

**TWGHs Sun Hoi Directors' College 2016-2017 Letter to Parents No.70**

22<sup>nd</sup> March 2017

Dear Parents,

**Re: English Writing and Listening Enhancement Course for S4 and S5 students**

We are pleased to inform you that your child \_\_\_\_\_ of Class \_\_\_\_\_ has been selected to attend the **English Writing and Listening Enhancement Course for S4 and S5 students**. Details of the course are as follows:

Course Name : **English Writing and Listening Enhancement Course for S4 and S5 students**  
Date : 1/4, 22/4, 29/4, 6/5, 13/5, 20/5, 27/5, 3/6  
Time : 9:30 a.m. to 12:30 p.m.  
No. of lessons : 8

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.

Yours faithfully,

\_\_\_\_\_  
Chow Hing-chung  
Principal

**TWGHs Sun Hoi Directors' College 2016-2017 Letter to Parents No. 70**

**Reply Slip**

(Please return it to Miss Man on 27<sup>th</sup> March, 2017)

Dear Principal,

I acknowledge the receipt of the Letter to Parents No. 70 concerning the **English Writing and Listening Enhancement Course for S4 and S5 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 2016 至 2017 年度家長通訊第 70 號

中四及中五英文寫作及聆聽提升班事宜

敬啟者：貴子弟\_\_\_\_\_班\_\_\_\_\_獲挑選參與中四及中五英文寫作及聆聽提升班。有關課程事宜，茲列於後：

課程名稱：中四及中五英文寫作及聆聽提升班  
日期：1/4, 22/4, 29/4, 6/5, 13/5, 20/5, 27/5, 3/6 (星期六)  
時間：上午 9 時 30 分至下午 12 時 30 分  
節數：共 8 節

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

2017 年 3 月 22 日

東華三院辛亥年總理中學 2016 至 2017 年度家長通訊第 70 號

中四及中五英文寫作及聆聽提升班事宜

回條〔請於 3 月 27 日交回文少薇老師〕

敬覆者：頃接來信，知悉貴校有關中四及中五英文寫作及聆聽提升班事宜，本人

同意敝子弟參加中四及中五英文寫作及聆聽提升班，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：\_\_\_\_\_

班號：\_\_\_\_\_

家長簽名：\_\_\_\_\_

家長聯絡電話：\_\_\_\_\_

2017 年 3 月 日