

St Andrew's Secondary School
Situational Writing
Sec 4E/5N

Introduction to Situational Writing

Situational Writing in Paper 1, Section 2 carries 30 marks. It assesses students' ability to read and analyse given information and to expand the information intelligently to satisfy the task requirement. Situational writing is **not** letter writing. It can be a report, a letter, a brochure, an article etc. Even a report can be an incident report, a school report on a project etc.

1. **Text Type**
In situational writing, you must know the text type required. Is it a report, a letter, an article in a magazine etc.?
2. **Audience**
Who are you supposed to write to? If it is a speech, who are your listeners? This is very important because it will decide on your choice of words, formality etc.
3. **Purpose**
What is the purpose of the writing? Is it to persuade, inform, raise an awareness?
4. **Tone**
Just as with speaking, the tone in writing is affected by the writer's attitudes toward the reader and subject. Tone is VERY important.
For example: If it is a letter to someone close to you, you need to be warm and friendly. But if it is a letter to an official organisation you need to be distant and serious. Usually the question will advise you on the appropriate tone. If the question does not do so, think very carefully what the appropriate tone should be before writing.
5. **Task Fulfillment**
What does the question expect you to write? What details or elaborations do you need to add? Are there any **words in bold** in the question? If there are, you need to remember to give attention to them in your writing.
6. **Format**
You must observe the format carefully. Format is marked under task fulfillment section. If your format is wrong, you might go one band down in Task Fulfillment.
7. **Allocation of Marks**
Task Fulfillment: 10 marks
Language: 20 marks
8. **Writing Time**
Spend about 45 min on this section. Try not to spend more than 45 min. It might be a good idea to start with Situational Writing because many students tend to spend too much time in Section One (Free Writing), leaving themselves too little time for Situational Writing. However, if you begin with Situational Writing, do not spend more time than you should. If not, you will find yourself struggling to complete the Free Writing piece.
9. **Length of Writing**
DO NOT write way beyond 350 words for Situational Writing. In this section, the text types you write are very specific. If you write too long, you would lose the effectiveness of the piece of writing. E.g. if a leaflet is too long (has excessive information) or if a speech is too long, no one is going to read your leaflet or listen to you respectively.

LETTER WRITING

Basically, there are two types of letters: formal & informal.

Areas of Focus	Formal Letter	Informal Letter
Purpose	To give feedback (commendations, complaints). To persuade (proposals, suggestions). To raise awareness (about an area of interest/concern or a problem etc.). To argue for a particular position (about a particular issue or problem). To thank or to ask for a favour.	To update (about recent happenings or a specific incident). To inform (about a decision/choice). To request (for a favour/help). To find out more (about a particular area of interest/concern).
Audience	Someone distant of a higher rank, status or authority.	Someone who is close to you.
Tone	Formal; restrained, polite and diplomatic	Casual and relaxed, depending on writer's relationship with recipient.
Language Use	- Tense depends on the content of the letter. If the letter refers to past events (e.g. an incident that upset you), it should be written in past tense. If the letter is to suggest/propose something which can be done, use present/future tense. - Use of adverbs and adjectives to make details more vivid. - Use of connectors to show sequence, reason, contrast or consequences. - No dialogues. - No contractions (e.g. can't) - No short forms or abbreviations e.g. CCA. - Use of modals to show formality and politeness e.g. Perhaps, you <i>would</i> like to.../ it <i>would</i> be good if you could.../Perhaps you <i>could</i> consider...	- Tense depends on the content of the letter. If the letter shares about your past experiences, it should be written in past tense. If the letter provides reasons for a particular decision/choice, use present/future tense. - Use of adverbs and adjectives to make details more vivid. - Use of connectors to show sequence, reason, contrast or consequences. - No dialogues. - Contractions allowed e.g. I won't. - Use of conversational markers allowed e.g. By the way.../Before I forget. - No dialogues - No short forms or abbreviations e.g. CCA because examiners may not know what these are. - NO Singlish allowed. No slang e.g. Hey dude!
Format	Refer to sample	Refer to sample

FORMAL LETTER

[Your Name, Title, Address]

Jeffrey Yeo Soon Lai

Director
Youth in Action

Add title of writer if you are representing an organisation. If not Name and Address would do.

28 Sunshine Road
Singapore 395028

[Date]

20 July 2007

Date is mandatory.

[Recipient's Name, Title & Address]

Name of Recipient
Publicity/Public Relations Manager/Officer
Mega Computer Pte Ltd
52 Hill Street
Singapore 127852

Add name of recipient if your know

[Salutation]

Dear Mr Muhd Imran

Write *name of recipient* if you know. If not: **Dear Sir/Madam**

Subject Line

Introduction paragraph to highlight purpose of letter.

LEAVE **TWO LINES** SPACING BETWEEN PARAGRAPHS

Each paragraph to address one point. Elaborate!

