



Week 11

Primary 5/6

The Write Tribe

SITUATIONAL WRITING: FORMAL EMAIL



GATHERING INFORMATION

P.A.C

You should use P.A.C to plan your writing :

- 1.Purpose (The purpose of your writing?)
- 2.Audience (To whom you are writing?)
- 3.Context (Formal or informal tone?)

Using exercises let's identify PAC.

Exercise 1:

Look at the situation below and plan your writing.

Your task

Imagine you are Hong Rong.

Write a letter to the **Head Librarian** of your school library

to complain about the torn encyclopedias.

You are to refer to the given pictures and information for your letter.

What is the context?



Exercise 2:

Look at the situation below and plan your writing.

Your task

Imagine you are Alicia Koh, the class president of 6 APPLES.

Write a letter to the **Principal** of your school library

to thank him for giving your class the opportunity to volunteer at the

Elderly Home.

CONTEXT:

Exercise 3:

Look at the situation below and plan your writing.

Your task

Imagine you are Grace Lim, the class president of 6 ORANGE.

Write a letter to the **Mayor** of your city

to invite him for your school's Sports Day event.

CONTEXT:



Formal Email Format

Dear Sir,



salutations

I am writing this email to inform...

-
-
-



The body has proper paragraphs

I look forward to your favourable reply.

Thank you.



Always end with - Thank you!

Yours faithfully,
Aaron Loh



End with full name

- Use **Yours sincerely** if you know the recipient's name eg Dear Mr Tan
- Use **Yours faithfully** if you don't know the recipient's name

Types of formal emails

Type of letter	Opening	Closing
Application	I am writing in response to your advertisement dated 5th June 2011 and would like to apply for the post of manager in your company.	I sincerely hope that you will consider my application. I await your favourable reply. Thank you.
Complaint	I am a resident of the Toa Payoh estate and I am writing in to complain about...	I seriously hope that you would look into the complaints that I have raised and remedy the situation as soon as possible. Thank you.
Invitation	On behalf of the school, we would like to invite you to our Annual Speech and Prize Giving Day to be held on Sat 15th in the school hall.	We sincerely hope that you will accept our invitation and we look forward to your presence on that day. Thank you.

Phrases for Formal Writing

Dear Sir/Madam, Dear Mr/Mrs (surname)



Beginnings

With reference to our telephone conversation yesterday (about)

Thank you for your email regarding

I am writing on behalf of

I am writing to draw your attention to



Making a request

I would appreciate if you could

I would be most grateful if you would

Would you be so kind and

I was wondering if you could



Apologising

We apologise for any inconvenience caused

Please accept our sincere apologies



Complaining

I am writing to express my dissatisfaction with

I find it most unsatisfactory that

I'd like to complain about



Endings

I look forward to hearing from you

If you require any further information, please don't hesitate to contact me

Please feel free to contact me if you have further questions



Signing off

Yours sincerely (Dear + name)

Yours faithfully (Dear Sir/Madam)

Formal Email: Request

Dear Mr. Ah Chong Lee,

My name is Sara Lee and I am from class 6C. I am the representative of our school's Dance Club. I have been handed the task to choreograph a dance for Teacher's Day. I am writing to request permission to use the meeting room on Level 2 for our dance practice.

I would like to book the meeting room on the following dates, October 7, 14, 21 and 28. We are only planning to use the room between 2pm and 4pm. Additionally, we would also need to borrow our school's radio for our dance practice.

I appreciate if you could help us with the above arrangements. If you need further information, I would be happy to meet you at your office. I await your favourable reply.

Thank you.

