

English Paper 1

Argumentative Essay

Question Format:

- (Quote/statement). How far do you agree?/Do you agree?

Purpose: For persuading others to adopt your point of view

- Must give supportive arguments, acknowledge opposing views and reaffirm your stand to convince audience

Planning:

- Note question requirements
- List out “For” and “Against” points
- Decide on your stand
- Choose the side you feel you can support proficiently

Essay Format:

Introduction: HDTO

- Begin with a hook
- Define the question: Address key terms, interpret quote if given
- Link to thesis statement: rhetorical questions relating to the topic
- State your thesis statement: Use relative qualifiers (e.g. often, primarily, frequently) as they are much easier to prove
- Give an overview of your points

Substantive Point 1

- State your topic sentence: present point in first sentence
- Use the P.E.E.L Format
- Point: Ensure point is explicit and closely adhered to

Substantive Point 2

- Use a connector (e.g Furthermore, In addition, On the same note, Moreover, additionally)
- State your topic sentence: present point in first sentence
- Use the P.E.E.L Format

Counter-argument + Rebuttal

- Use a connector (On the other hand, however, in contrary)
- Make it clear that it is an opposing view (e.g On the other hand, opponents of this view claim that (opposite of thesis) as (strong opposing substantive point). Such people maintain that (PEEL of anti-thesis)
- Rebut through : flaws in opponent’s argument, new unconsidered fact, point which undermines opponent’s argument
- Example: However, in the defense of my argument.....

- Reinstate your stand to show it is still strong

Conclusion:

- Summarise main arguments and reaffirm your stand.
 - Do not introduce new points
 - Concluding thought/reflection/recommendation
 - May link to the first paragraph
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Discursive Essay

Purpose: Discussion, Explanation, Information

Question Format:

- Classification/Description: What are some of the ways..... (3 methods)
- Cause and Effect: What are some of the causes of..... (3 Causes)
- Compare and Contrast: Is it better to.....or.....when..... (3 Similarities/Differences, Compare: Similarities, Contrast: Differences)
- "Statement/Quote". Discuss (2 for, 2 against)

Planning:

- Note the question requirements
- Come up with points based on the format above

Essay Format:

Introduction

- Begin with a hook (e.g. Quote) which introduces the subject
- Define the question: Address key terms and interpret quote if given
- State your thesis statement: **Must not be a stand**. State what the essay is discussing. (e.g. In this essay I shall discuss.....)
- Give an overview of your points

Supportive Point 1

- State your topic sentence: present point in first sentence
- Use the P.E.E.L Format

Supportive Point 2

- Use a connector (e.g Furthermore, In addition, On the same note)
- State your topic sentence: present point in first sentence
- Use the P.E.E.L Format

Opposing Point 1:

- Use a connector (e.g On the other hand, However, Conversely)
- State your topic sentence: present point in first sentence

Opposing Point 2:

- Use a connector
- State your topic sentence: present point in first sentence

Conclusion:

- Summarise main arguments
- Do not introduce new points
- Can relate to something said in first paragraph
- You may give your opinion: Thus it is evident that there is much controversy on this subject, however after analysing and evaluating the above points and evidence, I feel that.....
- Concluding thought/reflection/recommendation

General Tips:

- Make points distinct and clearly linked to the question requirements
 - Tone: Objective
 - Use Present Tense
 - Do not make up evidence
 - Avoid emotive language
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Formal Letter

Purpose: For our syllabus, the formal letter is primarily used to put forth suggestions

- Think of it as a more personal version of the proposal in the report format

Planning:

- Determine if the letter is external or internal
- Based on the criteria given by the question (e.g the goals of the subject in question), and the resource material given, plan out reasons to substantiate your suggestions.
- Identify PRAFT: See "General Tips below to see what PRAFT affects
- Examine bullet points to discern PEELs necessary based on importance
- 5W1H on the given extract and use C-E Relationships and Push and Pull factors to expound on it
- Always keep the bullet point in mind and link your points directly to it
- "State": Usually for dates/locations, do not need to explain
 - Can place in Introduction
- You will have to ideate a suggestion beyond what is given from the resource material.