LEAVE **TWO LINES** SPACING BETWEEN PARAGRAPHS

Each paragraph to address one point. Elaborate!

LEAVE **TWO LINES** SPACING BETWEEN PARAGRAPHS

Concluding paragraph to thank recipient/seek action etc.

Content of the letter. You may want to indent the start of each paragraph, if not, LEAVE **TWO LINES** between paragraph

Thank you. *[it is only polite to add this even if it is a complaint letter]*

Yours sincerely



Use the valediction/complimentary "**Yours sincerely**" if you know the name of the recipient.
If you do not know the name of the person you are writing to, use "Yours faithfully"

[Your signature]

Jeffrey Lim Soon Lai
[Full name of writer]

INFORMAL LETTER

[Your Address]

28 Sunshine Road
Singapore 395028

[Date]

20 July 2007

← Date is mandatory.

[Salutation]

Dearest Penny

← Usually affectionate salutation
e.g. Dearest

Introduction paragraph to enquire how the person is doing etc.

LEAVE **TWO LINES** SPACING BETWEEN PARAGRAPHS

Each paragraph to address one point. Elaborate!

LEAVE **TWO LINES** SPACING BETWEEN PARAGRAPHS

Each paragraph to address one point. Elaborate!

LEAVE **TWO LINES** SPACING BETWEEN PARAGRAPHS

Concluding paragraph to tell the recipient how much you look forward to hearing/seeing him/her soon etc..

Content of the letter. You may want to indent the start of each paragraph, if not, LEAVE **TWO LINES** between paragraph

Thank you. ← [it is only polite to add this even if it is a complaint letter]

Yours truly
Jeff

← Be friendly or affectionate e.g. Yours lovingly, Your loving son etc..
DO NOT use "Yours faithfully"

← [Your name]

28 Sunshine Road
#12-222
Singapore 395028

16 July 2007

Service Manager
Mark's Pizza
90 West Walk Avenue
Singapore 452974

Dear Sir/Madam

Complaint about Poor Service of Restaurant Staff

On 15 July, I visited your restaurant for lunch with two of my friends. Your restaurant was highly recommended by a colleague for the scrumptious pizzas and fine service. However, on the afternoon of my visit, the poor of service one of your waiters, Mr. Larry Liew, left my friends and me feeling upset and dissatisfied. [reason for writing in]

During my visit, your waiter, Mr. Liew, attended to us grudgingly with a sullen look. He gave us the menu and walked away without saying a word. Less than 5 minutes later, he appeared again to ask for our orders impatiently. We replied that we were not yet ready to order. He stomped off, leaving us shocked by his behaviour. [poor service when entering the place]

When we were finally ready to have our orders taken, he sauntered arrogantly to our table and rudely asked what we wanted. I placed my order for a large Hawaiian pizza and a medium Mediterranean pizza. However, he did not appear to be listening and again walked off without repeating our orders. [poor service when ordering]

When our pizzas were served some half an hour later, to our dismay, they were not what we had ordered. Immediately, I highlighted the matter to Mr. Liew. However, instead of apologising for the wrong pizzas served, he raised his voice and insisted that the pizzas were exactly what we had ordered. We tried to explain to him that he had made a mistake in our order. What he did next totally dumbfounded us. He hurled expletives at us for being difficult and told us to leave if we were not happy. When one of my female friends commented that the service in the restaurant was shocking, he even challenged her to a fight. Luckily, another of your staff quickly came to our table to restrain him. Stunned by his unbecoming behaviour, we left the restaurant immediately. [violence + wrong orders]

Your restaurant, which boasts of fine food and service, is certainly a disappointment. The aggressive behaviour of your staff is certainly deplorable. I promised myself never to visit your restaurant again. The management ought to take the errant waiter to task for ruining the image of the restaurant. Perhaps, your restaurant should be more meticulous in training. [get the person to respond by being nice; gave suggestions to them]

Yours faithfully


Jeffrey Yeo Soon Lai

(368 words)

28 Sunshine Road
Singapore 395028

20 July 2007

Dearest Penny

How have you been? You said in your last letter that you were visiting Cambodia. How was the trip? Did you enjoy it and buy lots of souvenir? [say hello + ask after them]

Do you remember the restaurant Mark's Pizza which you once recommended to me before leaving for Japan? I must tell you about a horrible experience I had when my family visited the restaurant a week ago.

We went to the restaurant to celebrate my little brother's birthday. On our visit, a waiter attended to us grudgingly with a grumpy look. He gave us the menu and walked away without saying a word. In less than 5 minutes later, he appeared again to ask for our orders impatiently. We told him we weren't ready to place our order. Immediately, he stomped off. Of course, we were shocked! How could a waiter behave like that? It was appalling!

