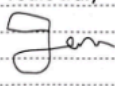
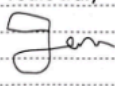
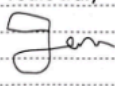


Informal Format:

Informal Email	Informal Letter																																																				
Informal email <table><tr><td>From: Amy Tan <amy_tan@yahoo.com.sg></td><td>Sender's name & email address</td></tr><tr><td>To: Maria Tan <mtan@gmail.com></td><td>Recipient's name & email address</td></tr><tr><td>Date: 20 October 2024</td><td>Date</td></tr><tr><td>Subject: Upcoming Holiday Plans</td><td>Subject</td></tr><tr><td>Dear Maria</td><td>Salutation (first name)</td></tr><tr><td>Introductory paragraph – greetings and make reference to a shared experience</td><td></td></tr><tr><td>Body paragraph – Required Point 1</td><td></td></tr><tr><td>Body paragraph – Required Point 2</td><td></td></tr><tr><td>Body paragraph – Required Point 3</td><td></td></tr><tr><td>Body paragraph – Required Point 4</td><td></td></tr><tr><td>Closing paragraph</td><td></td></tr><tr><td>Lots of love</td><td>Valediction</td></tr><tr><td>Amy</td><td>Sender's first name</td></tr><tr><td></td><td>Signature NOT required for email</td></tr></table>	From: Amy Tan <amy_tan@yahoo.com.sg>	Sender's name & email address	To: Maria Tan <mtan@gmail.com>	Recipient's name & email address	Date: 20 October 2024	Date	Subject: Upcoming Holiday Plans	Subject	Dear Maria	Salutation (first name)	Introductory paragraph – greetings and make reference to a shared experience		Body paragraph – Required Point 1		Body paragraph – Required Point 2		Body paragraph – Required Point 3		Body paragraph – Required Point 4		Closing paragraph		Lots of love	Valediction	Amy	Sender's first name		Signature NOT required for email	Informal Letter <table><tr><td>Blk 102 Queens Avenue #08-104 Singapore 988102</td><td>Sender's Address</td></tr><tr><td>20 January 2025</td><td>Date</td></tr><tr><td>Dear Amy</td><td>Salutation (first name)</td></tr><tr><td>Introductory paragraph – greetings and make reference to a shared experience</td><td></td></tr><tr><td>Body paragraph – Required Point 1</td><td></td></tr><tr><td>Body paragraph – Required Point 2</td><td></td></tr><tr><td>Body paragraph – Required Point 3</td><td></td></tr><tr><td>Body paragraph – Required Point 4</td><td></td></tr><tr><td>Concluding paragraph</td><td></td></tr><tr><td>Yours truly</td><td>Valediction (capital Y and small t)</td></tr><tr><td></td><td>Signature is required</td></tr><tr><td>Jenny</td><td>Sign off – Sender's first name</td></tr></table>	Blk 102 Queens Avenue #08-104 Singapore 988102	Sender's Address	20 January 2025	Date	Dear Amy	Salutation (first name)	Introductory paragraph – greetings and make reference to a shared experience		Body paragraph – Required Point 1		Body paragraph – Required Point 2		Body paragraph – Required Point 3		Body paragraph – Required Point 4		Concluding paragraph		Yours truly	Valediction (capital Y and small t)		Signature is required	Jenny	Sign off – Sender's first name
From: Amy Tan <amy_tan@yahoo.com.sg>	Sender's name & email address																																																				
To: Maria Tan <mtan@gmail.com>	Recipient's name & email address																																																				
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Jenny	Sign off – Sender's first name																																																				

If 3 or more formal errors, - 1 mark from task fulfillment

Formal Format:jm

1. Formal Email

Recipient from Same Organisation	Recipient from external Organisation
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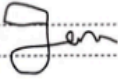
From: Amy Tan <amy.tan@dhs.edu.sg>	Sender's name & email address
To: Sundaresh Menon <smenon@dhs.edu.sg>	Recipient's name & email address
Date: 20 April 2024	Date
Subject: Proposal for a New Study Corner	Subject
Dear Mr Menon	Salutation (Recipient's full name)
Introductory paragraph	
Body paragraph – Required Point 1	
Body paragraph – Required Point 2	
Body paragraph – Required Point 3	
Body paragraph – Required Point 4	
Concluding paragraph	
Yours sincerely	Valediction
Amy Tan	Sender's full name
4G	Capacity
	Signature NOT required for email

From: Amy Tan <amy.tan@dhs.edu.sg>	Sender's name & email address
To: Suriyani Saddih <suriyani@gmail.com>	Recipient's name & email address
Date: 24 October 2024	Date
Subject: Proposed Community Outreach Programme	Subject
Dear Ms Suriyani	Salutation
Introductory paragraph	
Body paragraph – Required Point 1	
Body paragraph – Required Point 2	
Body paragraph – Required Point 3	
Body paragraph – Required Point 4	
Concluding paragraph	
Yours sincerely	Valediction
Amy Tan	Sender's full name
VIA Representative	Capacity
Class 1K	Signature NOT required for email

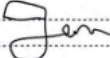
2. Formal Letter:

Recipient from Same Organisation

Recipient from External Organisation

20 February 2025	Date
Ms Lilian Lee	Recipient's Full name
Teacher-in-charge	Her title/position in the organisation
Art Club	Name of her organisation
Dear Ms Lee	Salutation (NOT her first name)
<u>Proposal on Art Club Bonding Activity</u>	Subject (underlined) Each word to start with capital letter except for prepositions/articles
Introductory paragraph	<i>Title: First letter of every word capital except prepositions</i>
Body paragraph – Required Point 1	
Body paragraph – Required Point 2	
Body paragraph – Required Point 3	
Body paragraph – Required Point 4	
Concluding paragraph	
Yours sincerely	Valediction
	Signature is required
Lim Jing Jing	Sender's full name
Class 2L	Sender's class (where applicable) (May indicate the capacity that the sender is writing in, eg. Chairperson)

Formal Letter – recipient from external organisation

Blk 20 Marine Parade Road #12-140 Singapore 511020	Sender's address
20 February 2025	Date
Mr Lee See Beng	Recipient's full name
General Manager	His title/position in the organisation
Busy Beel Pte Ltd	Name of his organisation
33 Pandan Lane Singapore 113133	His company address
Dear Mr Lee	Salutation (NOT his first name)
<u>Donation for Fundraising Event</u>	Subject (underlined & capitalised) Each word to start with capital letter except for prepositions/articles
Introductory paragraph	
Body paragraph – Required Point 1	
Body paragraph – Required Point 2	
Body paragraph – Required Point 3	
Body paragraph – Required Point 4	
Concluding paragraph	
Yours sincerely	Valediction
	Signature is required
Lim Jing Jing	Sender's full name
Student Councillor	The capacity sender is writing in
Dunman High School	Name of sender's organisation

Things to take note of:

1. All letters EXCEPT Formal letter (Recipient from same Org) has to have address
2. All letters have Signature
3. Email have subj, Formal Letter have subject underlined
4. Emails = From then To