



中正中学 (义顺)

CHUNG CHENG HIGH SCHOOL (YISHUN)

ENGLISH LANGUAGE DEPARTMENT Paper 1: Situational Writing Cheat Sheet Secondary 4 Express / Secondary 5 Normal (Academic)

NAME: _____ () DATE: _____ CLASS: _____

From the O Level English Syllabus Document (www.seab.gov.sg)

Section B: Situational Writing [30 marks]

Candidates write a text of 250–350 words based on a given situation which will involve viewing a visual text. Candidates are required to write the text (e.g. an email, a letter, a report or a speech) to suit the purpose, audience and context.

These are the types of Situational Writing questions that have been set for O Levels:

Year	Type	Situation
2013	INFORMAL LETTER	Writing to your uncle who wants to give you a graduation gift (technological device)
2014	FORMAL LETTER	Writing to a charity Project Organiser to express your interest to volunteer to help victims of weather in Malaysia
2015	ARTICLE	Writing an online article for a competition by a travel website to encourage readers to visit a particular destination
2016	SPEECH	Speaking to your CCA group about an end-of-year celebration to Sentosa
2017	INFORMAL E-MAIL	Writing to your brother to choose an option to improve your activity levels (tracker, personal trainer or gym membership)
2018	FORMAL E-MAIL	Writing to your Principal to express your preference for a new school facility
2019	FORMAL LETTER	Writing to an ECG Counsellor to apply for a work experience opportunity
2020	INFORMAL E-MAIL	Writing to aunt and uncle who want to sponsor an anniversary present (overseas trip) for your brother and sister-in-law
2021	???	???

Rubrics:

TASK FULFILMENT (10 marks)

- ♦ Good understanding of purpose
- ♦ Clear awareness of context and audience
- ♦ Organisational structure and format entirely appropriate
- ♦ All required points developed in detail, fully amplified and well organised
- ♦ Given information and visual stimulus well-used to justify personal opinion and interpretation

LANGUAGE (20 marks)

- ♦ Highly accurate, apart from very occasional slips
- ♦ Sentence structures varied for particular effects
- ♦ Verbs forms largely correct and appropriate tenses consistently used
- ♦ Vocabulary wide and precise
- ♦ Punctuation accurate and helpful
- ♦ Spelling accurate, apart from very occasional slips
- ♦ Paragraphs have unity, are linked, and show evidence of planning.
- ♦ Tone and register entirely appropriate

Approach:

1. Read the question to determine Purpose, Audience and Context
2. Analyse the Visual Text (label which info you can use for which bullet point)
3. Plan paragraph structure with information for each bullet point:
 - a. Info from Visual Text
 - b. Original ideas

Formal vs Informal:

	Formal	Informal
Contractions (e.g. don't, can't, I'll, she'd)	✗ <i>*exception: you can always use contractions in speech</i>	✓ <i>Spell out in full!</i>
Exclamation marks!	✗	✓
Questions?	✗ <i>*Change your question into a statement: e.g. I would like to enquire whether there is an application form I am required to fill up.</i>	✓ <i>e.g. Doesn't it sound exciting? e.g. Guess what? e.g. Do you like dogs?</i>
Connecting words at the start of each paragraph	<ul style="list-style-type: none">- Firstly / Secondly / Thirdly- Furthermore- In addition to _____, I would like to...	<ul style="list-style-type: none">- Well- Anyway- As you know- Speaking of which
Signing off (for letters)	<i>Yours sincerely (known audience) Yours faithfully (unknown audience)</i>	<i>e.g. Cheers, John</i>

1. FORMAL LETTER / EMAIL:

	Notes	Sentence Starters	
Introduction	<ul style="list-style-type: none">DO NOT include a greeting (e.g. Good morning, Hello) after “Dear _____,”Self-introduction (only if necessary)State your purposeState the context (if necessary) – DO NOT copy from the Visual Stimulus	<ul style="list-style-type: none">I am writing on behalf of _____ to recommend some activities for...I am writing regarding _____...Thank you for giving me the opportunity to propose an idea for...<ul style="list-style-type: none">(one-liner only – don’t overdo it!)In response to _____, I am writing to express my interest in...I understand that your organisation...	
	Body Paragraphs	<ul style="list-style-type: none">In general, follow the bullet points to plan your paragraphsDO NOT be long-winded, especially for simple bullet points like ‘date/time’ or ‘number of days’ etc.Use connectors within and between paragraphs as appropriateUse complex sentences at least once per paragraph to ensure sentence varietyUse the information from the Visual Stimulus but rephrase if possible and add in your own original ideas	Making suggestions:
Benefits:			<ul style="list-style-type: none">The benefits this programme <u>would</u> bring are manifold/ innumerable.Through planning and executing this event, students <u>would</u> learn and apply organisational/ leadership skills.By participating in the activities, students <u>would</u> gain a deeper appreciation for classical music.Interacting with the public <u>would</u> encourage students to speak confidently.Conducting a VIA project like this <u>would</u> instill the value of empathy in us.
Persuasive phrases:			<ul style="list-style-type: none">I am convinced that...This will, without a doubt, ...It is evident that...This certainly is something worth embarking on...This option appeals to me because...
Conclusion	<ul style="list-style-type: none">Be succinct – simply:<ul style="list-style-type: none">restate your main point in <u>one</u> sentenceexpress your ‘hope’say thank you	<ul style="list-style-type: none">I strongly believe that this event <u>will</u> be beneficial and meaningful for the students in our school.I hope that you <u>will</u> consider my proposal favourably.I look forward to your reply.Please let me know if you have any further questions/concerns/suggestions.	