When we were finally ready to have our orders taken, he walked to our table and rudely asked what we wanted. I ordered a large Hawaiian pizza and a medium Mediterranean pizza. But, he didn't seem to be listening and walked off without repeating our orders.

When our pizzas arrived much later, to our horror, they were not the pizzas we had ordered! Immediately, I called out to Mr. Liew to tell him he had served us the wrong pizzas. Instead of apologising, he shouted at us and insisted that we had ordered those pizzas. How ridiculous! Of course we knew what we had ordered! We tried to explain to him that he had made a mistake in our order but what he did next totally shocked us. He shouted vulgarities at us and accused us of being difficult and told us to leave if we were not happy. When one of my older sisters commented that the service in the restaurant was bad, he challenged her to a fight. Luckily another waiter quickly came to our table to stop him. Stunned, we left the restaurant immediately.

Mark's Pizza is supposed to serve great pizzas and I remember you once said they had great service too. I wonder what has happened to the restaurant. Maybe the good waiters have all left the restaurant. They do should do something about the poor service. Maybe they should have a training session for the waiters or something. I think I won't visit the restaurant ever again. Hey, it's not your fault that we had such a terrible experience. I guess it was just our luck that day.

Anyway, I had better panned off now. I have loads of homework to finish! It's been very stressful. I don't know why my teachers have to give me so much work! Oh yes, you said that you might be retuning to Singapore for a short holiday. Hope to see you soon!

Your best pal
Jeff

23 Holland Drive
Singapore 562023

26 July 2007

Dearest Sue

How have you been? How's everyone at home? For myself, everything is going on quite well for me. Did Uncle John tell you that we are to take charge of organising Grandma's birthday next month? It will be held at my place.

I was thinking since it will be a very big affair, we should think about how to organise it. I understand that every relative will be invited. Now, we really have to think of a programme that will suit everyone. Perhaps for our younger cousins, we could get McDonalds to come down and plan some games and fun activities for them. For us, the teenagers, we could play board games and magic cards in my study room. We could then listen to our favourite music and play at the same time. Our aunts and uncles could gather in another room to sing karaoke. I think it will be really quite fun for everyone.

Grandma loves to eat spicy food. Hence, we should cater a buffet spread with curry chicken, black pepper crab and not forgetting Grandma's favourite dish, chilly prawns. Since there are also younger children around, we should, of course, also have food which they can eat. Let's have chicken nuggets and apple pies for them.

Do you know that Grandma loves surprises? Mum told me that just yesterday. Let's give her a real surprise on her birthday. You know what we should do? Our Grandma's favourite son is Uncle Tom who is now in States. Shall we write him a letter to invite him to fly back to Singapore to attend Grandma's birthday celebration? I'm sure Grandma will be very happy to see Uncle Tom and his family on her birthday.

By the way, since Joe and Jerry are such accomplished violinists, we should get them to play Grandma's favourite musical piece, Everlasting Love. Auntie Lynn has many magic tricks up in her sleeves. We should also ask her to put up a magic show for everyone. I am sure Grandma will be really touched and enjoy the performances.

Sue, we should end the entire celebration on a memorable note. I've got a great idea. We should collect Grandma's photos and put them up on a video presentation showing her photos from her childhood days to now. I think that would be really memorable. I would love to see pictures of her younger days.

So, what do you think? These are just some of my suggestions. Do you have any better suggestions? We should meet up as soon as possible to plan the celebration.

Hope to hear from you soon and looking forward to meeting up with you.

Take care.

Your loving cousin
Kim

WRITING AN ARTICLE

(A) Content

An article is usually based on:

- a discussion
- a narrative/a personal recount
- a persuasive argumentative essay expressing personal opinion

Or even a combination of these

(B) Approach

1. An article should catch the reader's attention and make him or her want to read.
Consider:
 - who your audience (what age group) are
 - where your article would appear in
 - what is the purpose of the article
2. Address your readers directly (*Did you know that many girls in our school are experiencing a frenzy over slimming?*)
3. Use a personal approach (*Personally, I feel that they should accept who they are.*)
4. Give specific example and you may use indirect speech (*As Mr Lim, our PE teacher, had explained, "Exercising three times a week will help make a person fit."*).

(C) General Structure

1. Give your article a heading that makes the subject clear and catches the readers' attention.
2. Elaborate the given information. If you do not do so, you will lose marks under task fulfillment.
3. Begin with an interesting introduction – an *example* or perhaps a *question*.
4. End with an overall comment or concluding remark

(D) Headings

Use your imagination to make the headline catch the reader's attention:

- A dramatic word or phrase: *Caning, the Way to Discipline? Frenzy over Slimming!*
- A summary of the story: *My Experience at the Outward Bound School; Rescue from the Rapids!*
- A question: *What's the big deal? ; Why Slim Down?*
- A surprising fact: *You are already losing out to foreign talents...*

(E) Language

This depends on what the article is about.

