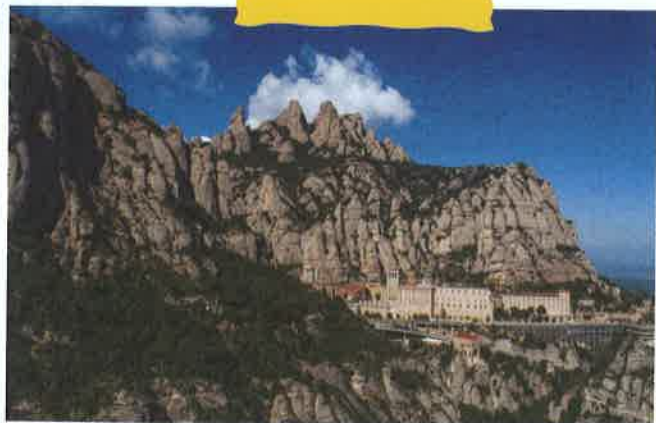


HOLIDAY 2022!



Italy 2022 – A Package Tour

- a 14-day package tour to two cities in Italy – Rome and Venice
- visits to attractions such as the Trevi Fountain in Rome and gondola rides in Venice
- accommodation in four-star hotels with easy access to delicious local food and shopping areas



Backpacking in Spain

- hostel accommodation with free dinner and tours
- visits to spectacular mountains such as Montserrat, which is famous for its unusual appearance
- cafes serve traditional Spanish delicacies such as paella at reasonable prices



Free & Easy in Switzerland

- air tickets and accommodation pre-booked and confirmed prior to departure
- list of tourist attractions includes the ski resort in Zermatt and Christmas Markets in Zurich
- opportunities to enjoy local produce such as chocolates and cheese

The Question

By Norashikin Mohamad

Your older brother, who is working in England, has offered to gift you with a tour of a European country for your birthday. Besides it being a treat, he believes that this would enable you to spend your birthday with him as you have mentioned that you miss him badly. He has asked you to look at the travel webpage he has found and choose one of the tour options.

Write an email to your brother to thank him and tell him what you have decided. You should include the following details:

- thank him for his offer
- say which option you have chosen
- explain why you think it is the best choice for you and him
- give details of how you intend to spend time with your brother

You may add any other details you think will be helpful.

Write your email in clear, accurate English. Your tone should be warm and enthusiastic to convince him that you appreciate his offer, and that you have made a good choice.

You should **use your own words** as much as possible.

The Informal Email

To: Terence Lee Hong Zen <terence_leehz@gmail.com>

From: Annabelle Lee Mei Yin lee_mei_yin_annabelle@gmail.com

Date: 25 September 2022

Subject: Birthday Gift

Dear Big Brother,

Hello there! How are you? It has been a while since we last wrote. I must apologise for this as I have been rather busy preparing for my end-of-year examinations next month. I hope that you are keeping well in England. Winter is fast approaching, I believe - a season I love though I have never experienced it!

I have received the email that you sent last week and I cannot wait to tell you how excited I am at the prospect of spending my birthday with you this year in Europe! Before I share with you my choice of holiday, I would first like to express my heartfelt thanks to you for gifting me with a tour of a European country for my birthday. This is something I have always dreamed of, especially after you moved to London to work. I miss you terribly and what better way to celebrate my sweet 16th birthday than by experiencing the beauty of Europe with you? I would like to once again, say a big thank you to you, my dear brother.

I have considered the tour options available on the travel webpage that you found and I have chosen the 'Free & Easy in Switzerland' tour package. I feel that this package suits us very well for a multitude of reasons. For starters, the bookings for our air tickets and accommodation will be confirmed prior to our departure. This would set our minds at ease, particularly since we have both never

visited Switzerland before, and we would not have to worry about dragging our heavy luggage all over, in search of accommodation upon arrival. Apart from that, we would also be provided with a list of places of interest from which to choose the ones we wish to visit. I would say that this is a lifesaver, since both you and I are currently busy with work. The list would facilitate our planning of the itinerary without us having to spend hours scouring the internet for suggestions. I am also particularly pleased by the fact that transportation to the different places of interest is provided and once we reach the venues, we will be free to explore the different attractions at our own pace. I am sure that you are aware of how particular I am about spending an appropriate amount of time at each place of interest, so that we can be fully present in mind and body to enjoy the experience of just being there in the moment. We may not do this comfortably if we are constantly in the company of the other members of the tour group, so a free and easy package such as this would benefit us.