Sample 1 [O Level 2018 TYS]:

Letter:	Email:
43 Orange Road Singapore 193049 23 September 2021 Mrs Jane Tan Principal Chung Cheng High School (Yishun) 11 Yishun Street 61 Singapore 768547	To: <jane_tan@moe.com.sg> From: <bobtan@gmail.com> Subject: Preference for New School Facility 23 September 2021

Dear Mr Tan,

Preference for New School Facility

I am Bob Tan from class 4A and I am writing regarding the new facility that will be built in our school. Personally, I believe that constructing a Science and Technology Building would be the best use of the school's resources and would have the most significant impact on the student body.

While a Performance Arts Centre or a Fitness Centre are certainly appealing options, I believe that the advantages they would bring pale in comparison to that of a Science and Technology Building. At present, our school already has an auditorium and the community centre nearby has a gym and pool. On the other hand, a Science and Technology Building is something that students would not have free access to anywhere else in Singapore, and hence, it is my preferred choice.

As a student in the Science stream, I would reap many benefits from the construction of this building. Not only would my science lessons be greatly enhanced by the newly-furnished laboratories, but I would also be able to conduct research under the supervision of my science teachers. I have always wanted to study the effects of gamma rays on plant growth, but our current school laboratory lacks the proper equipment for me to do so. With this new building, I would have access to a glass chamber to house the plants and computer-aided software to conduct statistical analyses of the data collected.

Beyond my own personal interests, I am convinced that a Science and Technology Building would be useful for the whole school. Science, Technology, Engineering and Mathematics (STEM) education has gained traction across the world. With fully furnished laboratories, IT rooms and workshops, teachers and students alike would have opportunities to develop these skills. Teachers could use the facilities to teach in innovative ways, while students could learn in a more self-directed manner.

In addition, a Science and Technology Building would make our school stand out in the northern region of Singapore. We would be the first school in the area to boast such a facility, which would make our school more appealing to parents of prospective students. Most parents are ultimately concerned about their children receiving an education which would prepare them for the future. This facility would most certainly assure them of our school's commitment to developing useful 21st century skills among students which will stand them in good stead for university or even job applications.

All in all, I strongly believe that a Science and Technology Building is the best choice for the new school facility. It will, without a doubt, increase our exposure to the world of STEM, hone our research skills and give our school a competitive advantage. Thus, I hope you will consider my suggestions favourably. Thank you.

Yours sincerely,
Bob Tan

Title not necessary for **email** because 'Subject' serves the same function

'Yours faithfully' if recipient is 'Sir/Madam'

Sample 2 [Proposal]

****language features are similar to formal letter but format is different***

To: Miss Karina Lim, Manager of All Saints Home

From: Richard Ng, Class Monitor of 3C, Chung Cheng High School (Yishun)

Date: 4 April 2021

Proposal for VIA project with All Saints Home

I am the Class Monitor of Class 3C from Chung Cheng High School (Yishun). On behalf of my class, I am writing to propose the activities we will be conducting for the elderly at All Saints Home on 8 July 2021. Thank you for giving us the opportunity to work with you to conduct a day's programme for the elderly. We will be playing some games with the elderly and getting them to share their life stories. We believe that the elderly will have an enjoyable time doing these activities and our students can learn from them at the same time.

Firstly, we will conduct some games for the elderly. There will be two stations run by two students each, while the rest of the students accompany the elderly around the stations. The games are Pictionary and Charades, which involve drawing and acting respectively.

We have chosen to play games with the elderly because we want to provide them with some fun and excitement for them during our visit. By playing these games, they may enjoy a break from their usual routines.

Our second activity is getting the elderly to share their life stories. They will take turns to go up to the stage, take the microphone, and share their stories with us. Later on, during tea time, our students will be paired with the elderly and they will thank them for sharing, as well as ask them any follow-up questions.

Since the elderly have a wealth of life experience, they would have many things to share with us. From our experience, the elderly usually like to tell stories from their childhood. We believe that they will enjoy imparting their wisdom to us, and we can learn from them at the same time.