1. As long as you are referring to **Past Time**, use **Past Tense**.
2. If you are referring to present or future time, use **Present or Future Tense**.
3. You need to use **Adjectives** to express opinions/feeling/reactions etc.
4. You need to use **Adverbs** to express vivid actions etc.
5. **Connectors** (cohesive devise) are extremely important!

(F) Tone

1. An article can be serious or casual depending on the audience, purpose and context.
2. You may use the **second person** (you, your, yours, yourselves) if you are **directly addressing the readers**. This will make is a little more personal.

Why Do We Get Nervous?



Why do we get nervous? You certainly don't like it when it happens to you. Nobody does!

Humans developed this panic reaction for a good reason. It kept them alive.

Let's say you lived a thousand years ago. While hunting with your family, you saw members of an enemy tribe heading your way. Your body would release panic hormones. Your heart would pound faster, you would breathe harder. Your muscles would get extra blood flow. That would make it easier for you to run away fast. The exercise of running would help keep you from staying upset and anxious once you had reached the safety of your village.

In this modern world, we are less likely to be in that type of danger.

In our modern world, when you get that type of panic reaction, you usually can't just get up and run. The panic feeling may stick around longer. In most people, that is all that happens. However, some people get regular panic attacks or fears. (phobias)

Phobias are fears of specific things such as spiders. (arachnophobia) or of a situation such as being in high places (acrophobia) Sometimes a person might have a bad experience with a dog and go on to develop a fear of all dogs. Sometimes phobias gradually get better. Otherwise, a few sessions with a psychiatrist or psychologist may teach you how to get rid of the phobia.

If you are spending a lot of your time worrying or if you are having panic attacks, let someone know.

Even today, anxiety is not all bad. Small amounts of anxiety can motivate us to get things done, like studying for tests, or winning a soccer game.

Carol E. Watkins, MD

Dealing with Bullies



Bullies are not really brave. Deep inside, they are cowards. However, you do have to be brave to stand up to a bully.

There are many types of bullies and you will meet them in different places all your life. So, it's a good idea to start learning how to deal with them now.

The best way to avoid being bullied is to learn to avoid being a target. Try not to give the bully an easy victim. Be the type of person that a bully would like to avoid. Look the bully in the eye and use a strong voice. That bully may decide that you are not someone he or she wants to pick on. Work on building good self esteem. If you feel confident inside yourself, you won't look like a victim and it will be easier to stand up for your rights. Develop ties with friends and family. That way, you will not be as isolated. Finally, you should stick up for other kids who are being bullied. That way, people will see that you are not the type of person who puts up with bullies. Besides, the person you help, may do the same for you in the future.

It would be nice if this would eliminate bullying. Unfortunately, even if you do your best to avoid being a target, someone will still try to bully you. What do you do then?

Remember that you always have some choices. Usually, you should stand up to the bully and not give in. There are a few exceptions that we will mention at the end of this article. If people are using unkind words to tease you, try act as if it does not bother you. Go over a mental list of your good qualities. If ignoring is not enough, try to use humor to calm things down. Change the subject to something else that might interest everybody. If you think that a bully might be planning to bother you again, hang around with your friends, so you are not an isolated target. If you sense that you are in physical danger, get away as fast as possible. Yell for people to help you.

Bullies sometimes try to threaten you into keeping things a secret. This is not a good idea. Tell a trusted adult. This person may be able to help you out of the situation.

If you really feel that you are in physical danger, give the bully what he or she wants. Your safety is more important than money or a nice jacket. However, try not to get in a car or go to an isolated place with this person.

With self confidence and some common sense, you should be able to avoid most problems with bullies.

Carol E. Watkins, MD

WRITING A LEAFLET OR BROCHURE

Informative leaflets usually provide advice and guidance regarding a particular topic or event. It can also promote an activity or event. The information in leaflets usually include relevant details, facts or procedures with description and explanation.

(A) Content/Purpose

A leaflet seeks to:

- inform
- instruct
- explain

Or even a combination of these

(B) Approach

2. A leaflet should be interesting to read to catch the reader's attention. Consider:
 - who your audience (what age group) are
 - what the leaflet is about
 - what is the purpose of the leaflet
5. Address your readers directly (*Come join us for some fun and excitement!!*)
6. Give specific and relevant details.

(C) General Structure

1. Give your article a heading that makes the subject clear and catches the readers' attention. Use your imagination to make the headline catch the reader's attention. You need a strong heading if not no one will give attention to your leaflet.
2. Introduction The first paragraph could be a message to the reader informing them what they will learn by reading the sheet.
3. Body Paragraphs should be short and precise and in a logical order.
4. You will mostly likely to have sub-headings as well for different sub-topics.
5. Conclusion: End the leaflet in a friendly way.

Remember: Elaborate the given information. If you do not do so, you will lose marks under task fulfillment.

