

Unit 3 Letter to the Editor

Part 1 In-depth Reading



Suggested reading time: 10 mins

Smartie is reading a letter to the editor on *Teens' News*.

Date

14th November, 20XX

Dear Editor,

I am writing to request the government and the charity Hong Kong Love and Care to offer help to the victims of **Typhoon Elvie** in the New Territories.

The TV news last week showed that the strong **typhoon** and heavy rainstorm in Hong Kong have caused flooding all over the New Territories. Three people died and nineteen people were seriously injured. Moreover, a large number of houses were destroyed. Many victims lost their homes and are now staying in places which are **too small for them to live in**. **There is only very little** food provided for them. Also, rubbish and fallen debris are everywhere but these rural areas **have only very few** cleaners. **There are not enough** volunteers too. Some victims are just **too weak** to seek help because they are old and injured.

Many people are worried about the victims. I suggest the government should offer more immediate help to them. I also suggest Hong Kong Love and Care hold a charity sale next weekend. We **shall** donate all the money raised in the sale to the **typhoon** victims to improve their current living conditions. They need our help to get through the difficult time! Thank you for your attention!

Closing & signature

Write 'Yours faithfully,' or 'Yours sincerely,' + the sender's name

Yours faithfully,

Jenny Lau

Salutation

- Greet the receiver, i.e. the editor
- Begin with 'Dear' and end with a comma

Opening paragraph

State the purpose of your letter, i.e. the social issue or other problem(s) you want to talk about

Body

Write about details of the problem(s)

Ending paragraph

- State the writing purpose again
- Give suggestions to solve the problems and call for support
- Thank the editor

USEFUL TIP

We can use '**shall**' to make **suggestions**. We put it after the subject and before the verb.

e.g. Today is sunny and hot. We **shall** go to the beach.

ABC Choose the Best Answers

- What is the purpose of this letter? **Opening paragraph**
 - A. To ask the editor to offer help to the poor
 - B. To suggest the government donate more money
 - C. To request to build bigger houses in the New Territories
 - D. To ask the government and charity to help the typhoon victims
- Which of the following is NOT mentioned in the letter? **Body**
 - A. The strong typhoon destroyed the victims' houses.
 - B. There are not enough cleaners to clean up the mess.
 - C. Some typhoon victims do not have enough food to eat.
 - D. The government does not want to offer help to the victims.

? Fill in the Blanks

- What does Jenny Lau suggest the charity do? **Ending paragraph**
She suggests the charity hold a charity sale and _____
raised from it to the typhoon victims.
- The adverb ' _____ ' in the letter to the editor means 'badly'. **Word choice**

🔍 Know More about the Structure

Match the content to the correct part of a letter to the editor.

A. Salutation

B. Opening paragraph

C. Body

D. Ending paragraph

E. Closing

5. Thank you very much for your time and attention!

6. Dear Editor,

7. There are not enough public areas in Hong Kong for people to get rest.

8. Yours faithfully,

9. I am writing to ask the government to build more playgrounds and parks.

Part 2 Fun Text Grammar



Suggested finishing time: 10 mins

Practical Sentence Patterns



a few = some (happy with the amount)
few = only some (not happy with the amount)

- a** We use ' **There is / are** + **only very little / few** ' or '(Somebody) **have / has** + **only very little / few** ' to emphasise having a limited amount of something.

Uncountable

e.g. There is **only very little** food.

Countable

e.g. I have **only very few** sweets.

- b** We use ' **There is / are not** + **enough** ' or ' (Somebody) **do / does not have** + **enough** ' to emphasise NOT having sufficient amount of something.

e.g. There is **not enough** food. We need to buy some more.



Do NOT write 'I have not enough bananas.'

I want to feed the monkeys but I **do not have enough** bananas.

Ex. Smartie and Fifi are hiking but they have got lost. Fill in the blanks with 'very few', 'very little', 'is not enough' or 'do not have enough'.

I think we're lost! What should we do now, Smartie?