We would like to request that All Saints Home provide us with the sound system and relevant equipment so that the elderly can share their life stories for everyone to hear. If possible, we would also like to request for stationery and rough paper for our games.


Overall, our class can learn how to interact with the elderly from this entire experience. We can challenge ourselves to speak to them, even though the age gap is so large. It might encourage us to volunteer with other elderly in the future.

In conclusion, we hope that the two activities suggested, playing games and getting the elderly to share their life story, are suitable. We strongly believe that the programme we have planned will be enjoyable for the elderly and enriching for us as well. We look forward to your favourable reply. Thank you.

Proposal written by:
Richard Ng

Extra Practice [O Level 2013 TYS]:


File Edit View History Bookmarks Tools Help
http://www.hours4humanity.com

 **Calling All Students!**

How much time can you and your friends give during the holidays to help victims of the weather in Malaysia?


What you can do

Raise money



or


Give practical help




Raise money to help the villagers buy medicine and materials for re-building.

Give a helping hand in the village yourself. We can arrange transport and accommodation.

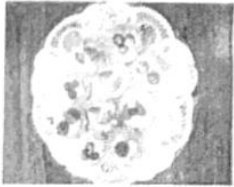
How you can do it




Take part in a sponsored walk, swim, run or cycle race. Find lots of sponsors!



Collect clothing and useful items from friends in your own area and take them to the people of the village who have lost their homes.



Organise a day of sewing, cooking or woodwork with your friends, then hold a sale of home-made goods. It would be fun for you and would raise a lot of money.



Under supervision, help the rescue workers on site to clear and repair the buildings, shops and houses which were damaged by the weather.

If you are able to help, please ask your teacher to contact us NOW at <http://www.hours4humanity.com/Malaysiaproject> and to forward your letter with your ideas to our Projects Organiser.

You should look at the printout of a webpage on page 4, study the information carefully and plan your answer before beginning to write.

You have seen this appeal by the charity 'Hours4Humanity'. Student volunteers are asked to give some time during the school holidays to help the people of a village in Malaysia which has been badly damaged by recent weather conditions. Several members of your class, including you, are keen to take part. Your class teacher has offered to collect all the letters and forward them to the Projects Organiser.

Write your letter to the Projects Organiser, stating clearly:

- which of the two projects you would like to work on
- how many days of help you are able to offer
- how you will organise and carry out the work
- why you think that the help you are offering will be useful for the villagers.

Write your letter in clear, accurate English and in a polite but friendly tone, showing your concern for the people of the village and exactly how you plan to help them.

You should use your own words as much as possible.

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2. INFORMAL LETTER / EMAIL:

	Notes	Sentence Starters
Introduction	<ul style="list-style-type: none">DO NOT include a greeting (e.g. Good morning, Hello) after “Dear _____,”Ask a question (you can include some specific information that would be typical for a friend/relative)DO NOT state your purpose in a formulaic/formal way	<ul style="list-style-type: none">How have you been?Did you hear about _____?I hope you’ve been well. I heard about...Thanks for offering to _____. I really appreciate it!I was so glad to receive your email about...I’d like to thank you for this extremely thoughtful/kind/lovely gesture!
Body Paragraphs	<ul style="list-style-type: none">In general, follow the bullet points to plan your paragraphsDO NOT use formal/formulaic connectorsUse complex sentences at least once per paragraph to ensure sentence varietyUse the information from the Visual Stimulus but rephrase if possible and add in your own original ideasUse questions, exclamation marks and contractions	<div>Choosing an option:</div> <ul style="list-style-type: none"><i>All the options sounded so appealing that it was extremely difficult to choose just one!</i><i>As someone who _____, I think that _____ would suit me best!</i>
		<div>Friendly/ informal phrases:</div> <ul style="list-style-type: none"><i>Well, I think that...</i><i>I’m sure you’d agree with me that...</i><i>It’s simply wonderful that...</i><i>I can’t believe that...</i><i>Honestly / To be honest, ...</i><i>I’m at the edge of my seat just thinking about...</i><i>I absolutely can’t wait to...</i>
		<div>Questions</div> <ul style="list-style-type: none"><i>Sounds lovely/thrilling/great, doesn’t it?</i><i>Wouldn’t you agree that _____?</i><i>Isn’t it amazing how _____?</i><i>Why don’t you _____?</i><i>Doesn’t that sound wonderful?</i><i>Surely you’ve heard of _____ before?</i>
Conclusion	<ul style="list-style-type: none">Be succinct – simply:<ul style="list-style-type: none">restate your main point in <u>one</u> sentencesay thank you (if relevant)add personal well-wishes	<ul style="list-style-type: none"><i>Thanks once again for...</i><i>I’m certain that...</i><i>I promise to...</i><i>My mother sends her well-wishes...</i><i>I’ll see you at the family gathering next week!</i>

Sample [N Level 2016 TYS]:

Letter	Email
11 Yishun Street 61 Singapore 768547 5 January 2021	To: <johnlim@gmail.com> From: <rachel@yahoo.com.sg> Subject: Family History School Project 5 January 2021

Dear Uncle John,

How have you been recently? I hope you and Aunt Marge are well. My classmates and I were recently assigned a project for history, where we have to research on our family history. During that lesson, my teacher shared about how her family came from China to Singapore in the 1940s and I was intrigued. It inspired me to find out more about my grandparents, and since you're my oldest uncle, I think you'd be the best person to help!

