



Week 27

Primary 5/6

The Write Tribe

SITUATIONAL WRITING: INFORMAL LETTER



Informal letter

From: Blk 142,
Yellowstone Drive
#07-05,
Singapore (519142)

Only the writer's
address is needed

Dear Jun Long, Salutations

How have you been? I just returned from my trip to Hong Kong. I enjoyed myself thoroughly during my one week there.

Inquiring about
well being

Hong Kong is definitely a place of good food. I tasted everything from roasted pigeon to red bean cakes. They are so delicious! I also brought back some snacks for you as a souvenir. I'll pass them to you the next time I visit you.

Details or
state purpose

We also visited Disneyland. It was a dream come true for me. I have always wanted to go there. We took an exhilarating roller coaster ride called Space Mountain. We also got to take photographs with many mascots.

I can't wait to show you the photographs we took in Hong Kong. Let's meet up soon!

Concluding
paragraph.
Call to Action -
Let's meet.
Write me!

**Yours lovingly,
Natalie**

No need to end
with full name

Yours sincerely is accepted



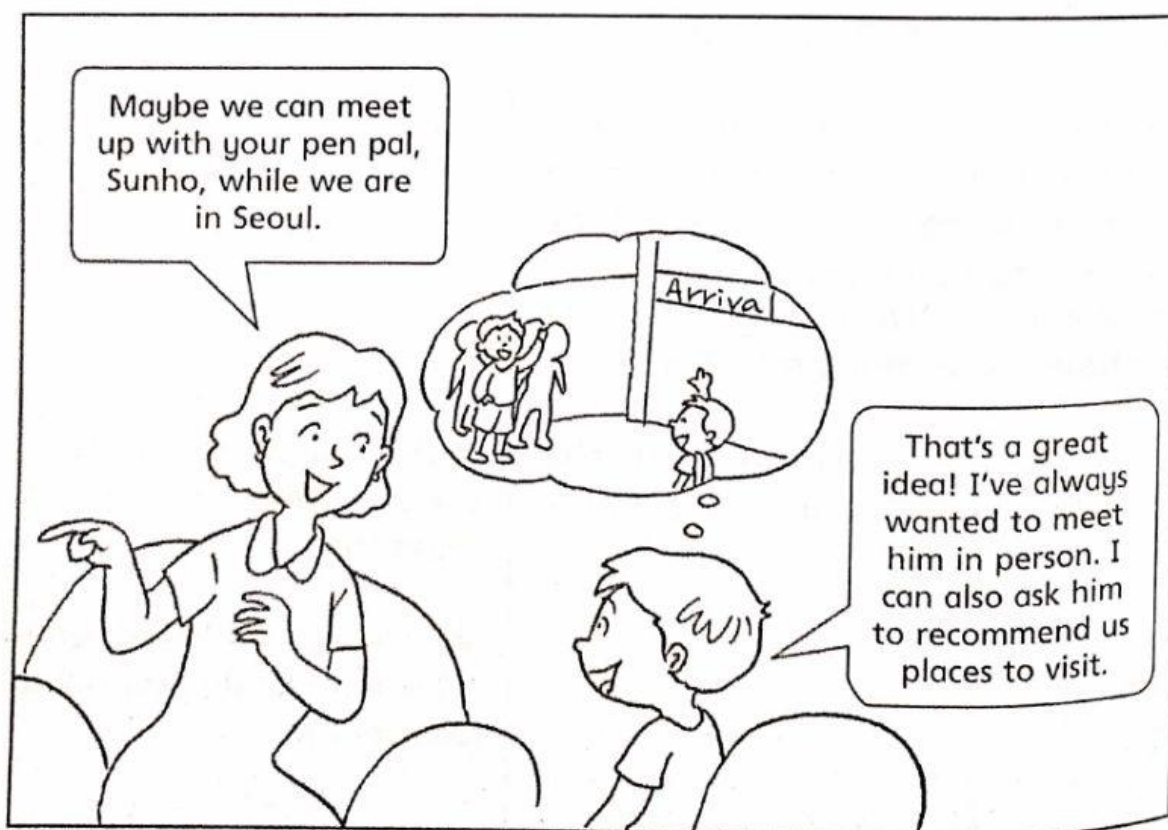
GATHERING INFORMATION

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?)

