



百德中学
BUKIT VIEW SECONDARY SCHOOL

Subject SW formats

Marks

Name _____

Register No. _____

Class _____

Date _____

Nothing to be
written here

Formal letter

Blk 12 Bukit Batuk Street 21

05-48

Singapore 694012

Sender's address

20 August 2025

Miss → unmarried
Ms → above 21, but do not
want people to know
if they are married or not

Miss Patricia Lye

Form Teacher

Mrs → carrying husband's
surname

Bukit View Secondary School

1b Bukit Batuk Street 21

Singapore 659633

Dear Miss Lye,

Re: Proposal for school outreach programme

para 1 self-intro + purpose of writing + brief scenario

body paragraphs

conclusion: I hope you consider me as a candidate / consider this
option etc...

Thank You.

Yours sincerely

Clarix

Clarix Eng Yan Lin

Informal letter

Blk 103 Bedok North Avenue 4

11-2022

Singapore 460103

} Sender's address + unit no.
+ postal code

20 August 2025

Dear Javier,

→ catching up / pleasantries

Intro

- greetings → "how have you been doing recently?" / ask about updates
- develop context + show of appreciation + stand / opinion + thesis statement

body para

- organised by task requirements
- 1 paragraph, 1 main idea

conclusion

- restate your opinion / choice
- summary of main points
- end off with well-wishes + thank addressee

Yours sincerely,

Claris → first name **ONLY!**



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Subject _____

Name _____

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Marks

Nothing to be written here

Formal email / Informal email

To: javier-ng-xing-ming@moe.edu.sg → teacher's email

From: claris-eng-yan.lin@student.edu.sg → sch email

Subject: []

Dear Mr Ng,

[intro]

[body paragraph]

[conclusion]

→ Formal → Informal

[Yours sincerely,] [Yours sincerely,]

[Clariss Eng → must have surname] [claris → first name ONLY!]

Article

Title (short & eye-catching)

Byline (optional)

20 August 2025

Intro

Hook:

e.g. Wandering where your next vacation will be? Well, maybe a place with natural greenery will do the trick!

+ purpose

body para

conclusion:

- re-emphasise main idea

- end with an engaging closing line (suggestion / encouragement)

- call to action

"What are you waiting for? Come dive in to the world of wonders!"

Speech

1st para

greetings

- good morning / good afternoon

- which teachers?

self-intro

- name + class

show of appreciation (depends on context)

establish context

purpose + stand

thesis statement

body para

↳ ATA! + use impactful vocab

conclusion

- thank audience + teachers

crafting a title

- hyperbole

- How-to

- asking questions

- Alliteration



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BUKIT VIEW SECONDARY SCHOOL

Subject _____

Name _____

Register No. _____

Class _____

Date _____

Marks

Nothing
write

Proposal

Date: 20 August 2025

To: Mr Javier Ng
Form Teacher
Bukit View Secondary School

From: Clara Eng
Class Chairperson of 4F
Bukit View Secondary School

Re: _____

Intro

- context
- credibility (why the reader should listen to you?)
- purpose

body para x3 :

- specific details
- ATQ!
- good vocab

conclusion:

- purpose (what you want reader to do)
- context
- "we hope the school will consider and approve this proposal"