I've already contacted The Family History Society via email and they were able to send me some records about Grandpa, since he worked for the government when he first came to Singapore. Unfortunately, they only had information about when he arrived here and how long he worked as a secretary for the British government. I was hoping that you'd be able to give me more information about him.

My mother often reminisces about Grandpa and recounts how he was such a dedicated and doting father. I do often wish that I had the privilege to meet him before he passed on but all I have are photos and my mother's stories. Well, I certainly hope that doing this project with a focus on his life could help me to feel a stronger sense of familial ties with him.

Do you have any old photograph albums or old letters belonging to Grandpa? These could help me to learn more about our extended family, Grandpa's job, the area where he and Grandma lived and even what they wore back then! My mother also mentioned that he passed down a family heirloom, an old watch, to you. Could you send me a picture of it so I can include it in my project?

With all this information, I'll be compiling a scrapbook detailing our family's history. Sounds exciting, doesn't it? It'll be organised into different sections, including when he came to Singapore, his job and his daily life. I'd love to show our whole extended family the finished product at the next gathering too!

I'll really appreciate it if you could help me gather these items so I can have enough information to compile my scrapbook. I can drop by your house any time next week to pick them up so please let me know when is best. Thank you so much, Uncle!

Cheers,

Rachel

Extra Practice [O Level 2017 TYS]:


File Edit View Favorites Tools Help

Search Favorites Media

Address <http://www.studentkeepfit.sg>


CALLING ALL STUDENTS! Choose one of our fantastic keep fit options to help you stay active while you study

The Keep Fit Tracker
Choose this and it is yours forever!




- Wear it on your wrist 24/7 to track the exercise you do every day
- Set your targets to suit yourself
- Get feedback on sleep patterns to see if you are fully rested
- Check how many calories you consume and burn off each day
- View all functions on an app on a smartphone or tablet
- Enjoy this permanent reminder to keep fit!

The Personal Trainer
2 sessions a week for 6 weeks!



- Work out at home or in the park
- Choose a time to suit you
- Receive a varied programme from your trainer
- Get personal attention and coaching
- Discover you can achieve more than you think
- Make no last-minute excuses – your trainer will always arrive on time!

The Gym Membership
A six-month membership!



- Get help from fully qualified instructors
- Try some of our 30 different classes
- Choose from many evening and weekend options
- Join in team sports on indoor courts whatever the weather
- Be motivated by working out with others
- Enjoy making new friends as you exercise!

Click [here](#) for further information on the three options and our contact details

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[illegible]

3. SPEECH:

	Notes
Introduction	<ul style="list-style-type: none"> • Begin with a greeting • Self-introduction <u>only</u> if necessary (e.g. speaking to the whole school) • Ask a question to engage your audience • State what you're going to be sharing about (DO NOT be so explicit in your purpose, e.g. "I'm here to convince you that...")
Body Paragraphs	<ul style="list-style-type: none"> • In general, follow the bullet points to plan your paragraphs • Make use of: <ul style="list-style-type: none"> ◦ contractions ◦ questions (about one per paragraph is sufficient) ◦ exclamation marks ◦ personal pronouns (e.g. You certainly wouldn't want to miss out!) ◦ imperatives (e.g. Do consider practising mindfulness every day.) • Use complex sentences at least once per paragraph to ensure sentence variety • Use the information from the Visual Stimulus but rephrase if possible and add in your own original ideas
Conclusion	<ul style="list-style-type: none"> • Be succinct – simply: <ul style="list-style-type: none"> ◦ restate your main point in <u>one</u> sentence ◦ state any hopes you have and/or make a call to action ◦ thank people for their kind attention