(D) Language

This depends on what the article is about.

1. Use simple, direct language
2. Frequent use of imperatives (*Join* us for the best holidays ever!)
3. Predominantly in **Present/future Tense**.
4. You need to use **Adjectives** to express opinions/feeling/reactions etc.
5. You need to use **Adverbs** to express vivid actions etc.
6. Connectors to show sequence if the leaflet is an explanation.
7. Use of second person pronoun.
8. You might also list your points in bullets.

(F) Tone

1. A leaflet can be both serious or casual depending on the audience, purpose and context. If it is a leaflet to inform the audience on how to keep good health, it is likely to be serious. If it seeks to promote an event, it can be casual, friendly and inviting.
2. You may use the second person (you, your, yours, yourselves) if you are directly addressing the readers. This will make it a little more personal.

Catchy
Heading

First Impression Counts!

Introduction
should attract
reader's
attention and
state
objective of
leaflet

"First Impression Counts". We have heard this phrase many times over, especially when we are meeting someone for the first time. Surely, you want to present yourself to others in a positive manner. Here's what you can do to make that first impression count!

Use of 2nd
person to
address
reader
directly as if
interacting
with reader

There are three areas to work on:

- Personal Grooming
- Good Health
- Behaviour

Listing using
bullets

Sub-heading

Personal Grooming

In our humid weather, it is important to have proper and regular baths. This is essential to good personal grooming. Use an aromatic shower gel or thoroughly cleanse yourself every day. Hair should be washed at least once in 2 days if not every day, especially so if you are an active person. Always make sure you are neatly attired. Anyone who looks unkempt is heading for disaster. Remember, looking 'cool' might not always mean you look well-groomed.

Use simple
and direct
language to
communicate
to the reader
effectively
and
efficiently

Good Health

Firstly, having regular and well-balanced meals every day makes you feel strong, energetic and confident. Take into account your BMI and be aware of whether you need to lose some weight. If you can afford it, take supplements to enhance your health!

Use
paragraphs
to explain
and
elaborate.

It is also important to sleep well. Make sure you get 7 – 8 hours of sleep each night so that you will be able to function well the next day. A well-rested person feels fresh and alert. It makes you look good. "Beauty Sleep" literally means that!

Exercise is also important. Here is a list of some exercises you can engage in easily:

- Jogging
- Swimming

Be consistent
with the word
form when
listing in
bullets e.g.
'Jogging',

- Rollerblading

Behaviour

Be courteous and polite at all times. Proper manners and etiquette are invaluable to young gentleman and lady in the making. When meeting people for the first time. Always remember to leave a positive impression of yourself with them. You should keep in mind the following:

1. Greet them politely and warmly
2. Establish eye contact when talking to them
3. Speak clearly without shouting
4. Be ready to volunteer to help

Seriously, a person doesn't need to be the best looking to leave the best impression. If you are well-groomed, radiant with good health and display an amiable personality, you will win many hearts. Start making a difference to yourself today!

Come Join in the Fun!

Worried that you'll be bored this coming vacation? What better ways can you spend your holidays than with us! Aljunied Youth Club has many activities in store for you this coming vacation. Come sign up quickly!

Fun Skates!

Sign up for our fun and exciting in-line skating course. You only need 4 Sundays in Dec to learn how to skate. All sessions are conducted at the East Coast Parkway where you can skate by the beach. That's the coolest thing to do, isn't it? The best thing is you can get to make many new friends who are also into skating. Don't worry if you can't skate; it's easy to learn. You need not worry about falling too as you will have safety guards to protect you. Our experienced instructor will teach you how to skate safely and in no time, you will be raring to go with confidence. Moreover, there will be a mini competition for all learners on the last session and winners will win attractive skates of the latest models. You will surely enjoy this fun and hip activity. Don't hesitate anymore. At only \$45 for 4 sessions, what else can you ask for?

Swim @ Ease

If you are interested in water sports but do not exactly know how to swim, this is where you should begin. Join our Swim @ Ease programme. Swimming is a life skill everyone must have. You'll never know when you need the skills to save a drowning person. Moreover, with your new-found skills in swimming, you can start picking up new water sports such as scuba diving or water skiing. Our swimming clinic is very affordable. For 10 sessions over 5 weekends starting end Nov, you'll only need to pay a nominal fee at \$2 per session. At the end of the course, there'll be a telematch for everyone. Don't miss the fun at Aljunied Swimming Complex!

Overseas Service Learning

Have you been overseas on a meaningful project before? If you haven't, then our overseas service learning project is for you. It's a subsidised trip to Cambodia and you only need to pay \$400 for the 18-day programme from 1 Dec to 18 Dec! There're loads to learn in this programme. Learning to serve and serving to learn is an experience you'll never forget! While you are involved in the on-site school building project, you will learn invaluable lessons on discipline, team work and both inter-dependence and independence skills. You'll also get to teach basic English to little children in the remote villages. It's not going to be easy but it will certainly be meaningful and enriching for you. This trip will be an experience of a lifetime; you can't afford to miss it!