Essay Format

Sender and Receiver information: NPSOAP

- Name, Position, Organisation, Sub-organisation, Address, Postal Code
- No Problem Soap :D!

Full name of sender:

Position of sender:

Sender's sub-organisation: e.g Class 4D

Sender's organisation: e.g. Anglican High School

Address of sender: e.g. 600 Upper Changi Road*

Postal Code: 6 random numbers S123456*

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Date: Spell out the month fully, e.g 25 February 2016

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Full name of receiver: e.g Mrs Pearce. If name is not given, you may either create a name or leave this out

Position of receiver:

Receiver's sub-organisation

Receiver's organisation:

Address of receiver: e.g. 600 Upper Changi Road*

Postal Code: 6 random numbers*

- You do not need to write out the x:'s

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Dear Mrs Pearce or **Sir/Mdm** (name not given)

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Possible places of interest for cultural trail

- Align to the right of the paper
- Do not need to write "Proposal for"
- Only capitalise the first letter

*Not required if the email is internal

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Introduction:

- Do not leave 2 finger spacings (for all paragraphs)
- State your Role, Intention and Past context (RIP)
- E.g: As the school librarian, I have been honoured with the task of..... Upon (context), thus I felt that (link to purpose). Therefore I am writing this proposal to suggest..... (purpose)
- A quick thank you would have a catharsis to melt the examiner's heart into cotton candy
 - Thank you for granting my council and I the privilege and honour of...

Body Paragraphs: Number dependent on the question requirements, usually 3

- Use the PEEL format
- Use connectors between paragraphs
- Do not be afraid to add details which are not in the question to embellish your answer
 - Expound on information given in source
- Ensure that the essay is cohesive and heavily purpose-oriented
- Ensure reasons given are realistic, logical and convincing, in relation to the context

Conclusion

- Summarise your points and purpose but do not repeat them word for word

- Use concluding terms such as in retrospect, in conclusion, all in all, to sum it up, in summary, in short etc.
- Add: I firmly believe (proposal as a success) and sincerely hope you will consider my suggestions for..... I look forward to your favorable reply.
- The xxx has proposed the above activities so as to xxx and xxx. However, the xxx understands that the plans may need amendments upon review by the school. It will convene again during xxx to conceive a detailed work plan and delegate duties once the proposal is accepted by the school.

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Yours sincerely/Yours faithfully (if you used sir/mdm)

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Signature

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Full name

- Capitalise "Yours" but do not capitalise "sincerely"
- Try to ensure that this portion is on the same page as the last sentence of your concluding paragraph

General Tips:

- Use phrases to show confidence : e.g without a doubt, undoubtedly, definitely, by all means
- Be persuasive and humble in your language use
- Appeal to absolutes: When substantiating a decision, make it not just beneficial, but essential
- Relate to the context and question whenever applicable

Informal Letter

Format:

Name of Sender:

Address of Sender:

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Date:

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Dear Man Tou,

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How're you lately?...

- PRAFT must be clear
- Expound on RIP: Role, Intention and Past Context

Body Paragraphs:

- Adopt an informal Tone
- Contractions may be used

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Love,

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Signature

Email

Format:

To:

From:

Subject:

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Dear Sir/Madam or Dear Madam Lee,

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Yours sincerely,

Joash

Speech Writing

Points to Note:

- PRAFT: Purpose, Role, Audience, Format & Lang Features, Tone
- PRA must be clear in the first paragraph
- Adopt an appropriate tone: Formal/Informal based on the audience
 - Vary your sentence structure/length (shorter sentences = emphatic effect) and language use accordingly
- Expand on relevant points as much as possible
- Address the point at hand
- Develop with rich details: 5W1H, be creative
- Develop with cause and effect based on the given source
- Mere lifting is insufficient
- When linking across paragraphs, use connectors and echo the previous sentence
- Use the active voice (we found a problem vs It was brought to our attention that there was a problem) whenever possible
- Use "we" primarily for a sense of inclusiveness, try not to switch to avoid confusion
- Language Devices: Must be in every paragraph (see "Literary Snazzeterarium" below)