1. Connectors	2. Persuasive Techniques	3. Linguistic Devices
<ul style="list-style-type: none"> • Well, ... • That being said, ... • All things considered, ... • At this point, I'd like to address ... • Now, I'd like to... • Last but not least, ... • In particular, I'd like to highlight/emphasise... • At the end of the day, ... 	<ul style="list-style-type: none"> • <u>"Counter-argument" method:</u> <ul style="list-style-type: none"> ◦ <i>Perhaps you may be thinking, "_____". That is certainly a valid concern. However, I'd like to put forth that...</i> ◦ <i>Now, I realise that you may have doubts regarding the effectiveness of my proposal because _____. However, rest assured that...</i> • <u>Persuasive Language (i.e. being confident of what you are sharing)</u> <ul style="list-style-type: none"> ◦ <i>It is evident that / Evidently, ...</i> ◦ <i>Without a shadow of a doubt, ...</i> ◦ <i>Doing this would certainly benefit...</i> ◦ <i>It goes without saying that...</i> ◦ <i>Most importantly, we must...</i> 	<ul style="list-style-type: none"> • <u>Rule of three / parallel structure</u> <ul style="list-style-type: none"> ◦ <i>Adopting my proposal would enhance learning, increase student engagement and improve test scores.</i> • <u>Imperatives</u> <ul style="list-style-type: none"> ◦ <i>Imagine with me for a moment that...</i> ◦ <i>Let's work together to...</i> ◦ <i>Sign up today!</i> • <u>Repetition</u> <ul style="list-style-type: none"> ◦ <i>The earth is our home and the earth needs our help, now more than ever.</i> ◦ <i>We must no longer remain apathetic. We must take action. We must be the change we want to see in this world.</i> • <u>Rhetorical Question</u> <ul style="list-style-type: none"> ◦ <i>What can you do to play your part? Well, you can...</i> ◦ <i>Rather than spend our efforts on XXX, why not consider YYY instead?</i> ◦ <i>Sounds great/intriguing, doesn't it?</i>

Sample 1 [more informal]:

My Work Attachment Experience at the Marine Life Park

Good afternoon schoolmates, I'm Kurt Pan from Class 4C. How are you intending to spend your June holidays? Well, if you don't start planning for it now, you're likely to waste the days away. I'm here today to offer a suggestion of how you can use the time productively instead. During the December holidays last year, I signed up for a work attachment as recommended by the Education and Career Guidance counsellor, Ms Lim. Would you consider embarking on such a work attachment too?

Perhaps you may be thinking, "Why should I spend my holidays working when I can be relaxing?" To be honest, that's exactly how I felt before I started the attachment last year. However, the moment I walked through the doors of the Marine Life Park, I was mesmerised! The huge aquariums were magnificent and I started to get excited about working with the animals. Indeed, throughout the two-week programme, I was given the opportunity to interact with animals during feeding sessions. Following the lead of the marine biologists, I helped to tag and monitor the vital signs of dolphins. On weekends when there was higher human traffic, I was tasked to interact with tourists at the Discovery Touch Pool. This involved guiding them to touch the marine animals like starfishes and stingrays, while educating them about the background of each animal. The wide range of activities I participated in was certainly enriching!

Now, let me share with you about my favourite part of the work attachment. Imagine standing with a bucket of fish as three adorable sea lions clamour excitedly, waiting to be fed. This was something that I got to experience every single day of the attachment! While I'd watched many animal feedings at the zoo before, I didn't know what it was like to actually be the one to feed them. As someone who loves animals, this was definitely a dream come true.

How did such a work attachment benefit me? Well, it allowed me to hone my communication skills. I'm grateful that I was able to interact with various people, both foreigners and locals, during my stint. In particular, I had to address the queries of the visitors, sometimes even with a language barrier. Whichever career path I choose to pursue, I believe that communication skills will be of utmost importance, so I'm glad to have had the chance to put mine into practice. Secondly, as someone who has set my sights on a career in marine biology, I was thrilled to have the opportunity to network with professionals from that industry! Such connections will, without a shadow of a doubt, be helpful when I'm searching for a job in the future.

All things considered, wouldn't you say that this work attachment sounds enticing? I'm sure you will thoroughly enjoy yourselves because it is a very hands-on experience. Hopefully, this sharing has piqued your interest! If you'd like to sign up, take note that it will be held from 1 to 14 June, and you'll have to report daily from 9am to 4pm. Do talk to Ms Lim, our ECG counsellor, if you need further advice. Attending this programme would broaden your horizons, improve your communication skills and provide you new experiences, so I hope you'll sign up today!

Sample 2 [more formal]:

The Benefits of Reading Graphic Novels

Good afternoon Mr Tan and the reading programme committee. Today I'm here to present to you a suggestion for the new reading programme. Being a fan of graphic novels, I believe that graphic novels are the best way to improve the reading habits of fellow students and can greatly increase their motivation to read. I'll also discuss what graphic novels are as well as why I feel they should be implemented as the new reading programme.

Generally, a graphic novel is a story that is presented as a comic strip and published as a legitimate book. Essentially, it is a book that substitutes words for pictures. There are many graphic novels such as the 'Star Wars' series or the 'Friends with Boys' series. Many of these graphic novels can be found in nearby libraries. However, if you wish to search specifically for them, they can also be found on the website 'www.graphicnovels.com.sg'. There you can browse for the graphic novels you want from the wide selection available. When you purchase these books, they provide free delivery too! This is useful for the school if we are planning to buy them in bulk.