Relax, Fifi. Let's check our backpacks. How much food do you have?

I have only

1 _____

biscuits.

I have only 2 _____ bread.

We 3 _____

food for us to stay here all night.

Smartie, we need to find the way out quickly! There is only

4 _____ water in my water bottle!

There 5 _____ water

in my bottle either. But don't worry, Fifi. Let me find

directions with the compass. We'll get home very soon!



C We use 'too' + adjective (for somebody) + 'to' to talk about a quality that is more than desirable to cause an action.

e.g. The coffee is too hot to drink.

This slide is too dangerous for children to play on.

Omit 'it' after the infinitive verb:
 too hot to drink it

Ex. Complete the sentences with 'too...to...' and the words given.

e.g. Tom is dizzy. He cannot take another roller coaster ride.

Tom is too dizzy to take another roller coaster ride.

1. Anna is too tired. She cannot run fast.

2. This question is too difficult. Fanny cannot answer it.

3. The bed is too soft. Grandpa cannot sleep on it.



Amazing Vocabulary

Ex. Match the pictures of the natural disasters to the correct words.

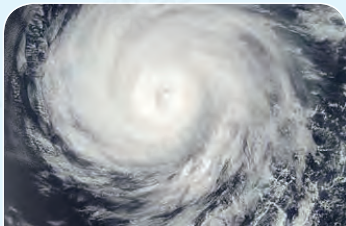
typhoon

landslide

tsunami

drought

earthquake



1. _____



2. _____



3. _____



4. _____



5. _____

Part 3 Getting to Write




Suggested finishing time: 15 mins



Brain Boost

Smartie wants to write a letter to the editor of his school magazine. Help him answer the questions in the writing plan below.

| | | |
|------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Purpose | <ul style="list-style-type: none"> Why is Smartie writing this letter? | To ask the school to offer help to the earthquake victims in Sichuan |
| Details of the problem | <ul style="list-style-type: none"> How does Smartie learn about the earthquake? | From the 1. _____  |
| | <ul style="list-style-type: none"> What happened to the people and houses? | 2. _____ were killed, missing or injured. 3. _____ were destroyed. |
| | <ul style="list-style-type: none"> Where are the people living now? | A lot of victims are homeless. They don't have enough shelters so many people sleep on the streets. |
| | <ul style="list-style-type: none"> What do the people have? | Not enough food, water, blankets and pillows |
| | <ul style="list-style-type: none"> What do the people need? | The weather is getting cold in Sichuan. People need proper shelters and thick 4. _____ to stay warm in winter. |
| Suggestions | <ul style="list-style-type: none"> What does Smartie suggest the school do? | Smartie suggests the school hold a charity walk. |
| | <ul style="list-style-type: none"> What shall we do with the money raised? | We 5. _____ donate the 6. _____ raised from the walk to the charity to help the earthquake victims. |



Let's Practise

Smartie is now writing the letter. Complete the letter to the editor below with the help of the writing plan.

1 _____

What is the purpose of writing this letter?

I am writing to request the school to 2 _____

What natural disaster did the victims experience?

The newspaper showed that there was a massive 3 _____ in Sichuan last week. A large number of houses were destroyed. A lot of families are homeless now.

Include 'only very' in your answers.

However, there 4 _____ shelters so many victims have to sleep on the streets. Also, they have

The thin clothes cannot keep them warm in winter.

5 _____ food and water. The victims bring 6 _____ blankets and pillows

They become weak. They cannot work.

with them. The clothes they are wearing are 7 _____

Fill in the blank with a 5-letter word.

Some volunteers and doctors are also ill because of the poor weather conditions. 8 _____

so there 9 _____ helpers.

It is not too late. We can still offer help.

I suggest our school hold a charity walk next weekend.

Students can also invite their family and friends to join it. We

Thank the editor before you close the letter.

10 _____ donate the money raised to the charity to help improve the situation. It is never 11 _____

_____ to the victims. 12 _____

13 _____

14 _____