

陳瑞祺(喇沙)書院
九龍何文田常和街四號
電話：二七一一八一七五
傳真：二七六二一五五零



CHAN SUI KI (LA SALLE) COLLEGE
4 SHEUNG WO STREET, HOMANTIN,
KOWLOON, HONG KONG.
TEL : 27118175
FAX : 27621550

16th September, 2020

Circular No. 20013

Dear Parents / Guardians,

Microsoft OneNote Workshop

With a view to unifying the method of submitting assignments online, students are required to submit their assignments using "Microsoft OneNote". In-class workshops are arranged after class resumption to make sure students fully understand the operation of submission procedure.

1. The following shows the arrangement of the in-class workshops.

Class	A	B	C	D
S1	29/9 (Day 6) 2 nd lesson	23/9 (Day 3) 5 th lesson	23/9 (Day 3) 2 nd lesson	25/9 (Day 5) 4 th lesson
S2	5/10 (Day 2) 2 nd lesson	5/10 (Day 2) 2 nd lesson	7/10 (Day 4) 2 nd lesson	30/9 (Day 1) 4 th lesson
S3	7/10 (Day 4) 1 st lesson	5/10 (Day 2) 4 th lesson	30/9 (Day 1) 1 st lesson	30/9 (Day 1) 4 th lesson
S4	29/9 (Day 6) 8 th lesson	8/10 (Day 5) 8 th lesson	5/10 (Day 2) 7 th lesson	30/9 (Day 1) 1 st lesson
S5	5/10 (Day 2) 3 rd lesson	23/9 (Day 3) 8 th lesson	30/9 (Day 1) 4 th lesson	23/9 (Day 3) 4 th lesson
S6	21/9 (Day 1) 5 th lesson	22/9 (Day 2) 7 th lesson	23/9 (Day 3) 7 th lesson	23/9 (Day 3) 7 th lesson

- Students can bring along their own smart devices like tablet or smartphone on the day of the workshop.
- Students are advised to install "Microsoft OneNote" in their personal smart devices like tablet or smartphone before the workshop.

For any enquiries, please do not hesitate to contact Mr. K.T. Yu at 2711 8175. Thank you for your attention.

Yours faithfully

Lee Ting Leung
Principal





通告編號：20013

敬啟者：

Microsoft OneNote 工作坊

統一全校學生於網上繳交家課的方式，本校將採用 Microsoft OneNote 應用程式。本校將於復課後調動部分課節以便進行有關此應用程式的工作坊，確保同學能順利掌握網上繳交家課的操作。

1. 下列顯示不同班別所調動的課節：

班別	A	B	C	D
中一級	29/9 (Day 6) 第二課節	23/9 (Day 3) 第五課節	23/9 (Day 3) 第二課節	25/9 (Day 5) 第四課節
中二級	5/10 (Day 2) 第二課節	5/10 (Day 2) 第二課節	7/10 (Day 4) 第二課節	30/9 (Day 1) 第四課節
中三級	7/10 (Day 4) 第一課節	5/10 (Day 2) 第四課節	30/9 (Day 1) 第一課節	30/9 (Day 1) 第四課節
中四級	29/9 (Day 6) 第八課節	8/10 (Day 5) 第八課節	5/10 (Day 2) 第七課節	30/9 (Day 1) 第一課節
中五級	5/10 (Day 2) 第三課節	23/9 (Day 3) 第八課節	30/9 (Day 1) 第四課節	23/9 (Day 3) 第四課節
中六級	21/9 (Day 1) 第五課節	22/9 (Day 2) 第七課節	23/9 (Day 3) 第七課節	23/9 (Day 3) 第七課節

2. 在工作坊的當天，同學可以攜帶自己的智能設備，例如平板電腦或智能手機。
3. 建議同學於工作坊前，在其個人智能設備（如平板電腦或智能手機）中安裝“Microsoft OneNote”應用程式。

如有任何查詢，請與余啟冬老師聯絡（電話 2711 8175）。

此致
各家長

陳瑞祺（喇沙）書院校長
李丁亮 啟

二〇二〇年九月十六日