An advantage of reading graphic novels is the support for brain development. When read together, the text and pictures in graphic novels require the use of both sides of the brain, allowing the brain to link more concepts, thus building neural pathways. This helps to make reading graphic novels more meaningful than two hundred pages of dull text. Similarly, another advantage of reading such novels is the visual literacy readers can have. By reading text accompanied by pictures, the association of ideas leads to easier interpretation of context from an image. This is useful in the increasingly digitalised world where many images are used to represent ideas or concepts. As the saying goes 'a picture paints a thousand words'. By being able to understand what the picture is trying to convey, one can become more aware of the context. This is definitely better than having to read a few hundred thousand words.

Finally, I feel that reading graphic novels is able to motivate students more than conventional books can due to the decreasing attention span of people in general. When reading a normal book full of text, it is possible to lose attention easily due to the number of words one has to plough through to obtain a clear image of a scene. However with graphic novels, this issue is easily solved. A key difference between books and graphic novels is the use of images to replace long texts describing the scene. By doing so, the novel suddenly seems much more interesting to read. The use of images also makes the novel feel more exciting, inspiring enthusiasm to want to know more, and hence reading for their leisure instead of because it is compulsory.

I strongly believe that graphic novels are a revolutionary form of media that can motivate students to read more while still holding key aspects of storytelling. Thus, I hope you can consider my suggestion and implement graphic novels as the new reading programme. Thank you for your time.

Extra Practice [N Level 2018 TYS]:

File Edit View History Bookmarks Tools Help
www.spendandsave.com.sg

TEENAGERS! WANT TO KNOW HOW TO ***SPEND AND SAVE?*** READ ON!

We know teenagers love shopping.
We know most of their money is spent on clothes, accessories, shoes and, of course, food. We know they often find they cannot make their money go far enough.

At *Spend and Save* we can help even the smallest amount to go further.

Teenagers, ask yourselves, do you:

- like to keep up with your friends?
- want to follow the latest trends?
- often buy items you don't really need?
- sometimes spend too much?



We can tell you:

- how to make sensible financial decisions
- how to be stylish without buying expensive branded goods
- where to have fun in Singapore for free
- how to keep track of your spending
- how to save up for that special purchase or event.



Save your cents – they soon add up and become dollars!



We are a voluntary organisation dedicated to supporting teenagers. Our advisers are young and approachable.
Click here for more information.

© Ref: C70EAY; Kumar Sriskandan / Alamy Stock Photo; Asian shoppers in the Ion Shopping Mall.
© Ref: ED6HTK; David J. Green / Alamy Stock Photo; Wardrobe / closet with women's clothing. www.alamy.com
© Ref: D00HTR; Stephen Lloyd Singapore / Alamy Stock Photo; "I love Bugis Street" illuminated sign; www.alamy.com
© Ref: C4DF7E; Stephen Lloyd Singapore / Alamy Stock Photo; Singapore cafe society; www.alamy.com
© Ref: B3FE7P; Judith Collins / Alamy Stock Photo; Change Coin Jar piggy bank; www.alamy.com
© Ref: AN3TR1; Glyn Thomas / Alamy Stock Photo; Singapore Dollars in Wallet. www.alamy.com

Question 2

You should look at the website on the next page carefully and plan your answer before beginning to write.

You have recently come across a website set up by an organisation called *Spend and Save* which encourages teenagers to manage their money better. You have also met an adviser from *Spend and Save* to find out more about the advice they offer to young people. You found the conversation very helpful. Now your teacher has asked you to give a talk to your classmates about the advice you received so that they can benefit too.

Write your talk which must include the following details:

- why you thought that meeting the adviser was a good idea
- which piece of advice you found helpful and why
- what you are planning to save up for and how you are going to do it
- how you think your classmates might benefit from advice given by *Spend and Save*.

Your talk should be in clear and accurate English, and in a friendly and enthusiastic tone so that your classmates will be interested in what you have to tell them. Begin your talk: *Good morning, everyone...*. Remember to end it appropriately.

You may add any other details that might be of interest.
You should use your own words as much as possible.

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This image shows a full page of a handwriting practice worksheet. It consists of numerous horizontal dashed lines spaced evenly down the page, providing a guide for letter height and placement. The background is plain white, and there are no other markings or text present.

