

4.2 Places to live and work: tone and reference

Name: _____ Class: _____ Date: _____

Total: 24 marks

KEY WORDS claim 论断 • stance 立场

Objective

Interpret a review, resolve pronoun references and revise informal writing for an academic audience. All places and survey details below are fictional classroom material.

1 Key knowledge and worked examples

■ Key knowledge: read tone without copying it

An idiom has a meaning that may differ from its individual words. “A stone’s throw away” means nearby; it does not give a measured distance. A positive review may still describe a limitation. Words such as “although” connect contrasting ideas, while “because” introduces a reason. Do not treat every connector as interchangeable.

A **stance** 立场 is a writer’s position towards a subject. To report that position fairly, separate the writer’s experience from evidence about all users. Resolve “it”, “they” and “this” by reading the nearest sensible noun or idea, not simply the nearest word.

■ Source A: student review

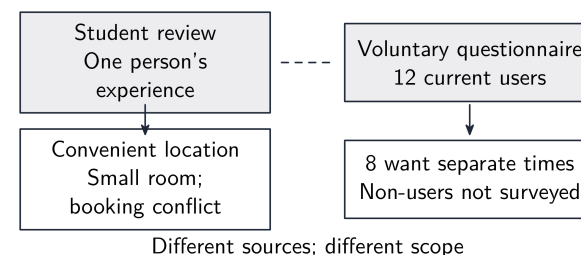
When I first moved to Brook Court, the shared workroom seemed a lifesaver. It is a stone’s throw from my flat, so I no longer carry my books across town. Although the room is small, its wide windows make it feel open. The long table is useful for group planning, but conversations sometimes disturb people who want to read quietly. Last week, two groups arrived for the same slot because the booking sheet had not been updated. They solved the problem by sharing the table, though this would not work for a quiet interview. I would recommend the room for short group meetings, provided the booking system improves.

■ Source B: manager’s note

Twelve current users answered a voluntary questionnaire. Eight wanted separate quiet and discussion times. Three asked for more sockets. One asked for longer opening hours. The manager has not collected views from residents who do not use the room. A paper booking sheet remains beside the door; no online system has yet been approved.

■ Worked example: replace an impression with a bounded report

Known: a reviewer describes convenient access; twelve current users provide limited feedback. These are different evidence sources.



Informal: “The room is a lifesaver and everybody wants quiet slots.” Revised: “The reviewer values the room’s convenient location. Eight of twelve responding current users requested separate quiet and discussion times.” The revision keeps the positive meaning but removes the unsupported universal claim. It does not invent a precise walking distance.

2 Practice

2.1 Explain “a stone’s throw from my flat” in this context. State ONE detail that the phrase does not establish. [2]

2.2 Identify what “They” and “this” refer to in the final part of Source A. [2]

2.3 Explain the relationship expressed by “Although the room is small, its wide windows make it feel open.” Rewrite the sentence using “but” without changing its meaning. [3]

2.4 Give the reviewer’s recommendation and ONE condition attached to it. Explain why “the reviewer recommends the room for every activity” misrepresents the review. [3]

3 Exam-style questions

3.1 Revise this statement into 60–80 words of neutral reporting: “Brook Court is perfect. Everyone loves its huge room, and the new website has solved all booking problems.” Use BOTH sources. Include at least two corrections and one limit of the questionnaire. [6]

3.2 Write a 100–130 word recommendation to the manager about quiet and discussion times. Use the questionnaire figures, acknowledge who was not surveyed, explain a possible benefit and propose how to review the change. [8]
