



PRACTICAL WRITING

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Read & interpret

假定你是李华，下学期你将作为交换生（**exchange student**）去加拿大一所高中学习，住在Lynn家里。请给Lynn写一封邮件，内容包括：

1. 介绍自己（**self-introduction**）
2. 告知到达时间（**time of arrival**）
3. 询问该做何准备（**inquiry of preparation**）



Cultural background

- **What is a host family?**
- **Do they get paid?**
- **Why they would be willing to host?**

A host family

- People of all ages and from all walks of life **volunteer** to serve as host families.
- Grandparents, families with younger children, single-parent families and traditional two-parent families
- There is **no "typical"** host family.



Read & interpret

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1. 介绍自己 (self-introduction)
2. 告知到达时间 (time of arrival)
3. 询问该做何准备 (inquiry of preparation)

I'm writing to.....

This letter is of multiple purposes

- Inquire relevant information
- Extend my gratitude

Do you know who “you” are and whom you are addressing to?

假定你是李华，下学期你将作为交换生（exchange student）去加拿大一所高中学习，住在Lynn家里。

Li Hua

Lynn

- A. An exchange student from China
- B. A native Canadian
- C. Study in the local high school
- ~~D. Share a flat with others~~
- ~~E. Offer academic instructions~~

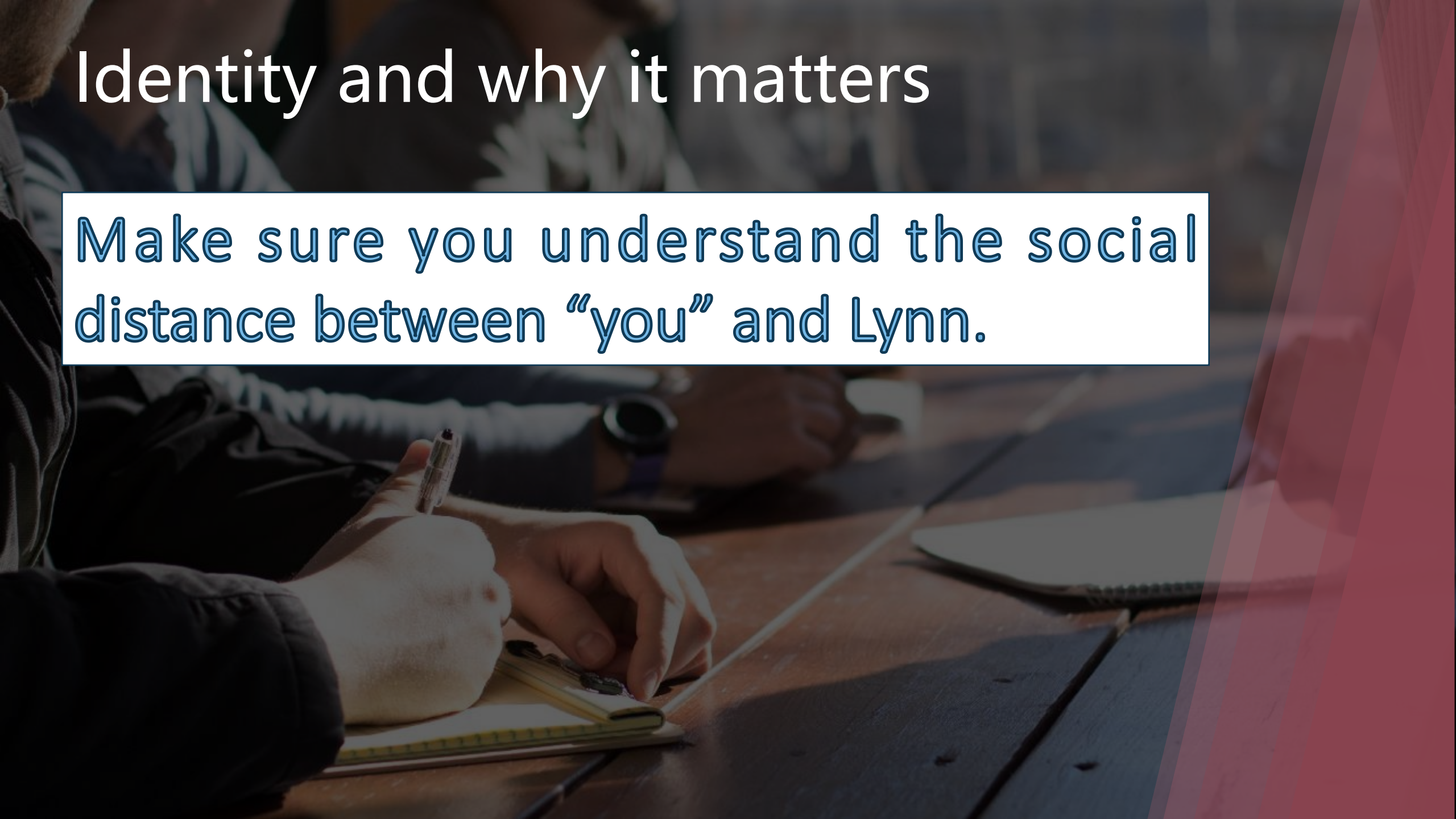


Identity and why it matters

Li Hua	Lynn	
Guest	Host	Roommates?
Around 17-year-old	Not given	Friends?
Student	Not given	Your school?