4. ARTICLE:

There are many types of articles. The style and tone with which you write is very much dependent on the Purpose, Audience and Context of the given situation. If you are asked to write an article, make sure you analyse the question closely to determine the following:

- Formal or informal
- Persuasive or informative

In general,

- use the bullet points as a guide to organise your article
- make use of the visual stimulus to find your points but DO NOT copy information wholesale from it
- add on your own original ideas that would be relevant and appealing to your audience

Types of articles:

	Purpose	Structure	Language Features
Event/ News Article	May appear in newspapers or school newsletters – reports about an event that has taken place.	<ol style="list-style-type: none"> 1. Essential information (e.g. 5W1H) 2. Background & elaboration 3. Non-essential extension information 	<ul style="list-style-type: none"> - Formal - Objective – detailed but without personal opinion
‘Lifestyle’ Article	Usually covers a popular topic – published online or in magazines. Examples: <ul style="list-style-type: none"> - Travel articles - ‘How to _____’ articles - ‘The importance of _____’ articles 	<ol style="list-style-type: none"> 1. <u>Lead paragraph</u> – contains background information which outlines issue / event at hand and inclusion of main idea or thesis – what warrants the writing of this article? 2. <u>Body Paragraphs</u> – elaborate on the topic, include supporting details such as examples illustrations, comments from interviews, facts, opinions, etc 	<ul style="list-style-type: none"> - Informal or conversational style (similar to speech – refer to page 15) - Usually persuasive

Sample 1 [News Article]

Social Creatives Brighten Up Community through Art

By Tina Singh

3 June 2021

A non-profit arts charity named Social Creatives set out to increase Singaporeans' exposure to art in August 2018. Believing that art does not just belong in art galleries, they carried out several initiatives in the heartlands. They set some 6-month targets and now after nearly a year, they have succeeded in boosting the arts scene in Singapore. These targets include painting art murals at void decks, redecorating one-room HDB flats and conducting art programs for youth-at-risk.

Social Creatives managed to recruit more than 60 volunteers to paint murals at 55 void decks in Jurong East. These volunteers spent Saturdays in September to December carrying out this massive task.

Volunteer Ang Yew Bing, 21, who is a resident of Jurong East himself, said, "My block was once very dull, but after we painted the walls at the void deck, it became so vibrant. People even like to hang out there now."

One-room flats in Pasir Ris also underwent makeovers as volunteers repainted and hung art canvases on the walls. While Social Creatives initially had difficulty convincing residents to participate in the program, once they saw the success of the first redecorated unit, they were willing to have theirs redecorated as well.

The first resident to have her flat redecorated, Mdm Soh Bee Geok, 68, said, "When they first arrived at my door, I was reluctant, but they have done such a good job and my house looks so beautiful now!"

Social Creatives partnered with the Community Centres in Yishun, Sembawang and Tampines to run art programs for youths-at-risk. Art teachers volunteered on Saturday to conduct these classes. To give the youths an opportunity to showcase their art work, the canvases were displayed around the neighbourhood.

Loo Ying Jie, 18, who used to be a runner for a local gang, was one of those enrolled in the program at Yishun Community Centre. Instead of splashing paint on people's doors for the gangs, he now uses art to beautify the neighbourhood. He said, "Sometimes I feel like people just want me to read books but I'm not good at it. In this program, they let me express myself freely."

Some students from our school participated in these art programs, and benefitted greatly. A few Secondary Two students were even so inspired by the program that they opted to take art as an O Level subject. Several Secondary One students also volunteered with Social Creatives in their various initiatives.

Overall, these activities have made the community a more vibrant one by beautifying the surroundings, thus promoting a greater appreciation of art. Social Creatives plans to continue these initiatives in other parts of Singapore.

Sample 2 ['Lifestyle' Article – O Level 2015 TYS]:

Visit Amazing Thailand for the Ultimate Food Adventure!

By Brian Wong

29 July 2021

Coming from a culture in which food reigns supreme, I feel excited whenever I get to further whet my appetite. Singapore is a melting pot of cultures where food opportunities abound, so Thai food is easily accessible everywhere on our tiny red dot. However, what is truly authentic Thai food? Where best can we get authentic Thai food other than from its source, Thailand? To love Thai food is to know and love its culture too. Hence, a guided tour of Thailand which allows for me to immerse myself in its culture and even learn to cook its cuisine appeals greatly to me!

Unlike typical holidays which let us explore new places, this holiday that I have chosen is indeed one that's off the beaten track. I will have the rare opportunity to acquire a very interesting skill – whipping up dishes from the various regions of Thailand. Going on this culinary journey all over Thailand in just one trip makes this holiday such an exciting gastronomical treat!

I will also get to watch teachers demonstrate cooking techniques one dish at a time, before cooking each dish on my own. As we all know, the Thais are renowned for their hospitality, so I am already looking forward to working under the guidance of these warm and friendly teachers! After the lesson, I will then get to taste the fruits of my labour as well as other delicious Thai dishes at their wonderful restaurant.

Apart from the culinary course, I will have the chance to visit Bangkok's colourful market. Their famed market is where I can purchase all the ingredients for my personal cookery lesson. At the same time, I can enjoy some retail therapy there, by purchasing souvenirs to take home as gifts for family and friends.

