**Chung Cheng High School (Main)**

**English Language**

**Secondary 4**

**Topic: Situational Writing (Layouts)**

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

1. **LETTER (Informal)**

| Blk 123  Cascade Crescent  #01-1234  Singapore 432123  24 October 2020  Dear Susie,  Greetings (include a shared experience)  Body (RPs)  Conclusion  Yours sincerely,  John | *Sender’s address*  *Date*  ***Salutation***  *Greetings such as Dear, Hi and Hello are used.*  *Address the recipient by his or her first name.*  ***Close***  *\*Note: It is always a capital ‘Y’ and a small ‘s’.*  *Other possible alternatives: ‘Best wishes’ / ‘Love’ / ‘Lots of love’ / With hugs and kisses’*  *The letter is* ***signed off*** *with a name*. **A signature is required**. |
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**Note:** The rule of consistency applies to the use of commas for the ‘salutation’ and ‘closing’.

2. **LETTER (formal)** (**proposal letter**, job application, letter of complaint, letter

of recommendation and any letter to companies and

relevant authorities)

**A) To someone from another organisation**

| 50 Goodman Road  Singapore 439012  24 October 2020  Mr Lim Bee Seng  General Manager  Mighty Call Pte Ltd  44 Governor Loop  Singapore 131103  Dear Mr Lim,  Request for donation for fund-raising event  Introduction  Body (RPs)  Conclusion  Yours faithfully,  Tan Kim Kim  Tan Kim Kim (Mr)  Chung Cheng High School (Main) | *Sender’s address*  *Date*  *Recipient’s full name*  *Recipient’s designation / position*  *Recipient’s company*  *Company’s address*  *Dear Sir/ Madam / Mr…/ Mrs…./ Ms…, (Salutation)*  *Subject (underlined)*  ***Always use ‘Yours faithfully’ for a formal letter.***  *Signature*  *Sender’s full name*  *Sender’s organisation* |
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**B) \*To someone from the same organisation as you (e.g. Principal / Form Teacher/ Teacher-in-charge of an event, etc.)**

| 24 October 2020  Ms Cindy Lim  Teacher-in-charge  Nature Club  Dear Ms Lim,  Proposal on Nature Club Bonding Activity  Introduction  Body (RPs)  Conclusion  Yours faithfully,  Tan Kim Kim  Tan Kim Kim (Mr)  Sec 4 Tenacity | *Date*  *Recipient’s full name*  *Recipient’s title / position*  *Recipient’s organisation*  *Dear Sir/ Madam / Mr…/ Mrs…./ Ms…, (Salutation)*  *Subject (underlined)*  ***Always use ‘Yours faithfully’ for a formal letter.***  *Signature*  *Sender’s full name*  *Sender’s Class* |
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***\*Your address is not needed in such cases.***

3. **SPEECH**



4. **REPORT** (OR a **proposal in the form of a report)**

| If the task requires a proposal but it does not states if it is a letter or a report, adopt the layout for a **report.** |
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**A) To a figure of authority such as your Principal / Form Teacher / Teacher-in-charge of Co-curricular Activity/ event**

| To : Mr Chan Ying Yin  Principal  Chung Cheng High School (Main)  From : Koh Ling Ling  Chairperson, Basketball Team  Sec 4 Tenacity  Date : 24 October 2020  Subject : Proposal to set up a charity bazaar  to raise funds for the needy students    Introduction  Body (RPs)  Conclusion  Submitted by :  Koh Ling Ling  Koh Ling Ling | *Recipient’s full name*  *Recipient’s title / position*  *Recipient’s organisation*  *Sender’s full name*  *Sender’s position*  *Sender’s class*  *Date*  *Subject (underlined)*  Signature  Name |
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4. **REPORT** (Incident/ Eye-witness)

