

# 2014 DSE English

## paper 3 Task 9 答案

### TASK 9

To: Queenie Lau

Subject: Amendments to your article

Dear Ms Lau,

I'm writing regarding your article about plastic surgery holidays in Thailand which we would be happy to publish subject to(1) a few amendments.

We'd first (2) like to check that you have copyright on the images you're using and if not, please be sure to source the images, of which we need 15-20. From these, our team will select about five to include in the publication. Please send them as high resolution JPEG files.

Regarding the text itself, we would like to remind you(3) that we are unable to publish texts of more than 900 words. If you'd be able to cut it down for us, that would be great. Additionally, we'd appreciate it(4) if you could provide a title of no more than 80 characters.

The only other concern we had was(5) about Thai place names. Please double check for these for us to avoid any embarrassment. Once you've done that, and checked all other information, we'd be delighted(6) to accept your resubmission no later than 30 April.

I look forward to receiving your resubmission.(7)

Best wishes,  
Marty Poon.

(1) 'subject to' ≈ if sb. allows / if you do / if smth. happens. You can go on holiday subject to sufficient funds being in your account = You can go on holiday if you have enough funds in your account.

(2) Don't rely on connectors like 'firstly'/'secondly'/'thirdly'. You can build these connecting phrases into the sentence itself.

(3) Use polite phrases such as 'we'd like to remind you' to sound polite. You need to reduce the number of words / We won't publish your article unless you make it shorter.

(4) Another polite phrase. = We'd be grateful if...

(5) Use full sentences to connect paragraphs together instead of overusing paragraph-beginning connectors such as 'moreover' or 'nevertheless'.

(6) Sound enthusiastic about her submission. Remember, you are not her boss. Don't demand things from her. She is doing something for you.

(7) Add a polite closing line.