Big Brother, like I have said, I have missed you badly since you left more than a year ago on your overseas work stint, and this golden opportunity to spend my birthday with you in a foreign land that we both have never visited is indeed a godsend. One of the reasons I have decided on the free and easy package is that we can plan our itinerary together. This is important as I would wish for you to have an enjoyable holiday with me. Since we have not spent time together in a long while, I am proposing that we include some activities that we both enjoy in our itinerary. For one, I think we should sign up for the one-day ski course in Zermatt. We have always wanted to learn how to ski and attending a basic course would start us off on the correct note. You and I can encourage each other to persevere when we encounter difficulties and this would definitely make for a good bonding session for us. I also hope to spend time with you visiting the Christmas markets in Zurich. I remember how we used to go shopping together during the year-end holidays, buying Christmas gifts for Mum and Dad. I have missed that since you left, so let us relive those moments when we are on holiday. Big Brother, do you still enjoy eating cheese? What about chocolates? Let us visit shops renowned for selling excellent quality cheese and chocolates. We can sample these food items and purchase some as gifts for me to bring back to Singapore for Mum and Dad.

I am excited just thinking about the things we can do together during our trip. I hope you would agree with me that visiting Switzerland during the year-end holidays is definitely something to look forward to. Thank you once again for your generosity, Big Brother. I am blessed to have you as my sibling. Take care!