Personal Grooming Workshop

Young ladies: Want to learn personal grooming tips? We've planned a one-day workshop for you on 15 Dec at our Club House. A professional beautician will show you the tricks to a more beautiful you! The skin care tips will last you a lifetime. You'll also find out what colours suit you best and how to dress for different occasions. The workshop will include teaching you how to stay healthy, fit and slim and how to stay happy! In one day, you'll discover how good you can look. Sign up now. It's only \$20 and you'll get to receive door gifts sponsored by Elite Beauty Care. You'll also get to participate in a mini-beauty contest at the end of the workshop and win attractive prizes!

Don't miss the fun! Make your vacation exciting and memorable! Sign up at our Club House now!

REPORT FORMAT

IMPORTANT POINTS TO REMEMBER

- It is written in clear, simple English.
- Dates, times and other details are recorded as precisely as possible.
The "register" (i.e. the level of language) is formal. For example, there are no short forms such as "didn't" and no colloquial words such as "guy" or "stuff".
- The report is impersonal. The writer focusses on the events and the evidence, not on his own thoughts or feelings.

FORMAT FOR REPORT TO PRINCIPAL (INCIDENT REPORT)

To: Mrs Mary Tan	→	Full name of addressee
The Principal		Designation
Maryland Secondary School		Organisation
[leave a line]		
6 March 2007	→	Date
[leave a line]		
From: Lim Teck Hai (Sec 4D)	→	Writer's full name
[leave a line]		Class
<u>INCIDENT IN THE CANTEEN ON 6 MARCH 2007</u>	→	Subject line(underlined)
[leave a line]		Must consist of What & When/Where of the incident
At 10.05 am on 5/3/2007, I was having recess at our school canteen when I noticed a group of boys gathering in the playing field next to the canteen. There was one Chinese and two Malay boys and they looked like they were going to play soccer. All of them are from lower secondary.	↘	First paragraph contains brief information on who, where, when, and what happened
[leave a line]		
The Chinese boy positioned himself between the goalposts while the other tow tried to kick the ball past him to score a goal. They were doing it quietly as they knew they were not allowed to use the goalposts. I was about to warn them when the following incident occurred.		
[leave a line]		
One Malay boy kicked the ball vigorously and it bounced off the goalpost. At the same time, the Chinese boy leapt into the air in an effort to block the goal. His hands hit the post at the same time as the ball. Without warning, the goalposts teetered and the entire structure collapsed to the ground. Unfortunately, the Chinese boy was pinned under the metal bars. He let out a cry of distress before going limp. His two friends ran off in fright.		
[leave a line]		
Immediately, I ran to help lift the metal beam. Luckily, Mr Ong, our PE teacher happened to be in the canteen. Together, we lifted the pole off the boy's chest. Mr Ong felt the boy's pulse and then asked me to alert the office staff to call for medical assistance.		
[leave a line]		
Submitted by: Lim Teck Hai	→	Full name
[leave a line]		
	→	Signature

FORMAT FOR POLICE REPORT (INCIDENT REPORT)

To: The Police Officer-in-Charge Sims Drive Police Post [leave a line] 6 March 2007 [leave a line]	→	Designation Organisation
From: Lim Teck Hai S9112345A 12 Sims Drive Singapore 387012 Mobile Number: 90123456 [leave a line]	→	Writer's full name NRIC Address Tel number
<u>SHOPLIFTING AT PSC SUPERMARKET</u> [leave a line] I was in the at PSC Supermarket in Yishun at about four o'clock last Sunday when I saw a Chinese man behaving suspiciously at the dried goods section. He was short, dark and wearing a grey t-shirt and khaki shorts. [leave a line] Curious about his behaviour, I followed him to the electronic goods section. There, I saw him taking a toaster from one of the shelves and putting it into the bag he was carrying. He also took a radio and an alarm clock. He then walked casually to the exit. [leave a line] At this time, I quickly alerted the security guard who was nearby and he ordered to man to stop. Upon hearing the security guard, the man ran for the exit. No one made an attempt to stop the man. The shoppers merely stood by and watched. [leave a line] By the time the security guard reached the exit, the mean had already disappeared from sight. When the police arrived some twenty minutes later, they interviewed some of the shoppers who had been detained by the security guard to give eyewitness reports. [leave a line] Submitted by: Lim Teck Hai [leave a line] 	→	Subject line(underlined) Must consist of What & When/Where of the incident First paragraph contains brief information on who, where, when, and what happened • Each paragraph indicates a new idea/information • Use past tense consistently
	→	Full name
	→	Signature

FORMAT FOR NEWSPAPER REPORT

TAMPINES TEEN HURT IN PARANG ATTACK → Headlines
By Cara Van Miriah → By-line

TEENAGER Mohamed Farhan Raman had to fend off three knife-wielding men last Friday, 14 May. The attack, which took place at 6.30 pm near Blk 159, Tampines Street 12, left him with severe injuries on both hands.

