

Speaking

P2. Place->how many people->clothes->1~2 actions->events(backgrounds)

- I think this is a picture taken / this picture appears to be taken
 - In the middle of the picture / on the right/left side of the picture / all/some/most/two/half/several of them / on the upper/lower side of the picture / a group/plenty of people / in the background/foreground of the picture
 - The man is xxx while the women is xxx
 - I think maybe they are doing sth / people are busy / maybe they're having good time/going somewhere / the weather / They're about to / I think they're having fun, perhaps enjoying their time together.
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P3. Give Example / tell a story

- It was really useful/helpful
 - I think A is better, because~,also~. Therefore/for these reasons, I think~ That's why I think so.
 - The main reason and in my opinion, that's why I decided to
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P4.

- Just a quick note / Let me see / let me take a look for you
 - It'll take place/be held/led the program by/taken by be conducted by/give by / Sb will give a speech on sth
 - There are 2 sessions, first sth'll be conducted by sb (start) at 1:30 (end at) on Aug. 12th. And then, sb'll give a presentation on sth from 2-4pm. Both of them are related to marketing.
 - Sorry but you have the wrong info. / Fortunately, you'll not miss anything.
 - Please take a note of it/keep that in mind and you won't be late / do you have any further questions? / make sure you are on time / I hope you have a good time / feel free to contact me if you need further info regarding your visit / don't hesitate to reach out to me / be sure to check it out / feel free to reach out to me
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P5. Situation->Trouble->Action->Result / (Mind map)

- It's hard to make a clear-cut decision on this argument, as there are pros and cons, however, I would prefer/agree/consider/believe. There are several reasons I'll explain below to support my opinions.

- First / In the beginning /
- Second / In addition / additionally / moreover / plus / furthermore / besides
- Most of all
- In conclusion, in this case like this, I prefer / for these reasons, I believe it's reasonable to xxx / for now, I'm happy

Writing

P1. Simple will be fine

- 4 people dressed in xxx are standing next to each other.
 - Some are while others are
-

P2. 100 words

Dear Mr./Ms., / To whom it may concern / Hi xxx,

- Thank you for your e-mail/message and I'm excited for... / I appreciate your promptly response / I'm delightful to receive your message / Thanks for giving this opportunity to / Thank you for reaching out to me
 - Indeed, I've a wonderful experience at your hotel. / In particular/ especially
 - Let me praise your xxx made me feel
 - Let me give you some suggestions / share some suggestions for improvement / I have a small reservation about / I was not happy about the fact that / I wasn't satisfied about / we would like to share some feedback / I have x suggestions for your reference
1. Firstly, I suggest that / It is a good idea to / If I were you ,I would / One thing you could is to
 2. Secondly,
 3. Finally,
- Thank you for your help in advance, and I look forward to hearing from/seeing you soon. / I appreciate for your help, if you have any further questions, feel free to contact me via e-mail. / Thank you for your attention to this matter and we look forward to seeing improvements in the future. / please let me know what you think / let me know if you want to make it further

Sincerely/Best regards / best wishes

Xxx

P3. 300 words up

It's hard to make a clear-cut decision as both perspectives have their pros and cons to this argument. However, on balance, I would be happier (Ving). Below are some reasons to support my opinion.

- First of all / for example/instance /
- Secondly / to be more specific , in my opinion
- Last but not least / Thirdly and very importantly
- 轉折: on the other hand/against these arguments/although some people may say/I appreciate that point of view but, it can be argued that/some believe

On the whole / In general/conclusion/Once again/to sum up, I think it's crucial to xxx based on the xxx, I believe xxx