**Format: email**

* **Tense:** Past
* **Formality:** Informal
  1. Short forms aren’t
  2. Exclamations be careful!
  3. Informal Expressions what’s up?
  4. Questions what do you think?

*Date*

Hi *Name*,

How are you doing? ... You know what? *Event* *description*

*Personal* *thoughts*, isn’t it?

What do you think? Write back soon!

Love,

*Self-name*

**Format: advice column**

* **Tense:** Present
* **Formality:** Formal
* **Identify:**

1. Description
2. Concerns
3. Goal
4. Experience to persuade
5. Solution

*Dear Name*,

I understand that you *victim’s* *thoughts*. This is a common *thing*.

I think your problems are that *problems*. *Time* ago, I *past experiences*.

It is best for you to *solution*.

I hope you are persuaded to *attempt*.

Good luck!

*Self-name*

**Format: movie review**

* **Formality:** Semi-formal

*Title*

*Introduction*

*Information of creator and awards*, the story *story*.

*Story part 2.* Must account for no more than 50% of the essay

*Review,* the thing *emotions and thoughts*. Therefore, it’s *reader’s action*.

**Format: photo essay**

* Present / Present continuous tense: describe what’s going on
* Past tense: Emphasize an event in the past
* **Narrative:** Follows a person or an activity
* **Thematic:** Focuses on a theme *(e.g. homelessness, environment)*

**Format: feature article**

* **Formality:** Semi-formal
* **Features:**
  + Topic should be relevant to readers
  + Info and background should be provided to readers
  + Interviews can be conducted to collect diff perspectives
  + Questions can be raised in the introduction

1. Introduction
   * Background and info to readers
   * Raise questions to explore
2. Body
   * Give evidence or facts to illustrate *說明*
   * Interview different people on the topic
   * Quotes
3. Conclusion
   * Revisit the main idea
   * Answer set question
   * (Optional) suggest appropriate course of action

* Techniques
  1. Emotive word
  2. Shocking statement
  3. Questions

**Format: descriptive writing**

* **Formality:** Semi-formal
* **Tense:** Past
* **Features:**
  + Give people a clear and exact description of everything
  + Provide a clear picture of the thin in reader’s mind
  + Provide enough detail to evoke the senses

1. Introduction
   * Create a background for the thing to describe
   * Attract the reader
2. Body
   * Appeal to the reader’s senses
   * Describe the thing that you want to write by giving senses
   * Looks, sounds, smells, tastes
3. Conclusion
   * Summarize by reiterating main details
   * Ending the essay with a sense of completion
   * (Optional) suggest appropriate course of action

* Techniques
  1. Vivid sensory details

|  |  |  |  |
| --- | --- | --- | --- |
| Adjective to describe texture | Adjective to describe sound/smell | Adjective to describe feeling/personality  /attitude | Adjective to describe colour |
| Coarse  Creamy  Crumbly  Crunchy  Dense  Fluffy  Peculiar  Rough  Smooth  Subtle  Tender  Woody | Booming,  Bustling  Clanging  Chatting  Crunching  Echoing  Loud  Melodic  Screeching  Ticking  Whispering  Yelling  Earthy  Evocative  Flowery  Fresh  Laden  Odorous  Pungent  Smoky  Stale  Stinky | Anxious  Childish  Compassionate  Depressed  Disinterested  Enthusiastic  Extroverted  Haughty  Impassioned  Insolent  Introverted  Arrogant  Authoritative  Joyful  Jubilant  Melancholic  Playful  Relaxed  Rewarding  Remarkable  Stressed | Ablaze  Ashy  Beaming  Blazing  Bleak  Colorful  Colorless  Complementing  Dim  Dirty  Mellow  Milky  Pale  Picturesque  Radiant  Eye-catching  Glittering  Somber  Soothing  Sparkling  Speckled |

* 1. Figurative language

Analogies: similes, metaphors (明喻, 隐喻)

* 1. Precise language
  2. Organization:
     1. Chronological (time)
     2. Spatial (location)
     3. Order of important

*Title*

*Introduction*

*Main body - organization*

*Organization 2*

*Organization 3*

*Conclusion, reiterating main details*