Tel. no.: 3628 8951

Ref.: DSE/94-3

3 March 2010

Dear Principal,

**HKDSE Literature in English Teachers’ Session**

In order to help teachers prepare students for the HKDSE Literature in English portfolio review/creative work, the Hong Kong Examinations and Assessment Authority is going to conduct a briefing session on **10 March 2010 (Wednesday) at 2:00 pm – 5:00 pm.** in Room W301, Kowloon Tong Education Services Centre.

Details about the session are given in the Appendix. You are invited to nominate teachers to attend the session. Nomination can be made by returning the completed reply slip to the Senior Manager – Assessment Development (Eng) by fax on or before **8 March 2010.** Teachers who have been nominated are invited to attend the session as scheduled and **no** further confirmation will be issued by the Authority.

Please contact Ms Anita Law at 36288038 for any questions regarding the session.

We look forward to meeting your teachers at the seminar.

Yours faithfully

[Signature]

Margaret Hui (Ms)
General Manager, School Examinations and Assessment Division
# Nomination for attending HKDSE Literature in English Session

**Date:** 10th March 2010 (Wednesday)  
**Time:** 2:00 pm – 5:00 pm  
**Venue:** Room W301, 3/F, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon

I wish to nominate the following teacher(s) to attend the HKDSE Literature in English Session:

<table>
<thead>
<tr>
<th>Name of teacher (in English)</th>
<th>Panel Chairperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Mr/Mrs/Ms*</td>
<td>Yes / No*</td>
</tr>
<tr>
<td>(2) Mr/Mrs/Ms*</td>
<td>Yes / No*</td>
</tr>
</tbody>
</table>

*Please circle as appropriate

**Name of Principal:**  
**Signature of Principal:**  
**Name of School:**  
**Date:**

**School Code:**  
**Contact Phone No.:**  
**Fax No.:**

Please complete this reply slip and return it to the Authority by fax on or before 8 March 2010. Successful nominees will NOT be notified unless accommodation constraints make this necessary. The session will be conducted in English.
### HKEAA Teachers’ Session
February – March 2010

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Level/Subject</th>
<th>Theme/Topic</th>
<th>Venue</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 March 2010 (Wednesday)</td>
<td><strong>HKDSE</strong> Literature in English</td>
<td>Preparing Students for the HKDSE Literature in English Portfolio Review/Creative Work</td>
<td>W301 Kowloon Tong Education Services Centre</td>
<td>Seating Capacity: 150</td>
</tr>
</tbody>
</table>