Essay Format

Para/Title	Example	Requirements & Notes
0/Title	The importance of Road Safety Speech by Joash Lee; President of the United Slates 32 Aug 2015 - Morning Assembly	An optional addition <ul style="list-style-type: none"> • Enforce PRA • If PRA addressed, you may reduce 1 to a simple greeting of all present • Title, name, designation, date, event - Memorise Base on PRA
1/Greet	<u>Good Morning</u> Mr Heng Swee Keat, Minister of Education,..... teachers... I am Joash Lee, the president of the Student Council	Greet the audience <ul style="list-style-type: none"> • Address important figures <u>by their name + role</u> - You may <u>group less important members</u> of the audience together • Order from the <u>most to the least</u> important • State your name and role • Note the time of day
2/Intro	Are you ready for the adventure of a lifetime?..... I am honoured to have this opportunity to share.....(topic)	<u>Hook</u> the Audience, then state your <u>purpose</u> <ul style="list-style-type: none"> • Hook: Literary devices, explanation of context • If an activity is being proposed, you may include minor details such as the <u>date</u> (and its explanation if necessary) • Clearly state the points you will elaborate on
3/P1	Firstly/To begin with/For starters I would like to propose that we organise an intra-school bumblebee costume day. (Evidence and Elaboration)..... Therefore due to the massive educational benefits of wearing bumblebee costumes, I believe we all agree an inter-school bumblebee costume day is imperative for the enhancement of our school's curriculum	Present the first point of your speech <ul style="list-style-type: none"> • Use <u>sequence markers</u> • Have a clear topic sentence • Tips for Elaboration: <ul style="list-style-type: none"> - Facts and figures - <u>Definition</u> of key terms - See "Providing Evidence Below"
4/P2	Furthermore, I would also like to recommend that Speech Writing be banned from our curriculum.....	Present the second point of your speech <ul style="list-style-type: none"> • See above for relevant Notes
5/P3	Finally,	Present the third point of your speech <ul style="list-style-type: none"> • See above for relevant Notes
6/Conc.	In conclusion/To sum it up/All in all/In short.....The choice is yours.....Come on down to the general office and and become a foster parent now!	Conclude your speech and summarise key points <ul style="list-style-type: none"> • Attempt to be as <u>impactful</u> as possible • Have a call to action if appropriate
7/Thank	Thank you for your kind attention (formal) / Thank You (informal)	Thank the audience for their attention

*The examples above are oriented towards formal speech writing

Proposal (Report)

Purpose/Planning: See “Formal Letter”

Format: NPO

Attention: (Name of recipient)

Position of recipient

Organisation of recipient

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Date: 26 June 2011

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From: (Sender's full name)

Position of sender

Organisation of sender

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Title: Proposal to On that Blithering School Lift

Introduction

In xxx, the xxx was tasked by xxx to xxx. (BI)

This report serves to propose and explain the xxx that the xxx will undertake to organise once it receives clearance and approval

- RIP: Role, Intention and Past Context

Body 1

- PEEL

Body 2

In order to ensure that students can...

- Use of Connectors

Conclusion

The xxx has proposed the above activities so as to xxx and xxx. However, the xxx understands that the plans may need amendments upon review by the school. It will convene again during xxx to conceive a detailed work plan and delegate duties once the proposal is accepted by the school.

- Repeat your purpose
- Summarise key points

Stuff to note:

- Use linking between each paragraph
- In view of the above objectives
- Besides participating in the above activity

- No need for salutation / thanks
 - Adopt a neutral tone: “The Council” > “I” and “We”
-

Editorial

- Also known as Magazine/News Article/Feature Article/Newsletter

Format

Generic News Company Name, 12 May 2008

This is Where Your Catchy and Clear Headline Goes

Oh shizzles look at this Impactful Subtitle. Perhaps you should use a Rhetorical Question that will be answered in your editorial?