→ First paragraph contains brief information on **who**, **where**, **when**, and **what** happened

According to witnesses, Mohamed Farhan, 18, was chased by the men from his flat and attacked at the playground. One of the witnesses was his mother, Madam Rusmah Ramle.

→ Use of passive voice

When The New Paper on Sunday visited Farhan at Changi General Hospital yesterday, he appeared sullen. He had undergone a surgery on his hands yesterday afternoon and both were bandaged when we were there. He declined to speak about the attack.

The cause of the attack is not known, but one of his childhood friends and former primary school mate, Farmi, 19, believed the attack was a case of mistaken identity. Farhan's eldest sister, Ms Ros, who was at the hospital with the family, said they did not know why Farhan was attacked. She said her brother has not been involved with any gang-related activities.

The New Paper on Sunday understands that Farhan, the third of five children, is an ITE student. Police confirmed they got a call about the incident at about 6.30pm. They found bloodstains at the scene.

Aside from his hands, the victim also had injuries on his head and back. A friend who wanted to be known only as Fairuz said that Mohamed Farhan was traumatised by the attack.

A family friend, who wanted to be known only as Abu, 19, who lives in a nearby block, described Mohamed Farhan as a 'friendly, easy-going guy'.

FORMAT FOR MAGAZINE/NEWSLETTER REPORT

<u>Parliament House Visit</u> It was a remarkable day at Parliament House where an important lesson was learned by all students. I was amazed and impressed by the level of security at the Parliament House. We had to go through many rounds of security checks before we finally entered the Parliament House itself. It was a Parliament Sitting day. The guide firstly briefed us on the standing order of the day. As I walked to the public gallery I had butterflies in my stomach. We were told to bow to the speaker and to be at our best behaviour. The chamber was in complete silence once the speaker started speaking. It was rather intense for me. Minister of State, S. Iswaran was sharing on the impact of integrated resort on tourism. I felt honoured as I heard the Ministers and MPs discussing on Singapore's future. The debate became exciting when ministers responded to queries from members of parliament. The learning journey was meaningful. It was an unforgettable trip for all pupils. We have learned to understand that the government takes extra care when making decisions about Singapore. I hope to attend a Parliament Sitting again. By Simon Lee Sec 5C	Title (underlined) Name Class
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WRITING A SPEECH

What is a speech?

It must have a message given by someone to someone



(A) Types of speech/General Objectives

- To **inform**: to present a talk with the sole purpose of giving information
- To **inspire**: to put feelings into words and inspire the audience
- To **motivate**: to make others think, believe and act as you want them to, and have them like it
- To **persuade**: to present a talk that persuades the audience to accept your proposal or viewpoint
- To **entertain**: to entertain the audience through humour and drama

(B) What do you have to consider when writing a speech?

- **The subject**: Determine your topic for this speech, e.g., school election. What will you speak about? Whether it's on deforestation or world football history etc.
- **The audience**: This will determine your voice--the tone of your voice, and the degree of formality in your word choice and sentence structures. Are you're talking to fellow schoolmates or hyperactive nine-year-olds? Your language should change accordingly.
- **The purpose**: The objective that will define your subject, e.g., "to persuade the audience to make a particular choice."

The title: Don't worry about an exact title at the outset: this will develop. Likewise, your subject may shift as you acquire more knowledge, but you must start somewhere.

(C) Speech Organisation

1. Introduction (10%)

- (A) Opening Statement – Attention Getter
- (B) Thesis – States your case

2. Body (80%)

- (A) First Main Point
 - sub-points with support
- (B) Second Main Point
 - sub-points with support

- (C) Third Main Point
- sub-points with support

3. Conclusion (10%)

- (A) Summary – Famous Words
(B) Memorable Statement

(D) Techniques for an Introduction: Attention-Getters

1	Ask a question	What if the world ended tomorrow?
2	State a startling fact	My fellow schoolmates, in every 10 minutes, 20 people die in road accidents.
3	Present a quotation	You cannot discover new oceans unless you have the courage to lose sight of the shore.
4	Refer to a historical event	In 1965, Singapore was separated from Malaysia. We became an independent nation.
5	Compliment the audience	As I stand before you, my fellow friends, I am delighted to see faces that exude enthusiasm and faces that radiate a heart of warmth.
6	Refer to the occasion, purpose of the meeting	We gather here this morning for a single purpose, which is to elect a president for the Student Council.
7	Point out the importance of the subjects to the audience	Having the right attitudes towards learning is of paramount importance and this afternoon, we have a honourable speaker who flew....
8	Point to common relationships, beliefs, interests or opinions	Our school values advise us, to grow as one people, to serve as one people and to live victoriously as one people.
9	Give an illustration	e.g. a story
10	Tell a joke	
11	Use a gimmick	

*Bear in mind that a quote, story, joke etc. must all be relevant to the subject.

