

- SITUATIONAL WRITING -

Purpose of writing	Tone (Give an example)	Format	Introduction – - How to start - What to include	Conclusion -	Signing off
Formal letter : To convey a formal message _____	Lately, we observe Kindly accede to my request	From/to: Full name Designation Name of organization	Purpose of writing the letter Example : I am writing to inform you that ... _____	Summarize main point, offer thanks or a polite closing statement. _____	"Yours sincerely" or "Yours faithfully" followed by your name. _____
Report : To provide information about an event, situation, or investigation . _____		From/to: Full name Designation Name of organization Date Dear Ms/Mr/Mrs Re:	Provide context or background information with the purpose of the report. _____ (Background info) The school is organizing a Learning Journey.... I have been tasked by you to... Aims Choices given Choices selected	Summarize findings and provide recommendations. Reiterate your choice as the best _____ I am confident this choice is the most feasible Appeal for support Kindly accede to my request I look forward to a favourable reply	"Proposed by," or "Reported by," followed by your name _____ Your name
Proposal : To gain approval for a plan or project					

Informal letter: To communicate casually with a friend, family member, or acquaintance.	Informal, warm, friendly, enthusiastic Use contractions, include exclamation mark, ask question, ask about recipient's well-being	Address, date, salutation, body, closing, signature.	Greet casually and ask about how the recipient's doing and briefly mention the purpose.	End with warm sign-off	"Best wishes," "Take care," "With warm regards," or "Love," followed by your name.
Formal Email: To send a formal communication via email	Lately, we observe Kindly accede to my request	From: email address To: email address Subject:	Address the recipient formally. State the purpose of the email clearly.	Thank the recipient and summarize the request.	"Best regards," or "Sincerely," followed by your name.
Informal email : To communicate casually via email	Use contractions, include exclamation mark, ask question, ask about the	From: email address To: email address Subject:	Begin with a casual greeting. Mention the purpose briefly and ask about the recipient's well-being.	End on a friendly note with affectionate terms.	"Cheers", "Take care", "With lots of love"

	recipient's well-being				
Speech: To deliver a spoken message to an audience.	formal, inspirational, or persuasive (depends on audience)	Greet your audience by beginning with the most important person	Introduce yourself with a hook State the purpose of the speech	Call to action Thank the audience	"Thank you for your attention" "Thank you for listening"