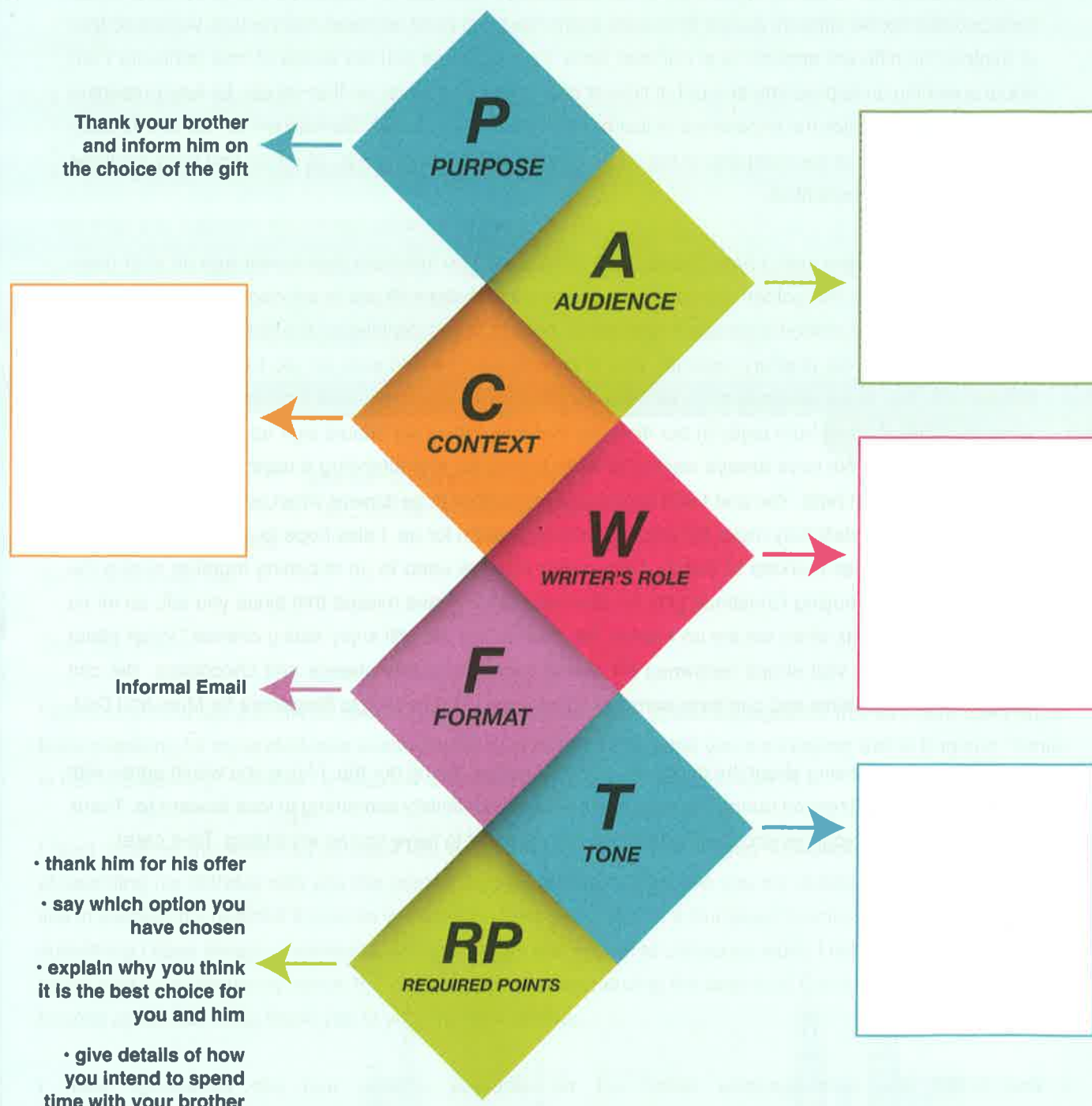
Your sister,
Annabelle





Analyse the Question

Read the question carefully and complete the Purpose, Audience and Context below to help you analyse the question.





Structure of an Informal Email

To: Terence Lee Hong Zen
<terence_leezh@gmail.com>

Name of recipient and email address

From: Annabelle Lee Mei Yin
lee_mei_yin_annabelle@gmail.com

Name of writer and email address

Date: 25 September 2022

Subject: Birthday Gift

Give a suitable title for the subject

Keep this short and simple.

Dear Big Brother,

[content to address the required points]

Salutation

Remember you are addressing your brother so do be more endearing and affectionate.

Your sister,

Sign off

State your relationship to the recipient and your name.

Annabelle



Informal Writing Style

As this is an email to your brother, your writing style should be informal. Writing style can include spelling, punctuation, grammar, sentence length, tone and choice of words. Let us examine this email and learn how the writer creates a less formal tone.

Introduction:

Hello there! How are you? It has been a while since we last wrote. I must apologise for this as I have been rather busy preparing for my end-of-year examinations next month. I hope that you are keeping well in England. Winter is fast approaching, **I believe - a season I love though I have never experienced it!**

Paragraph 2:

I have received and read the email that you sent last week and **I cannot wait to tell you how excited I am at the prospect of spending my birthday with you this year in Europe!** Before I share with you my choice of holiday, **I would first like to express my heartfelt thanks to you** for gifting me with a tour of a European country for my birthday. This is something I have always dreamed of, especially after you moved to London to work. I miss you terribly and what better way to celebrate my sweet 16th birthday than by experiencing the beauty of Europe with you? **I would like to once again, say a big thank you to you, my dear brother.**

Sentence length and punctuation

- The greetings are short and chirpy.
- The use of exclamation mark and question mark in the greetings also add to the informality.
- The use of exclamation mark conveys excitement, which is another characteristic of informal writing, where the writer reveals more emotions.

Writer clearly expresses her feelings.



Paragraph 4:

Big Brother, I have missed you badly since **you** left more than a year ago on **your** overseas work stint...

I also hope to spend time with **you** visiting the **Christmas markets in Zurich**. I remember how **we** used to go shopping together during the year-end holidays, buying Christmas **gifts** for Mum and Dad. I have missed that since **you** left, so **let us** relive those moments when **we** are on holiday.

Big Brother, do **you** still enjoy eating **cheese**? What about **chocolates**? Let us visit shops renowned for selling excellent quality cheese and chocolates.

Tone and choice of words

The endearing reference to 'Big Brother' and the use of plural first-person pronoun 'let us', convey much warmth and intimacy. In addition, the writer frequently uses the second-person 'you' to address the reader directly, and this establishes a more personal tone.

Simple vocabulary is used and more common nouns are used to refer to places and food, conveying the writer's enthusiasm for the trip.