(E) Techniques for a Conclusion

1	Summary	To sum up, let me reiterate the points I have made. First...
2	Make a direct appeal	I appeal to you to cast a vote for Max of Sec 4B for we all know that she has the makings of a good leader to lead us in the Student Council
3	Look ahead	The future is in our hands. Seize the day and live for tomorrow.
4	Ask a rhetorical question	Is your future not important to you, may I ask?
5	Refer back to your opening comments	Returning to what I said earlier, my friends, it takes one with courage and integrity to stand up for what is right.
6	Quotation	

(F) Techniques for a Good Body

1. Plan for **three** main points and elaborate on them (but there again, read the question for the points to be covered).
2. You can employ the following techniques:

1	Imagery techniques -to help audience see and feel vicariously	<i>When I went swimming, the icy water felt like a million bees stinging my skin.</i> Instead of, <i>When I went swimming, the water was cold.</i>
2	Parallel Structure -group of words or phrases that copy or echo each other for emphasis and impact. It is also used for emotional appeal.	Where peace is unknown, make it welcome; Where peace is fragile, make it strong; Where peace is temporary, make it permanent. Richard Nixon
3	Alliteration -repeating the same or similar consonant in a phrase.	I plead for p atriotism in p eace as well as in war.
4	Simile -comparing one thing with another.	<i>...life was like a box a chocolates, you never know what you're gonna get.</i> Forrest Gump
5	Metaphor -two unlike things are compared for emotional, dramatic or poetic effect.	It's obviously raining and the rain will get heavier. This is not a passing shower. But we should not assume that it's going to be a full-blown thunderstorm. It may not be. George Yeo 11 July 2001
6	Rhetorical Question -a rhetorical question is answered silently in the mind of the listener. A sequence of repeated rhetorical questions creates a rhythm.	Who shall say our welfare is unimportant? Who shall say students don't matter? Who shall say we cannot have a voice?

(G) Wrong Dressing Up:

- Use of jargon
- Slang
- Colloquialism
- Clichés
- False generalisation

REMEMBER: If you have to write a speech, **DO NOT** write one that is way over 350 words. Examiners have noted that some students tend to write excessively. If you make a terribly long speech, it will bore the listeners and soon you will be talking only to yourself!

Valedictorian Speech

Good afternoon, Mr Ang, our Principal, Mrs Lim, our Vice-Principal, teachers and fellow Victorians. Thank you for giving me this opportunity to make the valedictorian speech on behalf of all my schoolmates who have graduated.

Do you remember how you felt four years ago when you first entered our school on the first day? I remember my own fears and apprehensions. What is a secondary school like? Are the teachers fierce? Will I be able to cope? Indeed, I did not know what to expect of our school, of myself and of being educated in a secondary school. But what made my first day most memorable, and I am sure I can speak for my fellow friends, was the warm smiles I received on that morning when I first entered the school. Indeed, I was greatly encouraged by the friendliness of our teachers and the amiable atmosphere we were thrown into.

As a student since then, our student life had its ups and downs. Studying in a secondary school, we soon realised, was much more demanding than being in a primary school. However, it was the encouragement, it was the perseverance and it was the determination of our teachers that saw us through all these years. Without which, I am sure, many of us would have failed miserably in our journey in education. For that, I want to thank all teachers of Victoria for what they have done for us. On occasions when we were difficult, they forgave us, on occasions when we were lazy, they pushed us, on occasions when we needed a listening ear, they heard us. I am sure many of my friends can attest to the love, commitment and dedication our teachers. They have demonstrated great enthusiasm in educating the mind and soul of the young. And oftentimes, we could find refuge beneath their wings and feel the warmth and security of their protection.

Apart from imparting knowledge to us, our teachers are also role models for us. They lead by example. This brings me to mind one occasion when a group of us were told to clean the toilet during our Secondary 3 Leadership Camp. We were, of course, reluctant and on our way to the toilet, started complaining to one another why a leadership camp would require us to work like servants. However, when we entered the toilet which we were supposed to clean, we saw two of our teachers, Mr Mike Tan and Mr Johnson Sim, busy scrubbing the toilet bowls in the cubicles. We learnt a valuable message that day. If you want to be great, learn to serve.

Today, as we depart from this place, allow me to quote Robert Frost. He said, "I'm not a teacher, but an awakener." That indeed is true of our teachers in Victoria. They have ignited in us our passion for lifelong learning and have awakened in us the commitment to serve. We came to learn and we shall leave to serve.

Thank you.