Identity and why it matters

Make sure you understand the social distance between “you” and Lynn.





Make an outline

- beginning
 - self-introduction
 - appreciation
- main body
 - time of arrival
 - inquiry of preparation
- ending
 - appreciation
 - expectation

I'm Li Hua, an exchange student from China. I'm sorry that I have to

apology vs appreciation

I'm an outgoing and active boy who enjoys listening to music. I believe we will have a lot of topics in common if you like music, too.

How detailed my self-introduction should be?
Should I emphasise my personality/hobby?



Ir relevant

What specific document is needed to ensure a smooth immigration?

Can you tell me the study pattern of the high school in Canada?

I'm one of the top students in my old school.



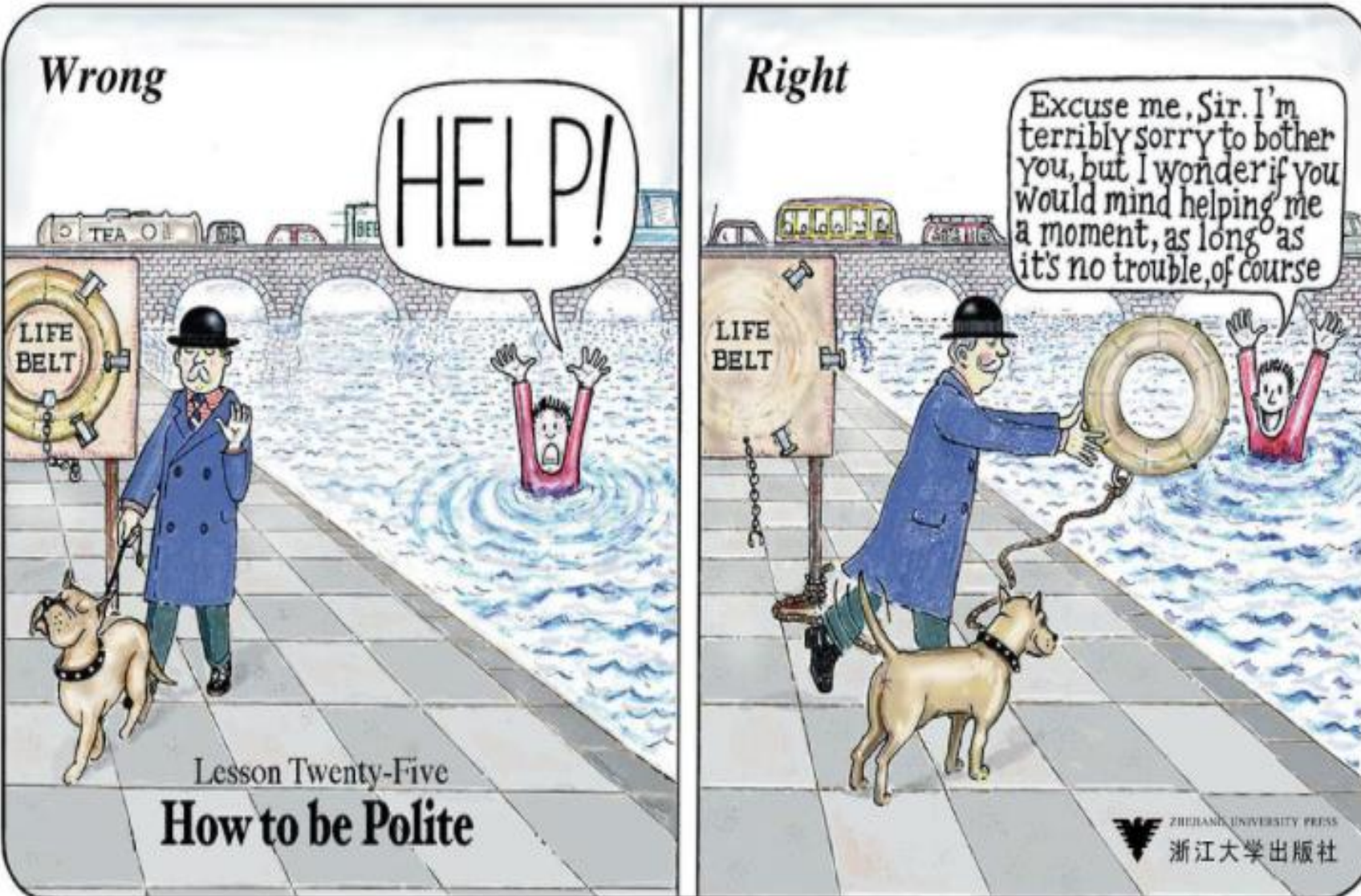


Polish your
language

How to be polite

unrealistic

Excuse me, Sir, I'm terribly sorry to bother you, but I wonder if you would mind helping me a moment, as long as it's no trouble, of course.



