

***Situational Writing Formats***

- **notices** to the class or club members to provide updates on rules, schedules or programmes
- **letters** or **email** to a **friend** or **parent** **(informal)**
- **letters** or **email** to make suggestions, compliments or complaints **(formal)**
- **news articles** for the class, school or community newsletter (formal)
- **eye-witness accounts** of an incident to the principal or police minutes of a committee meeting
- **reports** for project work brochures or leaflets for the public on various topics news and feature articles on various topics
- explanations of how and/ or why an event/ situation occurs
- **proposals** to a teacher or the principal justifying a planned action
- **expository essays** persuading readers to accept the writer's position on an issue
- **commentaries** communicating the writer's point of view on a situation/ place/ person
- **Speeches** to persuade schoolmates about a particular issue

**Formal letter (External)**

Sender's address: Block  
 Name of road  
 Floor and unit numbers  
 Postal code

Block 123  
 Marsiling Road  
 #12-345  
 Singapore 730123

Date

29 August 2020

Recipient's name  
 Position  
 Address

Mr Peter Tan  
 Manager  
 Seagate  
 3 Woodlands Avenue 6  
 Singapore 739106

Salutation

Dear Mr Tan

Subject

Suggestion on ... (topic)

(Text)

.....

Sign off  
 Sender's name  
 Position

Yours sincerely  
 Simon Chen  
 Student of Fuchun Secondary School

\*External formal letter refers to writing to an organisation which is outside of school.

***Situational Writing Formats***

Situational Writing - Formal

Formal letter (internal)		
To: Recipient's name Position	To: Mrs Doris Lim Principal	Address is not necessary as he/she belongs to the same organisation as the recipient* (e.g. teacher, principal)
Date:	29 August 2020	
Salutation	Dear Mrs Lim	
Title	Suggestion on ... (concise)	
(Text)	.....	
Sign off Sender's name Position	Yours sincerely Kelly Sim President of Student Council	
Informal letter		
Sender's address	Block 123 Marsiling Road #12-345 Singapore 730123	*Include sender's address so that recipient can reply
Date	29 August 2020	*Signing off should be informal (e.g. 'Regards')
Salutation	Dear Jane	
(Text)	.....	
Sign off Sender's name	Regards Joey	
Email		
To:	To: <a href="mailto:Doris@gmail.com">Doris@gmail.com</a>	*Candidates should use authentic email addresses*
From:	From: <a href="mailto:Kelvin@gmail.com">Kelvin@gmail.com</a>	
Date:	Date: 29 August 2020	*Signing off should follow the formality of the context*
Subject:	Subject: Suggestion on ... (concise)	
Salutation	Dear Mrs Lim	
(text)	.....	
Sign off Sender's name	Yours sincerely/ Regards (informal) Kelvin	

**Fuchun Secondary School**  
**English Language & Literature Department**

***Situational Writing Formats***

<b>Speech</b>		
Greeting	Good morning/Good afternoon...	<b>Hierarchy of greeting</b> (Principal...Vice Principal...teachers...sc hool mates *Note Context
<b>Article/Brochure</b>		
Date:	Date: 29 August 2020	
Title	Fuchun Fiesta 2020 ... (concise)	
Sub-headings for each paragraph/section	Preparations for Fiesta	
(text)	.....	
Sub-heading	Reflections on Fiesta	
(text)	.....	
Byline: Name Position	Ramesh Sivan President of Student Council	
<b>Eye-witness Report</b>		
To: Name Position	To: Inspector Tan Investigative Officer Woodlands Neighbourhood Police Centre	
From: Full Name Address & Contact	Danish Arfan Blk 323 Woodlands Avenue 1 #06-12 Singapore 743323 <b>HP: 97654321</b>	
Title:	Account of accident along Woodlands Avenue 11	
(text)	...	
Written by: Full Name	Written by: Danish Arfan	
<b>Internal Report/Proposal</b>		
To: Name Position	To: Ms Sharon Ng Teacher-in-charge of Green Club	
From: Full Name	From: Andy Tan Jia Hao	

***Situational Writing Formats***

Position	President of Green Club	
Title	Report/Proposal on...	
(text)	...	
Written by: Name	Written by: Andy Tan Jia Hao	

**Some important notes:**

\*When writing the date, please spell out the month.

\*There should be no commas after the salutation (Dear Sir/Mdm etc...) and signing off.

\*When writing the postal code, the word 'Singapore' should be spelt out.

\*When writing the title, ensure that it answers the purpose of the situational writing and that it should be concise.

\*Take note that the format changes based on the way the situational writing task is phrased when it comes to writing a proposal:

- If the question states "write a proposal", it should follow the proposal format.
- If the question states "write a letter to propose", it should follow the formal letter format.