**B) To a figure of authority such as your Principal / Form Teacher / Police Officer)**

| To : Officer Mike Tan  Staff Sergeant  Bedok Police Station  From : Koh Ling Ling  Date : 24 October 2020  Subject : Account of what happened at the  canteen on 23 October at 10.40 a.m.    Include key information such date, time, location, people involved. (What? Who? Where? When?)  Include what happened in chronological order (How? Why?)  Conclusion  Reported by :  Koh Ling Ling  Koh Ling Ling (Ms) | *Recipient’s full name*  *Recipient’s title / position*  *Recipient’s organisation*  *Sender’s full name*  *\*Sender’s position*  *\*Sender’s class (\*may be omitted for a report to the police)*  Date  *Subject (underlined)*    Signature  Name |
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5. **NEWS REPORT**

| **Runners hit the streets to support**  **ex-offenders**  by Ang Yi Ying  About 7,600 people braved yesterday’s morning rain to take part in the Yellow Ribbon Prison Run, in support of the message of acceptance and reintegration of former offenders into the community.  **Body**  **Conclusion** | ***Headline*** *: should be of a bigger font and in bold to catch the readers’ attention.*  ***Byline*** *: identifies the reporter*  ***Introduction***  *The opening paragraph (the lead) concisely answers the following questions :*   * ***What*** *happened ?* * ***Who*** *was involved ?* * ***Where*** *did it take*   *place ?*   * ***When*** *did it take place ?* * ***Why*** *did it happen ?*   ***Body***  *The body provides details on the event. The most important information, which is a recount of how and why the event was carried out or happened, comes first. Quotes from interviews with witnesses or people involved can also be included.*  ***Conclusion***  *The report can end with a quote which sums up the main purpose of the event. It may also end with details such as follow-up action or an appeal for information.* |
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**6. FEATURE ARTICLE (Magazine Report)**

| **Cycling as a family bonding activity** *[Headline]*  **By Koh Ling Ling** *[Byline]*  **[Contents]**  Write a ~5 paragraph article on a topic or issue to  discuss a topic in depth and breadth.  Use sub-headings within your article.  Use language that is appropriate for the intended audience of your article, and the context of the article (eg. will it be put online? Will it be printed as a newsletter?) |
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7. **EMAIL (Formal)**

| **[To someone from another organisation OR someone you do not know]**  **This is also applicable if this email is going to be sent to**  **[To someone from the same organisation as you OR someone you know]**  From: Amy Tan *Your name*  <amy\_tan@gmail.com> *Your email address*  To: Mike Lim *Recipient’s name*  <mike\_lim@abc.com.sg> *Recipient’s email address*  Date: 24 October 2020 *Date*  Subject: Request for donations for fundraising event *The subject heading*  Dear Mr Lim, *Salutation*  **[Contents – make use of paragraphing]**   * **Introduction** * **Required point 1** * **Required point 2** * **Required point 3** * **Conclusion (e.g. ‘Thank you for considering our request. We look forward to hearing from you.’)**   Yours faithfully, *Always use ‘Yours faithfully’ for a formal*  Amy Tan *Situational Writing piece.*  Chung Cheng High School (Main) *A signature is NOT required for an electronic*  *mail*  *Your full name*  *Your organisation* |
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7. **EMAIL (informal)**

| From: Amy Tan *Your name*  <amy\_tan@gmail.com>  *Your email address*  To: Kelly Tay *The recipient’s name*  <kelly\_tay@gmail.com> *The recipient’s email address*  Date: 24 October 2020 *Date*  Subject: Visit to Singapore *The subject heading*  Dear Kelly, *Salutation*  **[Contents – make use of paragraphing]**   * **Greetings (include a shared experience, enquire after the person’s well-being)** * **Required point 1** * **Required point 2** * **Required point 3** * **Closing comments (eg. ‘I hope to see you soon. Take care!’)**   Yours sincerely,     *Closure*  Amy *Your name*  *A signature is NOT required for an*  *electronic mail* |
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