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By Names of Fake People stealing your Credit
Positions of the Non-existent Bumfaces
 2001 SCGS Kidnappers at Event (Context-based Titles)

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Introduction: 5W1H about the event, Hook the reader

Body Paragraphs: Based on Bullet Points, at least 3

- Embellish with details and Flowery Language (See Literary Devices below)
- Use interviews (x2) to fulfill bullet points/elaborate

Conclusion: Have a call to action

- What are you waiting for? Do x before it's too late!
- For more information please sacrifice 3 virgins on the next blood moon and access the school website at www.endabortionnow.com. Please exercise civil behavior online and sacrifice said virgins in an ethical fashion

Summary of Necessary Elements:

1. Company Name and Date
2. Headline: Catchy, 3-5 Words, Capitalise the first letter of significant words
3. Sub-headline: May be a rhetorical Question that will be answered in your article
 - Linked to Purpose: e.g if purpose is to convince readers to go on overseas immersion programmes, the by-line could be “The Wall-less Classroom: Why should Overseas Fieldtrips be Your Choice?”
4. By-line: Names
 - Roles

- Roles in context of the Issue of the Article
 - 5. First Paragraph: 5W1H of Context, embellish to hook the audience
 - 6. Points based on bullet points: At least 3 Paragraphs
 - Literary Devices
 - Use at least 2 interviews to answer bullet points
 - 7. Conclusion: Have a call to action
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Information Leaflet

- Also known as brochure/pamphlet

This is Where Your Catchy and Clear Headline Goes

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5W1H and basic details about the trip

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What are the Objectives of this Trip?

- Use of Rhetorical Questions for headings
- PEEL
- No. of points based on the bullet points in the question
- Expound on information given in source
- Feel free to have sub-sub-headings to split up a point
- Literary Techniques and Thematic Vocabulary
- Add practical advice: e.g. rules and guidelines if necessary

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Contact Details

If you have any further enquiries, please feel free to contact our teacher-in-charge, Miss Erabelle at (+65) 98765432.

Summary of Necessary Elements

1. Headline
 2. 5W1H Paragraph
 3. Body Paragraphs
 - See details above
 4. Contact Details
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Literary Snazzaterarium

1. Rule of Three: Use with pattern and meaning (e.g. with increasing intensity of the subjects)
 2. Repetition
 - a. Bread and Butter: Repeat in first and last paragraph, with 4-5 in between
 3. Rhetorical question: Question that does not expect an answer, exploits universal values
 4. Critical Question: Important, significant, open-ended questions to invoke thought
 5. Exclamation: Use in moderation! Or your sentences will sound weird! Like really really weird! Shocking I know!!
 6. Listing: Emphasis on how numerous or sparse the set is
 7. Personal Pronouns: "we" for inclusion, "I" for authority
 8. Emotive Language
 9. Variation of sentence length
 10. Parallelism: Repetition of sentence structure
 11. Juxtaposition: Two contrasting elements placed side-by-side
 12. Imagery and Metaphor
 13. Alliteration and Assonance
 14. One-Line paragraphs
 15. CAPITALISATION
 16. Conversational Language
 17. Periodic Sentence: Leave main clause at the end for emphasis
 18. Interesting Facts and Figures
 19. General Truth: Statements that are generally accepted
 - Show that point is based on general truth to convince
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Providing Evidence

1. Demonstrate Importance: Push/Pull factors
 2. Examples
 3. Facts/Statistics
 4. Big Names/Expert Opinion/Testimony
 5. Personal Anecdote/Observation/Analogy
 6. Highlight the Present Scenario: Successes/Flaws
 7. Cause and Effect Relationships
 - Worst Possible Scenario
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- Ensure that Evidence is purposeful, with a clear link to the point
 - Base evidence of bullet points and expounding from given source
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Hooking (introduction)

