

### Overview of Situational Writing Tasks

Formats	Purposes	Audiences	Tone
Informal Letters Informal email	To thank a relative living overseas for something, to invite, to meet up, to encourage	Friend, family member	Informal Casual (but not grammatically inaccurate or using slang) Friendly, optimistic
Formal Letters Formal email	To complain, provide a suggestion, propose an action, apply for a job or position, to convince someone, to share an opinion (e.g. letter to the Press)	Company, govt, school, institution, organisation, the Press,	Formal, polite, Convincing / persuasive (angry or disgruntled if purpose is to complain)
Speeches	To inform, to motivate, persuade, to entertain, raise awareness, give thanks / appreciation	Classmates, schoolmates, group of peers, group of stakeholders, general public, teacher-in-charge	Persuasive, informative, assertive, authoritative, formal, casual
Proposals	To gain support for a future action / to propose an action for implementation	Boss/employer, teacher-in-charge, principal, sch, business partner, company/ organisation, institution,	Persuasive, formal, informative
Reports	To provide detailed and factual information about a specific topic	Police, school community (teacher-in-charge, P, student), business partner, general public, parents	Formal, neutral, informative, persuasive, informal
Article	To give information/ share factual info about something that happened, to share an opinion, raise awareness	Magazine or newspaper editor, teacher-in-charge	Formal, neutral, informative, May be casual depending on context (e.g. Mothership)Informal

**Overview of Formats (always refer to the task instruction for PAC)**

<b>Informal letters</b>	<b>Writing a letter to someone to:</b> <ul style="list-style-type: none"> <li>- thank</li> <li>- extend condolence</li> <li>- Recount an event/incident</li> <li>- Persuade</li> <li>- advise</li> </ul>	<p><b>Blk 123 Tampines Avenue 3 (sender's address)</b>  <b>#05-345</b>  <b>Singapore 520123</b></p> <p>20 September 2011</p> <p>Dear Jane,</p> <p>Para 1</p> <p>Para 2</p> <p>Para 3</p> <ul style="list-style-type: none"> <li>• Yours sincerely, (Best wishes, With love), Yours truly,</li> </ul> <p><i>Annie</i></p>	<p>Useful expressions:</p> <ul style="list-style-type: none"> <li>- I cannot believe that it has been two years</li> <li>- It seems like ages since we last met</li> <li>- Send my love to Aunt May</li> <li>- Thank you for such a wonderful evening</li> <li>- I cannot thank you enough</li> <li>- You will not believe what happened last week</li> </ul> <p>Persuade</p> <ul style="list-style-type: none"> <li>- I hope you will come</li> <li>- Please say you will come!</li> <li>- You will come, won't you?</li> <li>- moreover, furthermore, in addition,</li> </ul>
<b>Formal letters</b>	<b>Writing to:</b> <ul style="list-style-type: none"> <li>- Complain</li> <li>- Reply to customer</li> <li>- Newspaper to express views</li> <li>- Appeal</li> <li>- Commend a person</li> <li>- Ask for permission</li> <li>- Apply for a position</li> <li>- Proposal</li> <li>- inform</li> </ul>	<p>Annie Santos          Blk 123 Tampines Avenue 3          #05-345          Singapore 520123</p> <p>20 September 2011</p> <p>Mr David Wong          Customer Service Manager          Design Centre Singapore          5 Changi Business Park Crescent          #09-09          Singapore 486029</p> <p>Dear Mr Wong,</p> <p><u>Re: Defective sofa bed Model KY 204</u></p> <p>Para 1: I am writing .....</p> <p>Para 2</p> <p>Para 3</p>	<p>Useful expressions:</p> <ul style="list-style-type: none"> <li>- I would be grateful if you could</li> <li>- I appreciate your assistance in...</li> <li>- There is no doubt that</li> <li>- Surely,...</li> </ul>

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Situational Writing

		Yours faithfully <i>Annie</i> Annie Santos	
TYPES OF REPORTS			
<p style="text-align: center;"><b>PROPOSAL</b></p> <p>To:</p> <p>From:</p> <p>21 September 2011</p> <p><b><u>Proposal on proposed year-end class party</u></b></p> <p>Para 1: <i>introducing the title.</i></p> <p>Para 2,3,4 ... <i>details of proposal</i></p> <p>Last para: <i>concluding statement about the subject.</i></p> <p>Proposed by / Written by</p> <p><i>Annie</i></p> <p>Alice Ng Chairperson of Organising Com. Sec4C</p>		<p style="text-align: center;"><b>Information Report</b></p> <p>To:</p> <p>From:</p> <p>21 September 2011</p> <p><b><u>Feedback on EFL 2010</u></b></p> <p>Para 1: <i>overview of what the report is about. (purpose)</i></p> <p>Para 2: <i>one aspect of EFL with details</i></p> <p>Para 3: <i>2<sup>nd</sup> aspect of EFL with details</i></p> <p>Para 4 <i>other aspects of EFL</i></p> <p>Last Para: <i>concluding statement about the subject. (action required)</i></p> <p>Reported by / Written by:</p> <p>Alice Ng Sec 3MM</p>	
		<p style="text-align: center;"><b>NEWSPAPER REPORT</b> <b>(on an accident, Teen Blogging, etc)</b></p> <p><b>21 September 2011</b></p> <p style="text-align: center;"><b>Headline</b> (short and catchy to attract readers' attention)</p> <p>Para 1: <i>state the most interesting/important piece of information concerning the contents of the topic. Eg. Antique carpet exhibits at the ACM were stolen.</i></p> <p>Para 2: <i>specific details incl. facts and figures data, quotes"....."</i></p> <p>Para 3:</p> <p>Para 4:</p> <p>Para ....</p> <p>Last Para: <i>sum up main points or give special information to the public. E.g. for more information email..... / Investigations are still going on/No one has claimed responsibility for the bombing.</i></p>	

		Reported by Tan Ming How (The New Paper)
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### Email format:

To: \_\_\_\_\_(email add)  
From: \_\_\_\_\_(email add)

Date:

Re: \_\_\_\_\_

Best regards,  
(your name)

### Article format:

Title: \_\_\_\_\_

Written by:  
Date:

(body paragraphs)

OR

Title: \_\_\_\_\_

(body paragraphs)

### Speech format

Title: \_\_\_\_\_

Intro:

Directly address audience

- Good morning / afternoon / evening

- Hello, how are you all doing?

Use quote? Use rhetorical qns? Use personal anecdotes

Purpose

- Intro yourself and the purpose of your speech (thesis statement)

Body paragraphs

Conclusion

- Instead of simply summarising all your points, emphasize or draw your audience's attention to the 1 main thing you want them to remember.

Thank audience

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Written by:  
Date: