's signature.

You need not

- photocopy the announcement scripts for students but may do so if you want.
- post the announcement sheets on the notice board.

Please do not

- take the clipboard away

Thank you very much for your help.

2. Tasks of Student Announcer (briefing note)

Your duty:

To make announcement(s) in morning assemblies at the playground. Most announcements will be in English. If it rains, you will use the public address system installed in the A.V. Control Room under Mr./Ms _____'s supervision.

What you have to do before making announcement(s):

- (1) Take the announcement sheets placed in the tray for announcement sheets from the reception counter after 4:00pm when you are on duty the next day. (See roster for announcement)
- (2) Read the announcement(s) once to your teacher adviser to make sure your pronunciations are correct. If your adviser is not available, consult another teacher belonging to the same team or any other English teachers available if you cannot find him/her.
- (3) Practise reading out the announcement(s) so that you will be familiar with the content and can speak fluently.
- (4) After practising, replace the announcement sheets clipped on the announcement board in the tray. Remember not to take them away.
- (5) After making the announcement(s) for the day, return the announcement sheets (clipped on the board) to the reception counter.

When making announcements:

- (1) Use the standardized statements/phrases provided.
- (2) Make English announcement(s) first, followed by Chinese announcement(s).
- (3) Speak clearly and a little slowly. Put yourself in the position of your fellow schoolmates.
- (4) Make a suitable pause after making an announcement.

And finally ...

Look upon this duty as a good learning opportunity to improve your spoken English, your confidence and organizational power. If you have any question or comment, please feel free to contact Mr./Ms. _____ in the Staff Room.

3. Standardized Statements for Making Daily Announcements

(1) Address

“Good morning everybody. Please pay attention to the following announcement(s)”

(2) Body of Announcement

“There is/are _____ (no.) announcement(s) today.”

“First, the announcement is from the _____ (unit).
..... (content)

Second, the announcement is from the _____ (unit)
..... (content)

Third, the announcement is from the _____ (unit)
..... (content)

Finally, the announcement is from the _____ (unit)
..... (content)”

[Before making Chinese announcement, read the following words: “The following announcement(s) is/are in Chinese.”]

(3) Ending

“If you have any questions about the announcement(s), you may refer to the announcement sheet(s) on the notice board of the English Corner.

Thank you for your attention.”

[Now, let’s hand over to _____ (name of person).]

For Morning Assembly:

“You may now go to your classrooms.”

For students staying in classrooms:

“Would all class teachers, please check the body temperature records of your students. For those who cannot show the body temperature records, please line up outside the General Office. You may now have your form teacher period.”

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