1. Common Mentality vs Own View:
 - a. In this day and age, most people believe that cell phones are integral to our daily lives and consider the said piece of technology to be a basic necessity. I believe this to be woefully untrue and strongly oppose this view. In this essay I shall explain why cell phones should be worshipped with everlasting exultation.
 - CALLELUJAH
 - (I'm kidding)
 2. Anecdote/Case Study
 - a. Anecdote: There was a time when my smartphone was all I could think about; I would spend 5 hours everyday on Hearthstone. Now I spend 6 hours and have never been happier.
 - b. Case Study: Sarcus Moh is a 15 year-old boy who spends 30 hours a week on the smartphone game, Hearthstone. He thinks he is better than me just because he has beaten me twice, thus I firmly believe that smartphones are detrimental to our society for causing the inception of such blithering ignoramuses into common society, and are not really worth our time anyway.
 3. Philosophical/Rhetorical Question:
 - a. After all these years of hours a day on something minute on my smartphone, I ask myself sometimes; should a smartphone really be called a "smart" phone? After all it can't even play flappy birds properly WHAT AN ABSOLUTELY ABHORRENT DUMBFONE NO IT'S NOT MY FAULT IT LAGGED OK I TAPPED I TAPPED AND IT CLEARLY DOINKED PAST THE PIPE AND I TURNED ON AIRPLANE MODE WHAT IS THIS RUBBISH
 4. Interesting Comments/Observations :
 - a. An independently conducted poll which involved participant Sarcus Moh register number 17 who sat next to me during the OLevel English Paper 1 examination reveals that a whopping 100% of people find smartphones to be an annoyance and wanted to get back to their paper. I completely concur with their views and believe that smartphones are but a disturbance in our day and age.
 - b. With a cursory glance around the examination hall today, I realised that smartphones are a crucial part of our lives. Sarcus Moh, register number 17 of class 4D was using his phone under the table to search up good introductions for his essay. Such an apt and clever use of the smartphone is testament to its immense capabilities of the smartphone and I hope that he is duly rewarded by SEAB for his ingenuity and resourcefulness
 5. Demonstrate Importance of Topic
 - How many times have you checked your phone today? Smartphones are all over the earth nowadays, and it is about time we stopped to consider; why have we not given rights to marry smartphones yet?
 6. Quote
 - "120% of humans spend 9 days a week, 26 hours a day and 62 seconds an hour on our smartphones" said my grandfather's, uncle's, neighbour's, dog's, favorite peeing spot's, house owner's, wife who is divorced with a trauma of dog's, new husband's, secret girlfriend's, secret boyfriend's, terrorist group leader's, child
 - Don't forget to bring up RIP: Role, Intention and Past Context!
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General Tips

1. Note the PRAFT when reading the question
 - Purpose, Role (confidence and knowledge of information), Audience (synergises with role to affect respectfulness, Formal/Informal), Format and Language Features, Tone
 2. Note the Question Requirements and ensure that they are fulfilled
 3. Signposting: Using words/statements which gives the reader a better understanding of what is to be or what has been explained, with respect to the essay
 - e.g. Having discussed the positive aspects of teamwork, this essay will now discuss some drawbacks on focusing too much on teamwork
 - Best if Signpost links to previous sentence in previous paragraph
 4. Try to devote 50 min to each section
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Psalm 23

1 A Psalm of David. The Lord is my shepherd; I shall not want.

2 He makes me lie down in green pastures. He leads me beside still waters.¹

3 He restores my soul. He leads me in paths of righteousness² for his name's sake.

4 Even though I walk through the valley of the shadow of death,³ I will fear no evil, for you are with me; your rod and your staff, they comfort me.

5 You prepare a table before me in the presence of my enemies; you anoint my head with oil; my cup overflows.

6 Surely⁴ goodness and mercy⁵ shall follow me all the days of my life, and I shall dwell⁶ in the house of the Lord forever.⁷