

SITUATIONAL WRITING FORMATS (Supplement)

REPORTS

Eyewitness [to Principal]
Eyewitness [to Police]
Information Report
Proposal

LETTERS

Formal
Informal [not included]
Hybrid

NEWSLETTER / MAGAZINE ARTICLE

IMPORTANT!

This handout is meant as a guideline only.

Exercise critical thinking before adopting any of the formats as presented here.

REMEMBER:

PURPOSE

AUDIENCE

CONTEXT

CULTURE

*Be familiar with the rubrics * Vary your vocabulary * Be clear * Select relevant material * Be accurate * Be precise*

<p>Report: Eye-witness (to Teacher of Principal)</p> <p>Such reports are written to give an eye-witness account/ explanation of an event or situation</p> <p>Directional phrases: Write a report to explain ... Write a report to give an account ... Write an account of what happened ...</p> <p>Predominant tense: Past Tense Additional points: Elaboration must be specific and detailed. Factual and no opinions. Register is objective and formal.</p>	<p>Report: Eye-witness (to Police)</p> <p>Such reports are written to give an eye-witness account/ explanation of an event or situation</p> <p>Directional phrases: Write a report to explain ... Write a report to give an account ... Write an account of what happened ...</p> <p>Predominant tense: Past Tense Additional points: Elaboration must be specific and detailed. Factual and no opinions. Register is objective and formal.</p>
<p>22 May 2014</p> <p>Attention: Mrs Lily Tan Principal, Greenville Secondary School</p> <p>Dear Mrs Tan,</p> <p><u>Report on Fight in the School Canteen</u></p> <p>My name is Cyril Wong and I am the Chairman of Secondary 4K. [INTRODUCE YOURSELF and YOUR CAPACITY to set the CONTEXT]. I have been tasked to give an account of the fight in the canteen [INCIDENT and LOCATION] which took place on [DDMM] at approximately [TIME]. [EXPLICATE PURPOSE of REPORT] The purpose of this report is to describe and explain what took place in the canteen OR The following report describes and explains what took place in the canteen.</p> <p>ELABORATION of 1st required task</p> <p>ELABORATION of 2nd required task</p> <p>ELABORATION of 3rd required task</p>	<p>22 May 2014</p> <p>Attention: Sergeant Alfred Tan Officer-in-charge</p> <p>Dear Sir,</p> <p><u>Report on Fight in Popular Bookstore</u></p> <p>My name is Cyril Wong. [INTRODUCE YOURSELF and set the CONTEXT]. I refer to the fight in Popular Bookstore at Marina Coast [INCIDENT and LOCATION] which took place on [DDMM] at approximately [TIME]. [EXPLICATE PURPOSE of REPORT] The purpose of this report is to describe and explain what took place in the store OR The following report describes and explains what took place in the store.</p> <p>ELABORATION of 1st required task</p> <p>ELABORATION of 2nd required task</p> <p>ELABORATION of 3rd required task</p>

CONCLUSION [EXPRESS CONFIDENCE IN YOUR EFFORT TO SHARE and OFFER FURTHER ASSISTANCE if needed]

I hope that I have clarified all issues. If you have any further queries, I am most obliged to be of help.

Thank you.

Reported by:



[Signature]

Cyril Wong [Full Name]

Chairman, Secondary 4K [Class or Designation]

CONCLUSION [EXPRESS CONFIDENCE IN YOUR EFFORT TO SHARE and OFFER FURTHER ASSISTANCE if needed].

I hope that I have clarified all issues. If you have other queries, I am most obliged to be of help. Please contact me at 80088008 or email me at 123abc@getto.com if I can be of further assistance in your investigation.

Thank you for your attention.