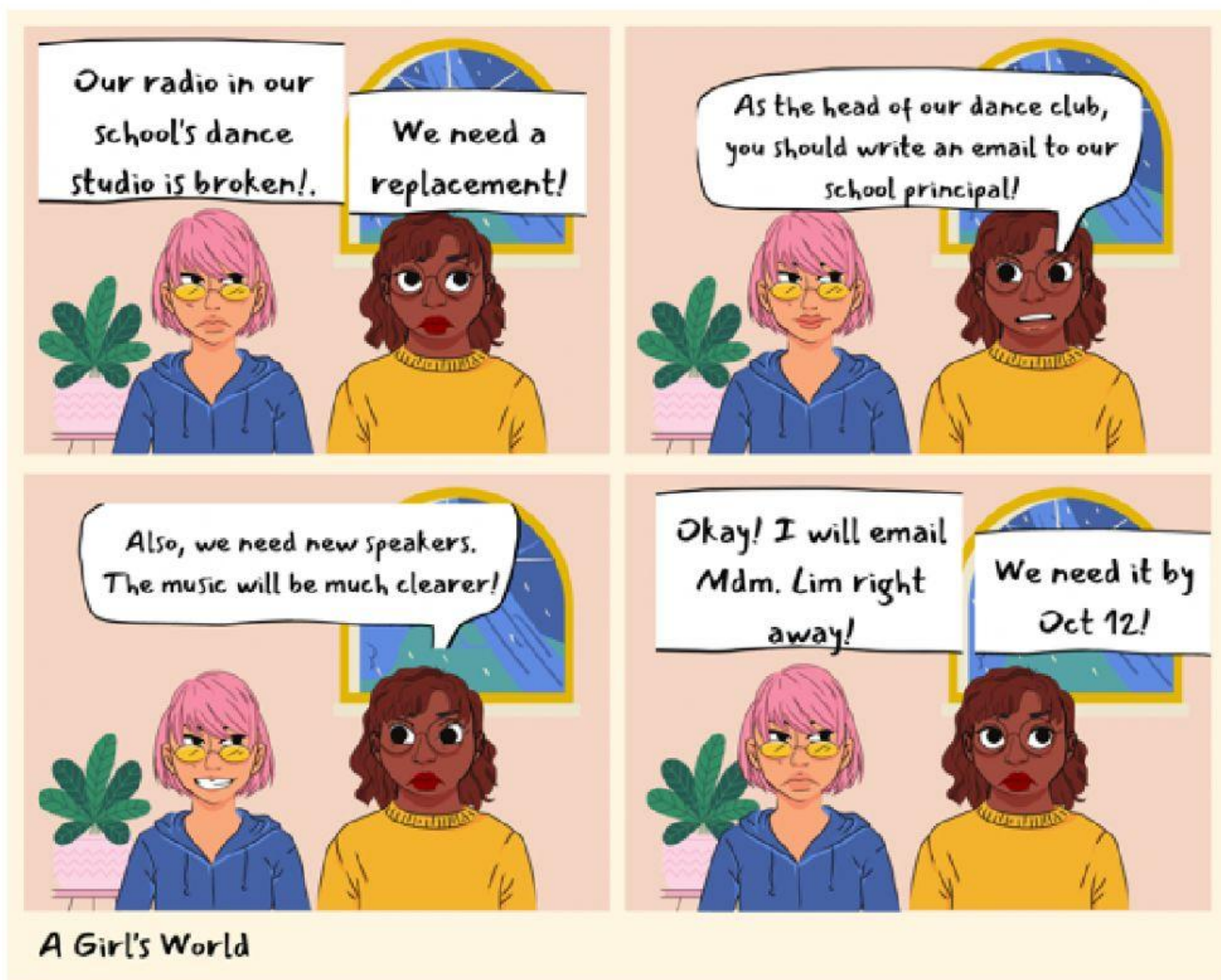
Yours sincerely,
Sara Lee

Purpose:

Audience:

Context:





Your task

Imagine you are Alicia Koh, the head of your school's dance club.

Write an email to to your school's principal. Mdm. Lim to request for the equipment mentioned in the picture above.

In your email include the following information:

- What happened to the school's radio
- What equipment do you need?
- When do you need it by?



Purpose:

Audience:

Context:

Formal email: Request