

**Appendix (8)**

**“Moral Education Series: Personal Integrity, Social Responsibility and Pursuit of Excellence” Seminar**

**Co-organized by  
△ △ △ School and △ △ △ School Parent-Teacher Association**

**— Invitation Letter — (Sample)**

OOday OOmonth OOOOyear

Dear Parents, Teachers and Students,

**“Moral Education Series: Personal Integrity, Social Responsibility and Pursuit of Excellence” Seminar**

Personal integrity, social responsibility, and the pursuit of excellence are core values of moral education. They are also what the new generation should be responsible for our society in the future. In light of this, our school has cordially invited OOOO, lecturer of OOOO University, and OOOO, the Deputy Director-General of OOOO to be our guest speakers in a seminar to share how good character can be instilled in students. The details are as follows:

Date:	OOdayOOmonthOOOOyear (Weekday/Weekend)
Time:	OO:OO to OO:OOp.m.
Venue:	School Hall

We believe that all parents love and care about their children. Apart from the school, the family is an important place to educate the children. We hope parents can spare their precious time to attend the seminar with their children to uphold our spirit for parents and children to learn together and to grasp this opportunity to learn how they can instill good character in their children.

Please refer to Annex (1) for details about this talk. If you are interested in attending, please complete and return Annex (2) to the class teacher of your child on or before OOday OOmonth OOOO year.

For enquiries, please contact our vice-Principal Ms. Susan Fong at xxxxxxxx.

(Signature)

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Ms Mary LEE  
Chairlady  
△ △ △ School PTA

(Signature)

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Ms Jenny LEUNG  
Principal  
△△△School

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Date : OObdayOOmonthOOOOyear (Weekday/Weekend)

Time : OO:OO p.m. to OO:OO p.m.

Venue : School Hall

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- Programme -

<b>Time</b>	<b>Arrangement</b>
OO:OO - OO:OO	Introduction to the Content of the Programme Mistress of Ceremony – Ms. Judy Ho
OO:OO - OO:OO	Presentation of Souvenir by Ms. Mary Lee, Chairlady of the Parent-Teacher Association
OO:OO - OO:OO	Thematic Talk “Good personal character” by Dr OOOOO
OO:OO - OO:OO	Thematic Talk “Applications of character in life” by Mr OOOOO
OO:OO - OO:OO	Question and Answer Session

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**— Application Form —**

(Please hand in this form to the class teacher on or before  
OOdayOOmonthOOOOyear. The total quota for the seminar is OOOO.  
Acceptance will be based on the first-come-first-served basis. You will not be  
otherwise notified if your application has been successful. Please attend the  
seminar on time.)

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Principal, △ △ △ School  
Chairman, △ △ △ School Parent-Teacher Association

- I \_\_\_\_\_ and Class ( ) student \_\_\_\_\_ would like to sign  
up for the seminar.
- I am sorry to inform you that my child and I will not be able to attend this  
seminar.

Signature of Parent: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please put a (✓) in the appropriate box.

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**Review Questionnaire**

(A) Please put a (✓) in the appropriate box to indicate your opinions. Thank you.

	Strongly disagree				Strongly agree
	1	2	3	4	5
1. The content of the seminar is solid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The time arrangement of the seminar is appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The seminar is useful for me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The arrangement of the venue is appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Similar seminars should be organized again.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The information distributed in the seminar is practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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(B) Other comments

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Please hand in this questionnaire before leaving.  
Thank you for your cooperation.