

**TWGHs Sun Hoi Directors' College 2015-2016 Letter to Parents No. 67**

23<sup>rd</sup> February, 2016

Dear Parents,

**Re: Workshop on Enhancing Fluency in English Writing for S3 students**

We are pleased to inform you that your child \_\_\_\_\_ of Class \_\_\_\_\_ has been selected to attend the **Workshop on Enhancing Fluency in English Writing for S3 students**. The workshop aims to increase students' writing fluency and proficiency by helping them develop abilities to write clear and organized pieces of writing. Details of the course are as follows:

Course Name :	<b>Workshop on Enhancing Fluency in English Writing for S3 students</b>	
Date and time :	<b>Date</b>	<b>Time</b>
	5/3, 12/3, 2/4, 16/4, 30/4, 7/5	1:30 p.m. to 3:30 p.m.
	21/5	1:30p.m. to 4:30p.m.
No. of lessons :	7	

Please note that students concerned are expected to attend all classes. Should you have any questions, please do not hesitate to contact Miss Man at 24645220 during office hours. Thank you for your attention.

\_\_\_\_\_  
Chow Hing Chung  
Principal

**TWGHs Sun Hoi Directors' College 2015-2016 Letter to Parents No. 67**

**Re: Workshop on Enhancing Fluency in English Writing for S3 students**

**Reply Slip**

(please return it to Miss Man on or before 26<sup>th</sup> February, 2016)

Dear Principal,

I acknowledge the receipt of the Letter to Parents No. 67 concerning the Workshop on Enhancing Fluency in English Writing for S3 students.

- I  give consent to my child to attend the course and would remind him/her of the importance of attendance.  
 do not give consent to my child to attend the course because \_\_\_\_\_.

Student's Name : \_\_\_\_\_

Class : \_\_\_\_\_

Class number : \_\_\_\_\_

Parent's Signature : \_\_\_\_\_

Date : \_\_\_\_\_

東華三院辛亥年總理中學 2015 至 2016 年度家長通訊第 67 號

英文寫作輔導工作坊事宜

敬啟者：貴子弟 \_\_\_\_\_ 班 \_\_\_\_\_ 獲挑選參與英文寫作輔導工作坊。此課程透過一系列寫作活動，提升同學基本英語寫作流暢度及能力。有關課程事宜，茲列於後：

課程名稱	Workshop on Enhancing Fluency in English Writing for S3 students	
日期及時間	日期	時間
	5/3, 12/3, 2/4, 16/4, 30/4, 7/5	下午 1:30 至 3:30 分
	21/5	下午 1:30 至 4:30 分
堂數	7 堂	

如有任何查詢，請致電 24645220 向文少薇老師查詢，並請囑咐貴子弟準時出席課程。敬希垂注。

此致

貴家長

周慶中校長啟

2016 年 2 月 23 日

東華三院辛亥年總理中學 2015 至 2016 年度家長通訊第 67 號

英文寫作輔導工作坊事宜

回條〔請於 2 月 26 日或之前交回文少薇老師〕

敬覆者：頃接來信，知悉貴校有關英文寫作輔導工作坊事宜，本人

同意敝子弟參加英文寫作輔導工作坊事宜，並提醒敝子弟準時出席。

無意讓敝子弟參加是項課程。原因: \_\_\_\_\_

此覆

東華三院辛亥年總理中學校長

學生姓名 : \_\_\_\_\_

班 別 : \_\_\_\_\_

班 號 : \_\_\_\_\_

家長簽名 : \_\_\_\_\_

家長聯絡電話: \_\_\_\_\_

2016 年 月 日