Living to eat is one of my personal life mottos, thus this holiday to the land of smiles is the ideal place for me to indulge in my love for food. I would definitely choose 'Go Travel's' Thailand guided tour, as it is truly the holiday for me!

Extra Practice:

ANDERSON OPEN HOUSE 2021

Theme: Only at Anderson

Calling all graduating students! Here is your chance to make your voice heard and be a part of the school's recruitment drive. Share what is special about life at Anderson and persuade our Primary 6 friends to join the Anderson family.



TALENT DEVELOPMENT PROGRAMME (TDP)



- provision of a variety of programmes by all departments such as Science Olympiads, robotics competitions and creative writing workshops
- Secondary One students to sign up for a few programmes of their choice to explore their interests/strengths
- from Secondary Two, opportunity to design and pursue a self-directed module based on an area of interest/strength
- all graduating students to source for and be involved in an internship programme

CO-CURRICULAR ACTIVITIES PROGRAMME (CCAP)

- provision of a diverse range of CCAs including less common CCAs such as canoeing, mind sports and Handbell Ensemble
- only secondary school which offers competitive diving; students are trained by the coach of the national junior diving team
- CCA sessions are held once a week; students may select up to two CCAs
- students may initiate the setting up of a CCA with approval from the Principal



REGIONAL STUDIES PROGRAMME (RSP)



- provision of language courses in Malay, Thai and Vietnamese as a non-examinable subject
- modules in the history, politics and culture of Southeast Asia
- students to select and invite guest speakers for a panel discussion on ASEAN-related issues
- ten-day immersion trip to an ASEAN country including a homestay programme

You should look at the information sheet in the Insert. Study the information carefully and plan your answer before beginning to write.

Your school is preparing for Open House at the end of the year. The theme is 'Only at Anderson'. As a graduating student who has been involved in some of the key programmes/events at Anderson, you have been invited to contribute an article for the flyer that will be distributed to Primary 6 students during Open House. The aim of the flyer is to encourage prospective students to join the school.

Write an article on one of the programmes for the Open House flyer. In it you should:

- give your article an interesting heading
- state the aim of the programme
- describe your involvement in it
- explain how students have benefited from this programme
- say how this programme distinguishes Anderson from other schools.

You may add any other details you think will be helpful.

Write your article in clear, accurate English. Your tone should be enthusiastic and persuasive to convince the Primary 6 students that they should come to Anderson Secondary School.

You should **use your own words** as much as possible.

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Extra Notes on Writing Complex Sentences

Complex sentences have two parts which are related.

Strategies:

	Notes	Examples
Complex Connectors	<p>Sentences must have <u>two</u> parts.</p> <p>To check: you should be able to switch the two parts of the sentence and it should still be accurate.</p> <ul style="list-style-type: none"> • Although • Since • Even though • Because • As • By • Through <p>DO NOT use more than one connector per sentence.</p>	<p>Although technology may have its benefits, we should not ignore its drawbacks.</p> <p>Residents should work hard to foster good relationships with their neighbours since they stay in such close proximity to them.</p> <p>Even though teenagers have busy schedules, they should still make the effort to be filial to their parents.</p> <p>Because Singapore has a high population density, places like malls and train stations are often full to the brim on the weekends.</p> <p>She refused to give in to pressure as she knew that the consequences would be dire.</p> <p>By participating in outdoor activities, people can improve their physical fitness.</p> <p>Through hard work and determination, success can definitely be achieved.</p>
Connectors indicating time or manner	<p>Use these connectors to show the timing, or the way/reason something is being done.</p> <p>To check: you should be able to switch the two parts of the sentence and it should still be accurate.</p>	<p>After he had made sure that no one was watching, he dashed across the parade square.</p> <p>Teenagers feel a strong desire to be accepted by their peers during their adolescence.</p> <p>As someone who is extroverted, I do not enjoy spending time by myself. (*Note: cannot 'switch')</p> <p>She snatched the necklace around her friend's neck without thinking twice.</p> <p>In order to build a harmonious society, we must learn to respect each other's' differences.</p>
Relative Pronouns (WH words)	<p>To add on information to the noun before:</p> <ul style="list-style-type: none"> • Who • Whom • Which • Where • When <p>It can be in the middle or at the end of a sentence.</p> <p>DO NOT repeat the subject (e.g. "it") when you use a relative pronoun to add on information. ("This is the pen which my mother gave it to me.")</p>	<p>Parents who want to build stronger family ties must make sure that they carve out for family bonding activities.</p> <p>She was my childhood friend whom I trusted completely.</p> <p>Mobile devices, which teenagers are obsessed with today, can be both harmful and helpful for learning.</p> <p>There is a strong emphasis on academic results in Singapore, where students take high stakes examinations from the age of twelve.</p> <p>I remember a time when children spent their leisure time running around outdoors, rather than being glued to their devices.</p>