

Westwood Secondary School
English Format for Situational Writing

INFORMAL LETTER

Block 15
Holland Drive #05-106
Singapore 271015

27 April 2006

Dear XXX

How are you getting on? It has been such a long time since I've met up with you.
Remember how we used to _____ and now,
because of our hectic schedules, we hardly see each other. When shall we next meet up?

Anyway, here are some updates on my side for you. _____

XXX...

I hope to receive your letter really soon. In the meantime, have a great day!

(Regards / With Love / Best Wishes/ Yours lovingly)

Joy Chen

FORMAL LETTER

Writing as resident / local of country

Block 15
Holland Drive #05-106
Singapore 271015

27 April 2006

Miss Rose Tan
Chief Operations Manager
Society to the Prevention of Cruelty to Pets (SPCP)
11 Mount Vernon Road
Singapore 111111

Dear Madam (Sir) ←

Writing as high ranking person

Miss Lily of the Valley
Chief Operations Manager
Society of Gardenias
Block 15
Jurong East Avenue 4 #12-123
Singapore 123456

Dear Miss Rose Tan

Complaint about stench from premises

I am a resident of Block 12, Mount Vernon Road and I would like to lodge a formal complaint against your society for the stench that emits out from your animal pound. I am displeased with the smell as it is interfering with _____. I am a pet owner myself and I take the pains to _____ so as to ensure that my house and surrounding areas are not emitting foul animal smells.

XXX...

I hope your organization can look into this matter and respond as soon as possible.

Yours faithfully ←

Chen Hsiu Cheun, Joy

Yours sincerely

Miss Lily of the Valley

REPORT WRITING (Police Report/ Eye witness account to Principal)

To: Mr Johnny Ang, Manager of ABC Apparels
From: Joy Chen
Date: 27 April 2006
Time: 2pm

To: Mrs Betty Chow,
Principal of Westwood
Secondary School
From: Joy Chen, 4G

Witness shop theft incident at ABC Apparels

My name is Joy Chen, a **student** from **Westwood Secondary of Class 4G**. My **NRIC number** is **S9920307H** and I was visiting your store, ABC Apparels at around 3.30pm last Friday (20 April 2006). **<Date, Time, Location, Description of offender, Describe the act you witnessed>** I witnessed _____.

I saw a suspicious _____.

XXX...

I hope my account of the incident will clarify that the XXX you caught was not the thief I witnessed lurking suspiciously outside. Please do absolve XXX from the misdeed.

SPEECH

Heading

Good morning Mrs Chow, teachers and fellow Westwoodians,

I am Marcus Woo from Class 4G and it is indeed my honour and privilege to be standing in front of you, addressing you for the very first time as a the President of the Westwood Secondary Student Council Alumni Association. **I have been the President of the Student's Council from 2005 to 2006** and during that time, **I have actively helped to** _____ **(state all your credentials).**

I remember fondly the days when I was still in school and _____. Now, as I see the sea of faces around me, I cannot help but feel that _____.

Today, I am here to tell you more about my experiences _____ in the hope that the students in Westwood will be able to learn from it and to build an even better name for the school.

In the year of 2001, Westwood was XXX...

My second point would be about _____.

To end my speech, I would like to leave you with a quote by Kalil Gibran: "In the sweetness of friendship let there be laughter, and sharing of pleasures. For in the dew of little things the heart finds its morning and is refreshed." May the friendships we have fostered in Westwood last until the end of time.

Thank you for being such an appreciative audience. Should you have any other questions, feel free to approach me afterwards.

NEWSPAPER REPORT

Eye Catching Headline

- Provide **concise factual account** of a recent event - local, national or international
- Present essential information at the beginning of the report
- Provide information about **5W1H**:
 - a) **when** the event happened
 - b) **where** it happened
 - c) **who** was involved
 - d) **what** happened
 - e) **how** it happened
 - f) (in some cases) **why** it happened
- Conclusion: Use supporting information to bring the report to conclusion (updates on the investigation)

Style: Written in **unemotional style**

Words: Use **minimum number of words** necessary to **provide information**

FEATURE ARTICLE

Attractive / Interest arousing Headline (e.g. My Week)

by-line: A short background information on the subject (ie: Barry Golding, civil maintenance worker for Sydney Water, gets down and dirty with Alison Jackson in the city's sewers.)

- Provide **background** information, **opinion**, **personal comment** and **argument** on topic
- **May not be** about recent news topic
- Written from a **subjective** point of view

Structure: Orientate reader to the topic and the writer's argument with an introductory paragraph

- Use **short paragraphs**
- Lead reader to either **accept** or **reject** the **writer's opinion**

Conclusion: Use supporting information to bring the report to conclusion

Style: Colorful, imaginative, yet simple, language

* Purpose: To inform, entertain and persuade

A feature article can be on any topic which will interest the readers. It can be structured as a story or argument to persuade readers to a particular point of view.

**Westwood Secondary School
ENGLISH LANGUAGE**

**SITUATIONAL WRITING
FORMAT**

INFORMAL	FORMAL	SPEECH	PROPOSAL/ REPORT
Sender's Address Date Salutation Introduction Development Conclusion Complimentary Close → Yours sincerely Signature	Sender's Address Date Recipient's Name Recipient's Title & Designation Recipient's Address Salutation → Dear Sir/ Madam → Dear Ms/ Mr. Subject → Purpose of Letter Introduction Development Conclusion Complimentary Close → Yours faithfully → Yours sincerely Signature Full Name	Introduction → Salutation → Purpose of Speech Development → Types of activities → Reasons → Paragraph -Topic Sentences → Use of appropriate heading Conclusion → Appropriate concluding remarks Tone → Persuasive	To From Date Subject Introduction Development Conclusion Signature Full Name