Reported by:



[Signature]

Mr Cyril Wong [Full Name]

<p>Report: Information Report</p> <p>Such reports are written to provide information about an event/ activity.</p> <p>Directional phrases: Write a report on your holiday job experience ... Write a report to compare the two schools ...</p> <p>Predominant tense: Depending on situation Additional points: Elaboration must be specific and detailed. Use topic sentences to organize your paragraphs. Register is objective and formal.</p>	<p>Report: Proposal</p> <p>Such reports are written to propose a plan or program.</p> <p>Directional phrases: Write a report to propose ... Write a proposal ... Write a report to describe your plans ...</p> <p>Predominant tense: Future Tense Additional points: Elaboration must be specific and detailed. Use topic sentences to organize your paragraphs. Register is objective and formal.</p>
<p>22 May 2014</p> <p>Attention: Mrs Lily Tan Principal, Greenville Secondary School</p> <p>Dear Mrs Tan,</p> <p><u>Report on Job Attachment Experience during the December Holidays</u></p> <p>I am Cyril Wong from Secondary 4K. [INTRODUCE YOURSELF and YOUR CAPACITY to set the CONTEXT]. During the December holidays last year, I participated in the job attachment program exclusively offered to selected student leaders in our school and had the rare opportunity to work in two different job settings. I worked as a staff member at Touch Café for two weeks and as an administrative assistant at CCT Accounting Firm for another two weeks. [EXPLICATE PURPOSE of REPORT] The following is my account of the experience and the learning points that I had gained from each job as well as my suggestion as to which attachment is more suitable for my fellow schoolmates.</p> <p>Paragraph 2 may begin with stating the OBJECTIVE of this program before addressing the required tasks. ELABORATION of 1st required task</p> <p>ELABORATION of 2nd required task</p>	<p>22 September 2014</p> <p>Attention: Mrs Lily Tan Principal, Greenville Secondary School</p> <p>Dear Madam,</p> <p><u>Proposal on Secondary 1 Orientation Camp</u></p> <p>My name is Cyril Wong and I am the Chairman of the Student Welfare Committee. [INTRODUCE YOURSELF and set the CONTEXT]. My committee and I have been tasked to plan the Secondary 1 Orientation Camp in January 2015. [EXPLICATE PURPOSE of REPORT] The purpose of this report is to outline our plans for the camp for your feedback and approval OR The following proposal outlines our plans for the forthcoming camp for your feedback and approval.</p> <p>Paragraph 2 may begin with stating the OBJECTIVE of this camp before addressing the required tasks. ELABORATION of 1st required task</p> <p>ELABORATION of 2nd required task</p> <p>ELABORATION of 3rd required task</p>

ELABORATION of 3rd required task

CONCLUSION [EXPRESS your GRATITUDE and OFFER to SHARE your learning to the school or LEARN further].

Thank you for giving me this exciting opportunity to learn beyond the classroom. I look forward to your comments and feedback.

Reported by:



[Signature]

Cyril Wong Ming Yong [Full Name]

Soccer Captain, Secondary 4K [Designation and Class]

CONCLUSION [EXPRESS CONFIDENCE IN YOUR EFFORT TO LEARN and MAKE THIS PROGRAM SUCCESSFUL].

Thank you for giving me this opportunity to organize such an exciting event. I look forward to your comments and feedback to make this event a success.

Reported by:



[Signature]

Cyril Wong Ming Yong [Full Name]

Chairman, Student Welfare Committee [Designation, CCA]

