

Name: \_\_\_\_\_ ( ) Class: 4N \_\_\_\_\_ Date: \_\_\_\_\_

### **SITUATIONAL WRITING [30 MARKS]**

Task Fulfilment – 10 marks – all required points must be addressed and fully amplified

Language – 20 marks – must be appropriate to the genre.

You must take note of the following:

Your role:

**Purpose**

**Audience**

**Context**

**Format of each genre must be accurate**

**Tone**

<p>1. <b>FORMAL</b> LETTER</p> <p>Blk 123 Serang Avenue 1 #09-99 Singapore 770123</p> <p>24 May 2016</p> <p>The Manager Singtel Pte Ltd 10 Ponggol View Singapore 555666</p> <p>Dear Sir</p> <p><u>Proposal for VIA programme</u></p> <p><u>A survey was conducted recently...</u></p> <p>-----</p> <p>-----</p> <p>-----</p> <p>Yours faithfully <b>Annah</b> Lee An Nah (Miss)</p> <p><b>NOTE:</b> All parts of a formal letter are essential and unchanging. For instance, you <b><u>must not use</u></b> <i>Yours sincerely</i> or <i>Yours</i> for a letter that begins with <i>Dear Sir</i>.</p>	<p>your address</p> <p><b>date</b></p> <p>The designation and full address of the person you are writing to</p> <p><b>Salutation is a must</b></p> <p>Heading/Subject matter that summarises the purpose of your letter</p> <p>You must use this with Dear Sir/ Madam</p> <p>Signatures followed by your full name because signatures are rarely legible</p>	<p>2. <b>INFORMAL</b> LETTER</p> <p>Blk 123 Serang Avenue 1 #09-99 Singapore 770123</p> <p>24 May 2016</p> <p>Dear Shirley</p> <p>How are you? I'm glad to learn that ...</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>I'm signing off now as I've lots of work to do.</p> <p>Cheers / Regards <b>Annah</b></p> <p><b>NOTE:</b> When do you write an informal letter? Use it when writing to someone who is your friend. If</p>	<p>your address</p> <p><b>date</b></p> <p><b>Salutation is a must</b></p> <p>No heading</p> <p>Use contractions and informal words for an informal tone.</p> <p>signature only. <b>Must be legible</b> - no full name needed because you're friends</p>	<p>3. <b>THE PROPOSAL REPORT</b> – Proposal – usually to a higher authority within the internal organisation</p> <p>To: Mr Jaswant Singh Principal Serangoon Secondary School</p> <p>From: Lee An Nah Head Prefect 4 Noble 9</p> <p>5 May 2016</p> <p><u>Choice of holiday programme</u></p> <p>Thank you for the opportunity .....</p> <p>-----</p> <p>-----</p> <p>I hope you would consider my recommendation.</p> <p>Reported by <b>Annah</b></p>	<p>Who the report is for; designation, organisation - school</p> <p>Person who writes the report</p> <p><b>You must date the report</b></p> <p>Heading/Subject matter</p> <p>Polite and formal tone - if you are asked by the Principal to write the report</p> <p><b>Do not use a signing off phrase.</b> Just your signature, written legibly</p>
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		you met this person, you would normally say, 'Hello, An Nah'.			
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<p><b>4. SPEECH</b></p> <p><b><u>Tutor A Child</u></b></p> <p>Good afternoon Principal, teachers and friends. I am Lee An Nah from class 4Noble9 and I'm grateful for this opportunity to share my suggestions on our school's Values-In-Action Project.</p> <p>----- ---- ----- ----</p> <p><b>Thank you!</b></p>	<p>Title – summarise your speech</p> <p>Greet your audience</p> <p>Use contractions [I'm] and a conversational tone in speech</p> <p>Thank your audience at the end of the speech</p>	<p><b>5. E-MAIL</b></p> <p>To: jasmine_tan @ ib.com</p> <p>From: <a href="mailto:Lee An Nah@gmail.com">Lee An Nah@gmail.com</a></p> <p>Date: 4 May 2016</p> <p>Subject: <u>Incident on school grounds on 30 April 2016</u></p> <p>Dear Sir/Madam</p> <p>----- -----</p> <p>Please contact me at 91234567 if you have any questions. I look forward to hearing from you.</p> <p>Yours faithfully</p> <p>Lee An Nah</p> <p>NOTE: If you have met someone/know the addressee, you write <i>Dear Mr Chia and close with 'Yours sincerely'</i> It is rude to write <i>Dear Sir</i> if you already know the person.</p>	<p>e-mail of recipient</p> <p>your e mail address</p> <p>State subject of e-mail</p> <p>Politely address someone you have not met</p> <p>No signature for e-mail</p>	<p><b>6. ARTICLE</b></p> <p><b><u>Climate Change (Title of article)</u></b></p> <p><b><i>by Lee An Nah</i></b></p> <p>Two million years ago, the Earth's atmosphere ...</p> <p>----- ---- ----- ----</p>
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<p>7. <b>LETTER</b> of <b>Proposal</b>          –usually to an external organisation  <a href="#">(aka Formal Letter)</a></p> <p><b>Blk 123 Serang Avenue 1          #09-99          Singapore 770123</b></p> <p><b>24 May 2016</b></p> <p><b>Mrs Nurhuda Samad          Events Manager          Renci Welfare Centre          22 Ang Siang Road          Singapore 319022</b></p> <p><b>Dear Mrs Samad</b></p> <p><b><u>Fundraising for the underprivileged</u></b></p> <p>With reference to the poster for fundraising for the underprivileged, I would like to apply for a cart in the carnival held at Marina Barrage on Saturday, 16 June 2016.</p> <p>-----          ----          -----          ----</p> <p>Yours sincerely  <b>Annah</b>          Lee An Nah          4Noble9</p> <p><b>NOTE:</b></p>	<p>your address</p> <p><b>date</b></p> <p>The designation and full address of the person you are writing to</p> <p><b>Salutation is a must</b></p> <p>Include a heading that summarises the purpose of your letter</p> <p>You must use this complimentary close when name of addressee is known</p> <p>Signature followed by your name because signatures are rarely legible</p>	<p>8. THE <b>REPORT</b>–          (Incident)</p> <p><b>To: Mr Jaswant Singh          Principal          Serangoon Secondary School</b></p> <p><b>From: Lee An Nah          Head Prefect          4 Noble 9</b></p> <p><b>5 May 2016</b></p> <p><b><u>Incident on school grounds on 30 April 2016</u></b></p> <p>You have asked me to explain .....</p> <p>...I regret that I am unable to identify the intruder.</p> <p>Reported by  <b>Annah</b></p>	<p>Who the report is for; designation, organisation</p> <p>Person who writes the report</p> <p><b>You must date the report</b></p> <p>Heading/Subject matter that summarises the incident</p> <p>Polite and formal tone</p> <p><b>Do not use a signing-off phrase.</b> Just your signature, written legibly</p>		
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All parts of a formal letter are					
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<p>essential and unchanging. For instance, <i>if you know the addressee: Dear Mr Chia &gt; Yours sincerely</i></p> <p><i>If question states :Begin your letter with 'Dear Sir', follow the instruction.</i></p>					
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