Characteristics of an informal letter	
Purpose	Invitation to an event, ask a favour, inform someone about a trip.
Audience	Friends, classmates or family members
Context	Informal
Is an address needed?	Only writer's address is required



Your Task

Imagine you are the boy in the pictures.

Write a letter to your pen pal to ask if he is interested in meeting up with you when you visit his hometown in Seoul, South Korea.

You are to refer to the pictures and information on the facing page for your letter.

In your letter, include the following key information:

- the destination of your vacation
- the duration of your holiday
- when you will be leaving Singapore
- where you will be staying
- what you would like to do
- what you want to ask your pen pal

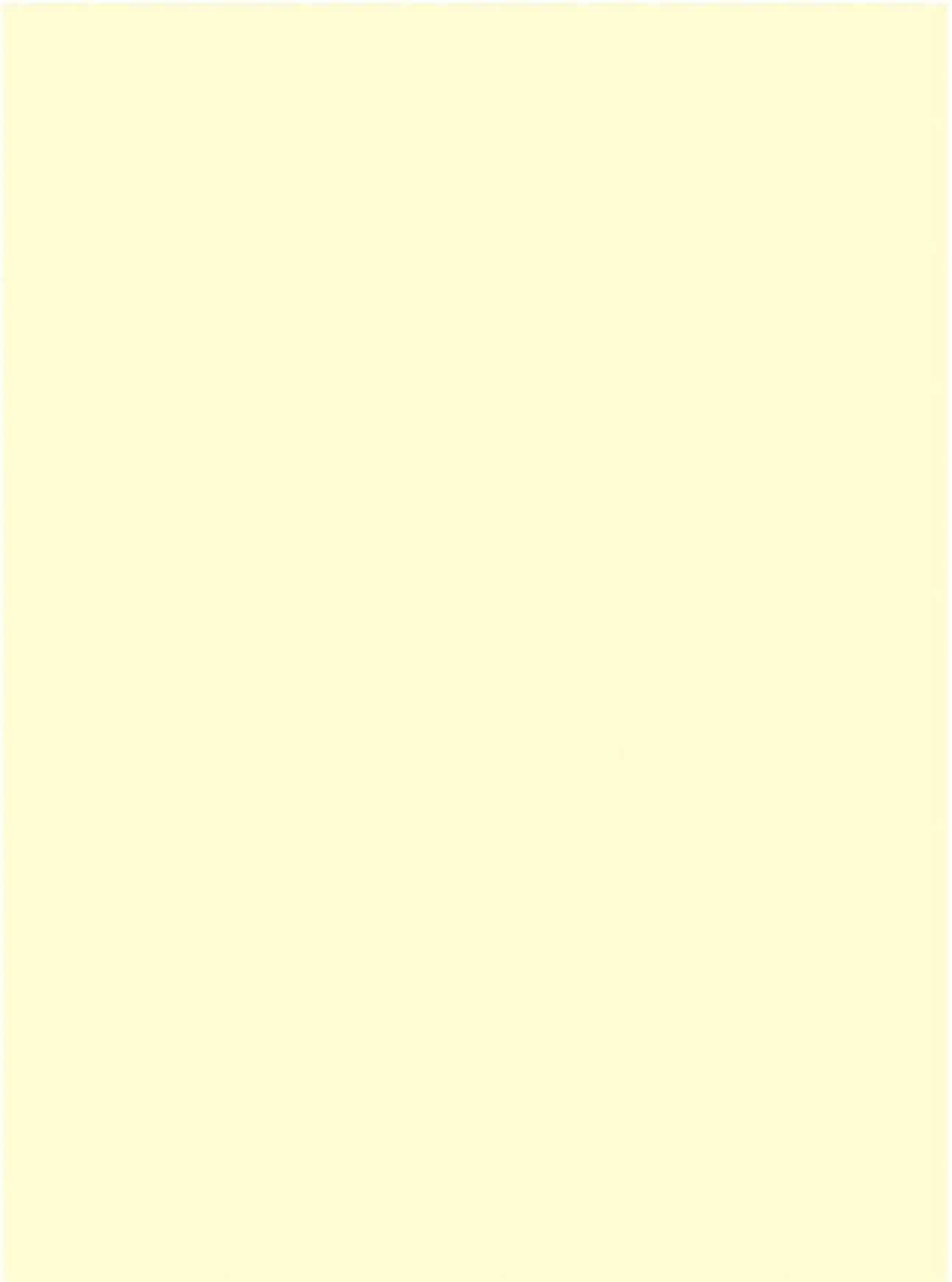
You may reorder the points. Remember to write in complete sentences.

