

Read the school notice and the letter below.


Tai Wai Primary School
1.

2.

4.
Looking for Student Helpers for the School Open Day
3.

21st October, 20XX
5.

Dear students,

The Open Day is coming soon. We are looking for student helpers for two posts:
6.

We need student helpers who are excellent at speaking English to be the receptionists. Their duties include greeting the guests and introducing them to the history and background of our school. We also need student helpers to hold various activities.
7.

For those who are interested, please tell your class teacher before 4th November. You will have to attend an interview after school on 8th November.
8.

Mary Chan
Principal

23rd November, 20XX

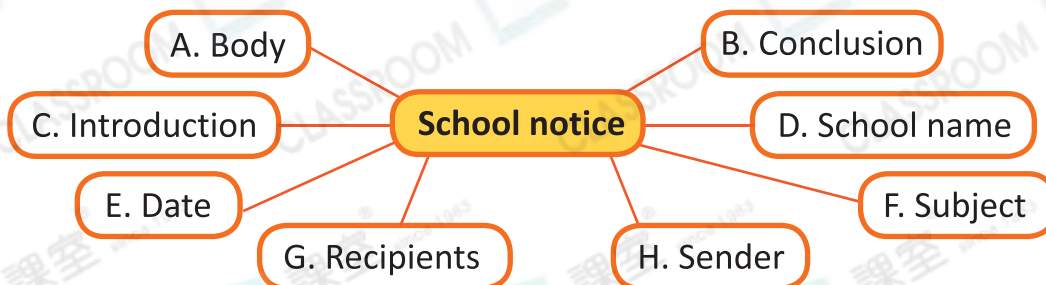
Dear Uncle Joe,

How's your weekend? Last Saturday was the Open Day of my school. I helped out in the art room. My teammates and I spent four days decorating the room and planning the activities. Our theme was 'Learning from Nature', so we used plants as decorations. On the Open Day, we showed the guests how to use berries and flowers as natural paints. We also made bookmarks out of leaves. It was a wonderful experience! I learnt a lot from being a helper. Write soon.

Love,
Rita

A. Text Type Features

Read the mind map below. Write the correct letters in the boxes.



Date: _____

: 10 mins

Words: 193

B. Comprehension

Choose the best answers by blackening the circles.

1. Which is **NOT** a duty of the receptionists?

- A. welcoming the guests on the Open Day
- B. telling the guests when the school was founded
- C. giving the guests some background information about the school
- D. performing a dance show for the guests

 2. Which is **TRUE** about the Open Day?

- A. It was in October.
- B. Rita used berries to make bookmarks on that day.
- C. Rita painted pictures with flowers on that day.
- D. Rita used three days to prepare for that day.

Answer the questions in **COMPLETE SENTENCES**.

3. Peter wants to be a helper on the Open Day. How can he sign up for it?

 Q3

Read the conclusion in the school notice.

4. Who planned the activities for the art room?

C. Vocabulary

Fill in each blank with **ONE** word from the school notice or the letter. Change the word form when necessary.

Good morning to all the guests, parents and students. Welcome to our school's Open Day! You can meet our ❶ _____ (n.) at the front gate. They will tell you more about our school. On the fourth and the fifth floor, you can visit ❷ _____ (adj.) activity rooms, such as the English room, music room, art room, etc. I hope all of you can understand our school better, enjoy the activities and have a ❸ _____ (adj.) day here!