



ST. CLARE'S GIRLS' SCHOOL

50 MOUNT DAVIS ROAD,
HONG KONG

Web Page : www.stclare.edu.hk
E-mail : info@stclare.edu.hk

Tel : 2817 1764
Fax : 2855 8420

15th September 2017

Dear Parents,

Putonghua Presentation Skills (S.3)

In order to enhance our students' Putonghua presentation skills, after-school interest class will be held for S.3 students. It is compulsory for them to attend all the sessions. The details are as follows:

Date:	20/09/2017 (3J & 3L) 24/01/2018 (3L)	18/10/2017 (3M&3T) 07/02/2018 (3M)	13/12/2017 (3J) 25/04/2018 (3T)
Time:	4:00 p.m. – 5:00 p.m.		
Venue:	Rm 216		
Course:	Putonghua Presentation Skills		
Cost:	Free of charge (paid by the school)		

For further enquiries, please contact the teacher-in-charge Ms L. N. Ting.

Thank you for your attention.

Yours sincerely,

Ms Lucia Lau
Principal



-----Reply-Slip-----

To St. Clare's Girls' School,

Notice No.: 1718014

Putonghua Presentation Skills (S.3)

We have read the above letter and are aware of the arrangement of the after-school interest class of Putonghua presentation skills.

Student Name

Parent's Signature

Class & Class Number

Date



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敬啟者：

中三普通話演說技巧訓練班

為提升中三學生的普通話演說水平，學校將開辦課後普通話演說技巧訓練班，學生必須準時出席。訓練班詳情如下：

對象：	中三學生		
日期：	20/09/2017 (3J & 3L) 24/01/2018 (3L)	18/10/2017 (3M&3T) 07/02/2018(3M)	13/12/2017 (3J) 25/04/2018 (3T)
時間：	下午四時至五時		
地點：	216 室		
訓練班：	普通話演說技巧		
費用：	全免		

如有疑問，請聯絡丁麗娜老師。

此致
貴家長

校長劉鳳兒謹啟

二零一七年九月十五日