<p>Formal Letter</p> <p>Formal letters are generally written to people in authority to express your opinions, give proposals or explanations. These include letters to the Editor, to Town Council, to a corporation, etc.</p> <p>Directional phrases: Write a letter ...</p> <p>Predominant tense: Depending on the situation Additional points: Elaboration must be specific and detailed. Use topic sentences to organize your paragraphs. Register is objective and formal.</p> <p>Signing off: Dear Sir/Madam ... Yours faithfully] Remember – the 2 Ss [Sir & Dear Mr Tan / Mrs Wong ... Yours sincerely] sincerely] DON'T go together</p>	<p>Hybrid Letter and Report</p> <p>Such reports are written to give an eye-witness account/ explanation/ proposal to a teacher or Principal in the form of a letter.</p> <p>Directional phrases: Write a letter to propose ... Write a letter to report on ... Write a letter to give an account ...</p> <p>Predominant tense: Eye-witness [Past Tense] / Proposal [Future Tense] Additional points: Elaboration must be specific and detailed. Use topic sentences to organize your paragraphs. Register is objective and formal.</p> <p>Use this format when the letter is hand-delivered or when you are in the same organization.</p>
<p>Sender's Address Sender's Contact Number / email</p> <p>Date</p> <p>Recipient's Name Designation Company Address</p> <p>Dear Sir, [Salutation]</p> <p><u>TITLE</u></p> <p>ELABORATION of 1st required task</p> <p>ELABORATION of 2nd required task</p> <p>ELABORATION of 3rd required task</p>	<p>22 May 2014</p> <p>Mr Tay Kim Jin Principal Riverview Secondary School</p> <p>Dear Mr Tay,</p> <p><u>TITLE</u></p> <p>ELABORATION of 1st required task</p> <p>ELABORATION of 2nd required task</p> <p>ELABORATION of 3rd required task</p> <p>CONCLUSION [HIGHLIGHT the IMPORTANT POINTS and request for SPECIFIC ACTION to be taken] I hope that my recommendation will be favourably considered and look forward to carrying out this proposal for the benefit of the cohort.</p>

CONCLUSION [HIGHLIGHT the IMPORTANT POINTS and request for SPECIFIC ACTION to be taken]

I hope that my views have provided more insight into the matter and I look forward to a reply from you soon.

Thank you.

Yours faithfully,



[Signature]

Mr Cyril Wong Ming Yong [Status and Full Name]

OR

I hope that the above will be useful in your investigation. If you need further clarification, I am most obliged to be of help.

Thank you for your attention.

Yours sincerely,



[Signature]

Cyril Wong Ming Yong [Full Name]

Chairperson, Secondary 4K [Designation and Class]

<p>Newsletter / Magazine Article</p> <p>These are lively and persuasive write-ups about events, programs that have already happened. They could also be positive write-ups about a person (e.g. model student, teacher, parent, volunteer, etc).</p> <p>Directional phrases: Write a newsletter ... Write an article ... Write an article to give an account ...</p> <p>Predominant tense: 2 tense forms - Past Tense for situations that have occurred Present Tense when writing about qualities of people</p> <p>Additional points: Be more descriptive and positive in tone Register is less formal.</p> <p>Signing off: Dear Sir/Madam ... Yours faithfully] Remember – the 2 Ss [Sir & Dear Mr Tan / Mrs Wong ... Yours sincerely] sincerely] don't do together</p>	<p>Speech</p> <p>Speeches can be persuasive, informative, entertaining, congratulatory or appreciative in purpose.</p> <p>Directional phrases: Write a speech ...</p> <p>Predominant tense: Depending on situation Additional points: Speeches must be written in short clear sentences. Use appropriate signposting and topic sentences to guide your listener through your speech. Register depends on context and hence can range from formal to informal or casual.</p> <p>Examples of types of Speeches:</p>
<p><u>TITLE</u> [DECIDE ON ONE THAT IS ENGAGING ENOUGH TO ATTRACT ATTENTION]</p> <p>By Jason Lee</p> <p>Paragraph 1 – Exciting summary of the event Paragraph 2 – state the theme and objective of the program</p> <p>ELABORATION of 1st required task</p> <p>ELABORATION of 2nd required task</p> <p>ELABORATION of 3rd required task</p> <p>CONCLUSION [short but IMPACTFUL to leave a lasting impression on the reader]</p>	<p>A very good evening to Mrs Ang, Principal of Rochester Park Secondary School, teachers, parents and friends. [GREETING according to PROTOCOL – from most senior to junior / from most distinguished guest to general population]</p> <p>Paragraph 1 – Introduce yourself, set the context and purpose of speech</p> <p>ELABORATION of 1st required task</p> <p>ELABORATION of 2nd required task</p> <p>ELABORATION of 3rd required task</p> <p>CONCLUSION [HIGHLIGHT the important points of your speech. Make it short but IMPACTFUL to leave a lasting impression on the reader]</p>