

# NOTICE

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## Distance learning solutions



Below is a list of educational applications and platforms to help parents, teachers, schools and school systems facilitate student learning and provide social caring and interaction during periods of school closure. While these solutions do not carry UNESCO's explicit endorsement, they tend to have wide reach, a strong user-base and evidence of impact. Most of the solutions are free and several support multiple languages.

If you are a digital learning provider and have a robust product that you think warrants inclusion in the list of resources below, please send an email to [COVID19taskforce@unesco.org](mailto:COVID19taskforce@unesco.org).

### Collaboration platforms that support live-video communication

- **Dingtalk** – Communication platform that supports video conferencing, task and calendar management, attendance tracking and instant messaging.

假定你是学生李华，因新型冠状病毒肺炎疫情还未得到有效控制，教育部宣布延期开学，有可能推迟到4月20日，请**你**写一封**英文通知**发布在校园网上。要点如下：

1. 严禁学生假期到校。
2. 远程教育、在线心理辅导。
3. 如有调整，另行通知。

参考词汇：教育部 Ministry of Education

### 布告式书面通知

活动式书面通知+  
Part 3 : 号召

1. 标题: 要在正上方写上Notice或大写NOTICE
2. 正文: Part 1:发布通知的原因or目的+通知的事件  
Part 2: 通知的具体要求(要点+注意事项)
3. 落款: 落款写在右下角(可以是个人，也可以是单位)

### Notice

段首空两格写正文

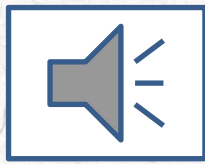


# Vocabulary

假定你是学生李华，因新型冠状病毒肺炎疫情还未得到有效控制，教育部宣布**延期**开学，有可能推迟到4月20日，请你写一封英文通知发布在校园网上。要点如下：

1. **严禁**学生假期到校。
2. **（实施）**远程教育、在线心理辅导。
3. 如有**调整**，另行通知。

参考词汇：教育部 Ministry of Education



延期

# FULL-TIME SPECIAL NOTICE ADMISSIONS 20

## **Suspension of Classes (Full-time and Part-time Programmes/Courses, Applied Learning Courses, and Corporate Training)**

Due to the spread of COVID-19, face-to-face classes will be replaced by eLearning and/or make-up classes until further notice. Please see email and SMS for details.

**Latest information on Novel Coronavirus [details]**





The education chief said the class suspension was not an extension of the school holidays. "Schools are making use of different modes of learning, including e-learning to achieve the goal of 'suspending classes without suspending learning'," he said.

停课不停学

复课

postpone  
put off  
suspend

class **resumption**

延迟开学

HONG KONG, Feb. 13 (Xinhua) -- The education secretary of the Hong Kong Special Administrative Region (HKSAR) government decided on Thursday to extend the class suspension of Hong Kong schools for two more weeks in view of the novel coronavirus pneumonia (COVID-19) outbreak.

Primary and secondary schools, kindergartens and special schools across Hong Kong will not resume classes before March 16 in view of the latest situation of the novel coronavirus epidemic, Secretary for Education Kevin Yeung said.

HKSAR Chief Executive Carrie Lam raised the HKSAR government's response to the novel coronavirus pneumonia outbreak to the highest level on Jan. 25 with a series of measures, including delaying the opening date of schools after the Lunar New Year holiday from early February to Feb. 17.

严禁

# ban

英 /bæn/  美 /bæn/ 

► Verb

(banned, banning) [with obj.] (常作 *be banned*) officially or legally prohibit (官方或依法) 禁止, 取缔

- he was **banned from** driving for a year 他被禁止驾车一年
- a proposal to ban all trade in ivory. 禁止所有象牙贸易的提议。
- officially exclude (someone) from a place (官方)把(某人)逐出(某地)
  - her son was banned for life from the Centre. 她的儿子被永久性地逐出了该中心。

ban sb. from doing  
prohibit sb. from doing  
forbid sb. to do  
not allowed/ permitted



# 实施

conduct  
launch  
carry out

online classes

online classes

be arranged  
be organized  
be offered

# 调整

## adjust

make some adjustments  
if there is any adjustment/change

英 /ə'dʒʌst/ 美 /ə'dʒəst/

### ► Verb

- [with obj.] alter or move (something) slightly in order to achieve the desired fit, appearance, or result 调整, 整理
  - he smoothed his hair and adjusted his tie 他抚平头发理了理领带
  - the interest rate should be **adjusted for** inflation. 利率应该随通货膨胀而调整。
- [no obj.] permit small alterations or movements so as to allow a desired fit, appearance, or result to be achieved 调节
  - a harness that **adjusts to** the correct fit. 调节到合适位置的马具。
- [no obj.] adapt or become used to a new situation 适应, 习惯
  - she must be allowed to grieve and to adjust in her own way 应该允许她悲恸伤心, 让她按自己的方式来适应
  - his eyes had **adjusted to** semidarkness. 他的眼睛已适应半暗状态。

adjust/adapt (oneself) to (doing) sth.

