

DSE LEVELMATE
WRITING KIT

FREE SAMPLE

Email

Decode the task.
Write for the reader.



Practice



Improve



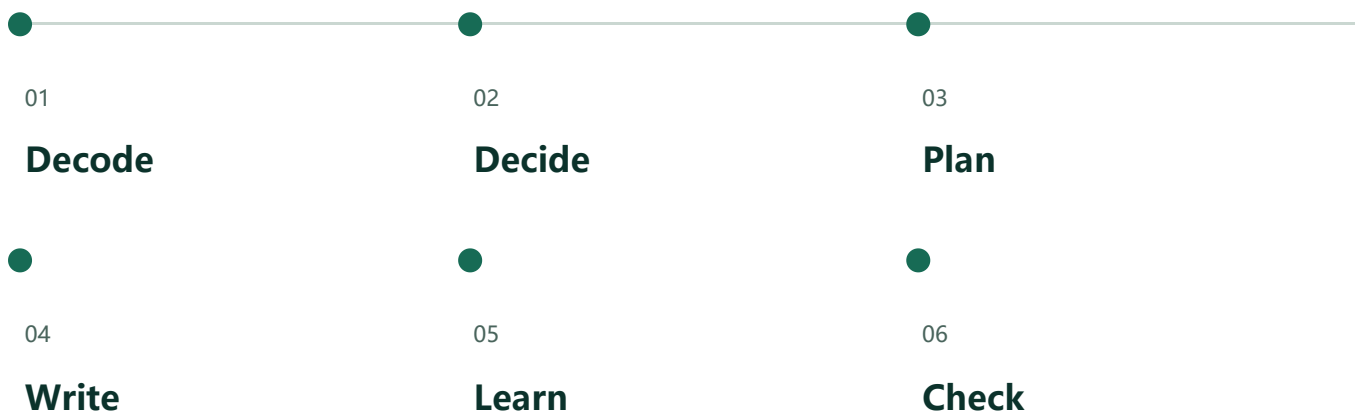
Level Up



A six-step route from task to final check

How to use this kit

Work through the pages in order: decode the task, decide what matters, plan each paragraph, write, learn from the model and check your response.



Original DSE-style educational material created by DSE LevelMate. Not an official HKEAA paper or marking scheme.

Role, reader, purpose and requirements

Original practice task

You are **Alex Wong, Student Library Ambassador at Harbour View Secondary School**

You are writing to **Ms Priya Das, Programme Manager at Evergreen Community Library**

Your purpose **Propose a partnership for a new intergenerational reading programme and request a planning meeting.**

Your email must:

Explain the need for the programme using the student survey.

Outline two programme features and explain why they suit both age groups.

Request one form of support and propose a practical next step.

Four original sources to select and adapt

Mini Data File

School librarian's email

Students want more chances to discuss books beyond lessons. The school can provide 24 student volunteers and a venue on Friday afternoons.

Student survey

68% would join if activities were social and practical; 57% want to hear real-life stories from older residents; most prefer sessions under 90 minutes.

Care-centre note

Residents enjoy sharing memories but some need large-print materials and a slower pace. Twelve residents are interested in a trial session.

Programme idea

Stories Across Generations: paired reading, a memory-object conversation, and a jointly written "neighbourhood story" display.

Decode before you write

The 60-Second Brief

Before writing, complete the brief in your own words.

My role

My reader

My relationship with the reader

My purpose

The three things I must include

The response I want

Choose evidence for a reason

Select & Adapt

Source information earns its place only when it helps you fulfil a task requirement.

Requirement	Useful source detail	How I will adapt it
Explain the need for the programme using the student survey.		
Outline two programme features and explain why they suit both age groups.		
Request one form of support and propose a practical next step.		

Professional without sounding stiff

Style · Tone · Register

too casual

professional + warm

too stiff

State the purpose early.

Use courteous modal questions for requests.

Prefer specific verbs and concrete next steps.

Sound confident without assuming agreement.

Give every paragraph one clear job

Paragraph-purpose plan

01

Opening

Establish role, shared purpose and reason for writing.

02

Need

Select survey evidence to show why the partnership is worthwhile.

03

Programme

Explain two features and adapt them to both groups.

04

Action

Make a specific request and propose a low-risk next step.

Understand why the choices work

Annotated model response

Subject: Partnership proposal: Stories Across Generations

Dear Ms Das,

I am writing as a Student Library Ambassador at Harbour View Secondary School to propose a small partnership between our school and Evergreen Community Library. We hope to pilot Stories Across Generations, a reading exchange that brings students and older residents together through books and personal memories.

purpose

Our recent survey suggests that the programme would meet a genuine need. Sixty-eight per cent of students said they would join a reading activity if it were social and practical, while 57% were especially interested in hearing real-life stories from older people. We can provide 24 trained student volunteers and a school venue on Friday afternoons.

selected evidence

The trial would include paired reading using large-print extracts, followed by a guided memory-object conversation. Participants would then create a short neighbourhood story for a shared display. These activities give students a clear role, allow residents to contribute at a comfortable pace and produce something both groups can feel proud of.

adapted detail

Could the library help us select accessible reading extracts and provide one staff member to advise the student facilitators? If the idea is suitable, may we arrange a 30-minute planning meeting next week and run one 75-minute pilot in November?

specific request

Thank you for considering the proposal. I would be pleased to send a draft session plan before we meet.

Yours sincerely,

Alex Wong

Student Library Ambassador at Harbour View Secondary School

Upgrade vague or awkward writing

Language transformations

Vague

We want to do a reading activity.

Purposeful

We hope to pilot a reading exchange that brings students and older residents together.

Data dump

68% said yes and 57% liked stories.

Adapted evidence

The survey shows strong interest in a social activity built around real-life stories.

Demanding

Please send a staff member.

Professional request

Could the library provide one staff member to advise the student facilitators?

Unclear next step

Please reply soon.

Actionable close

May we arrange a 30-minute planning meeting next week?

Check the task, reader and language

Final checklist

☐ Role and relationship are clear.☐ Purpose appears in the opening.☐ Every task requirement is covered.☐ Evidence is selected, not copied.☐ Tone is polite and confident.☐ Paragraphs each have one job.☐ Request and next step are specific.☐ Names, dates and details are checked.

Ready for another task? Return to DSE LevelMate Writing Kits and apply the same process independently.