How to be polite

Positive politeness strategies

- Compliments
- Common ground
- Discourse markers (please)
- etc.

Negative politeness strategies

- Questioning
- Hedging
- Presenting disagreements as opinions

How to be polite

"Professor, I was wondering if you could tell us about the Chamber of Secrets."

(Hermione in *Harry Potter and the Chamber of Secrets*, 2002)

Hedging and questioning

'Laurence,' said Caroline, 'I don't think I'm going to be much help to you at Ladylees. I've had enough holiday-making. I'll stay for a couple of days but I want to get back to London and do some work, actually. Sorry to change my mind.'

Presenting disagreements as opinions

How to be polite

Useful expression

1. If you don't mind, could/would you ...
2. If it's not a problem, could/would you ...
3. By any chance, could/would you ...
4. I wonder if you could/would...
5. I would be much grateful if you could...
6. I would appreciate it if you could...

How to be polite

In order to reward your reception, I've prepared small gifts for you.

How would you feel if you were Lynn?

To convey my genuine gratitude for your reception, I hope you wouldn't mind the present I sent together with this letter.

I want a list of necessary items to be attached.

If it's not of too much trouble, would you attach a list of necessary items for me to prepare in advance?

How to be polite

More information about Canadian life is anticipated to be offered.

How would you feel if you were Lynn?

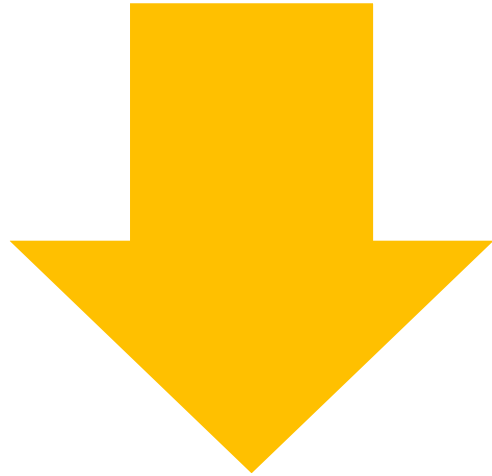
I would be grateful if the relevant details regarding to the local climate and culture are provided.

Though I have acquired basic information from the Internet, I'm still wondering if you could offer me suggestions from a native's perspective.

How to be polite



Overly
polite—
hypocritical
The more the merrier?



Insufficiently
polite—rude

Dear Lynn,

I'm Li Hua, an exchange student from China. I'm delighted to know that I will live with your family next term. There are something that I may **disturb** you.

I have booked a flight which will arrive in Canada at 3 p.m. next Monday. Please **forgive** me if I cause any inconvenience for you. Besides, I wonder what I should prepare for the coming days, since I don't want to **bother** you too much.

I'm looking forward to your reply.

1. There are something that I may **disturb** you.

I'm _____ there are things I may _____ bother you with.

2. Please **forgive** me if I cause any inconvenience for you.

Please _____ if this is a bad time for you/ if this would cause you any inconvenience.

3. ...since I don't want to **bother** you too much.

I would feel _____ if I should add too much burden.

1. There are something that I may **disturb** you.

I'm afraid there are things I may need to bother you with.

2. Please **forgive** me if I cause any inconvenience for you.

Please let me know if this is a bad time for you/ if this would cause you any inconvenience.

3. ...since I don't want to **bother** you too much.

I would feel terribly if I should add too much burden.
sorry

I'm afraid there are things I may need to bother you with.

Use hedging (缓冲) and emphasise necessity.

Please let me know if this is a bad time for you/ if this would cause you any inconvenience.

Offer to adjust the plan instead of simply asking for forgiveness.

I would feel terribly sorry if I should add too much burden

Make use of subjunctive mood (虚拟语气).



Revise
your first draft

Dear Lynn,

I'm Li Hua, an exchange student from China. I'm happy to know that I'll be staying with your family in the next few months while I'm studying at the local high school. Thank you for having me!

I'm due to start my study in September, so I booked a flight to Toronto on August 26th, arriving at 10 o'clock local time. I'm wondering if there is anything I can prepare in advance so as to transfer smoothly into the life in Canada? What's more, please don't hesitate to inform me of the house rules. I would be awfully sorry if my presence should become a mere intrusion.

Your kindness means a dear lot to me. Looking forward to meeting you in Canada!

**Now how would you
feel if you were
Lynn?**

Yours sincerely,
Li Hua



Keep asking yourself:

How would you feel if you were the one receiving the letter?

Follow the steps

1. Read & interpret
2. Make an outline
3. Polish your language

....

The background of the slide features a blurred image of a bookshelf with several books. A prominent red book spine is visible in the center. On the left side, there is a dark blue geometric overlay consisting of several overlapping diagonal lines.

Thank you

Emily