适应于

**adjust** 调整/调节/适应

**adapt** 适应/ 改编( adapt from a novel)

**adopt** 收养/采纳(adopt various methods)



1. 延迟上课 **suspend / delay/postpone/ put off the classes;**  
**class suspension**
2. 停课不停学 **suspending classes without suspending learning**
3. 复课 **resume classes/ class resumption**
4. 基于目前的形势 **according to/ in view of/due to/owing to/because of / based on the current/present/latest situation**
5. 严禁 **ban/prohibit/forbid sth. strictly**
6. 实施远程教育 **conduct /launch/carry out /arrange/organize e-learning /web-based/online classes/ distance education**
7. 心理辅导 **psychological guidance/counseling/consulting**
8. 密切关注 **pay close attention to**
9. 调整 **adjust / make some adjustments**
10. 最新的安排 **the latest arrangement**
11. 进一步的通知 **further notice/ announcement**



## Purpose

因新型冠状病毒肺炎疫情还未得到有效控制，教育部宣布延期开学，有可能推迟到4月20日。

suspend; suspension

Since the coronavirus still hasn't been under control, it is announced by Ministry of Education that the day we go back to school may be delayed to April 20 or even later.

As the terrible epidemic of COVID-19 has not been effectively contained, Ministry of Education has declared the postponement of the start of school until April 20.

According to the decision of Ministry of Education, the opening of the school will be put off to April 20 due to the uncontrolled epidemic caused by COVID-19.

Owing to the fact that the epidemic hasn't been controlled completely, Ministry of Education has made the announcement regarding postponing the new semester opening date until 20th April.



## Requirement 1:

## 严禁学生假期到校

During this period of time, everyone is **not allowed/ permitted** to go to school.

Most importantly, any arrival to school during the holiday is **strictly forbidden**.

To contain the epidemic, students are **banned** from going to school during such a crucial period.

The act of returning to school is **strictly prohibited** no matter how emergent your excuse is.



## Requirement 2:

(实施)远程教育、  
在线心理辅导

Distance education as well as online psychological guidance will **be arranged / organized / offered** by school to help students acquire knowledge at home.

Besides, school will **launch/ conduct/ carry out** online classes for students, **during which time** psychological counseling will be **in progress**.



## Requirement 3:

如有调整，另行通知

Any adjustment will be notified later.

1. Any adjustment will **be informed** ahead of time.
2. You will be **informed** later if there is any adjustment/change.
3. In case of adjustment, please **wait** until further notice.

### Attention!

- ✚ 全文时态主要为**一般现在时**和**一般将来时**;
- ✚ 常采用**被动语态**或“**please+祈使句**”表示要求;
- ✚ 一般用**第二、三人称**。(不要自称 I; 保持人称统一)

All the students **are expected to** ...

Everyone **is required/requested to** ...

Please remember to ...

Don't forget to...

- ✚ 注意字数 (应用文要求**80-100词**)



## Notice

As is known to all, prevention and control of the COVID-19 is the top priority at present. According to the announcement (announce) of Ministry of Education, the new semester opening date will be (be) postponed, possibly (possible) until April 20, during which time, students are not allowed to go to school. Everyone is required (require) to work out regularly and keep healthy. Distance education, including online psychological guidance (guide), will be organized during the absence of school. Please take it seriously. If there is any change, you will be informed (inform) ahead of time.

Li Hua



## Writing sample

### Notice

According to the announcement of Ministry of Education, the new term opening date may be further postponed until April 20th based on the development of the epidemic. Before that, students are not allowed to go to school, during which period schools are making full use of various modes of web-based learning to achieve the goal of suspending classes without suspending learning. Meanwhile, online psychological guidance is **accessible/available** as well.

For the resumption of classes, please pay close attention to the further announcement by Ministry of Education.

Li Hua