Purpose:

Audience:

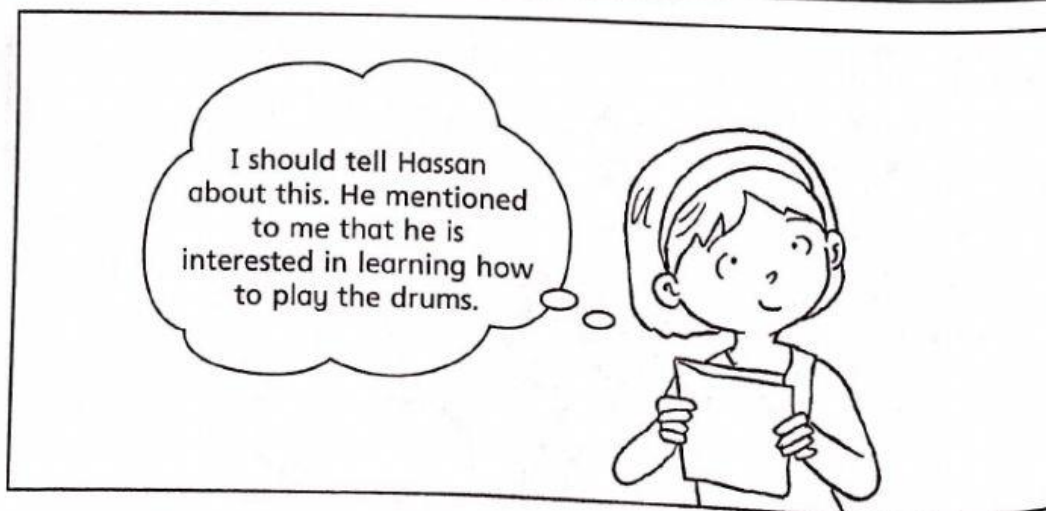
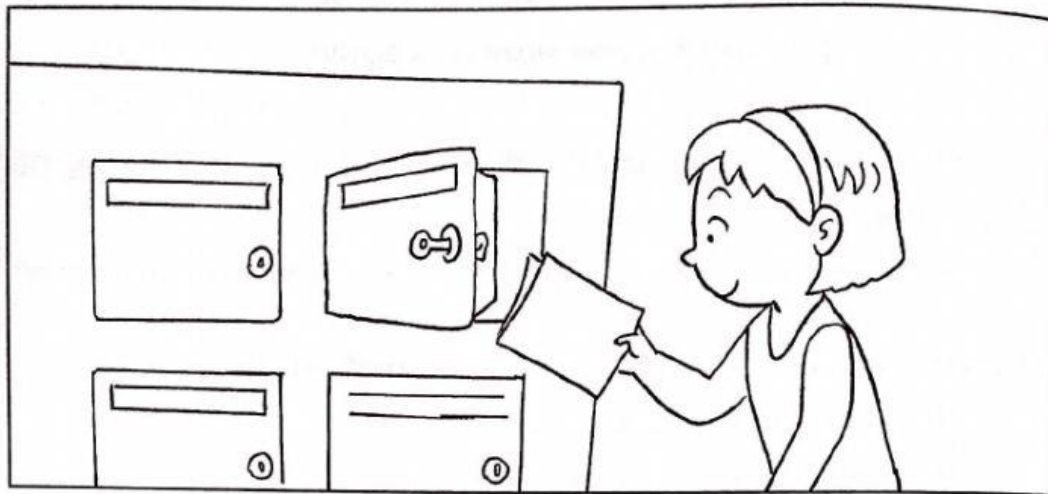
Context





Informal letter Ex 2

Study the pictures below carefully.



Your Task

Imagine you are the girl in the pictures.

Write a letter to your friend to ask him if he would like to take part in the drum lessons at the community centre.

You are to refer to the pictures and information on the facing page for your letter.

In your letter, include the following key information:

- the purpose of the letter
- where the lessons will be conducted
- when the lessons take place
- how much the lessons cost
- how to sign up for the lessons
- why you think your friend will be interested

You may reorder the points. Remember to write in complete sentences.

Purpose:

Audience:

Context



