



**PSLE 4 DAY WRITING
BOOTCAMP**

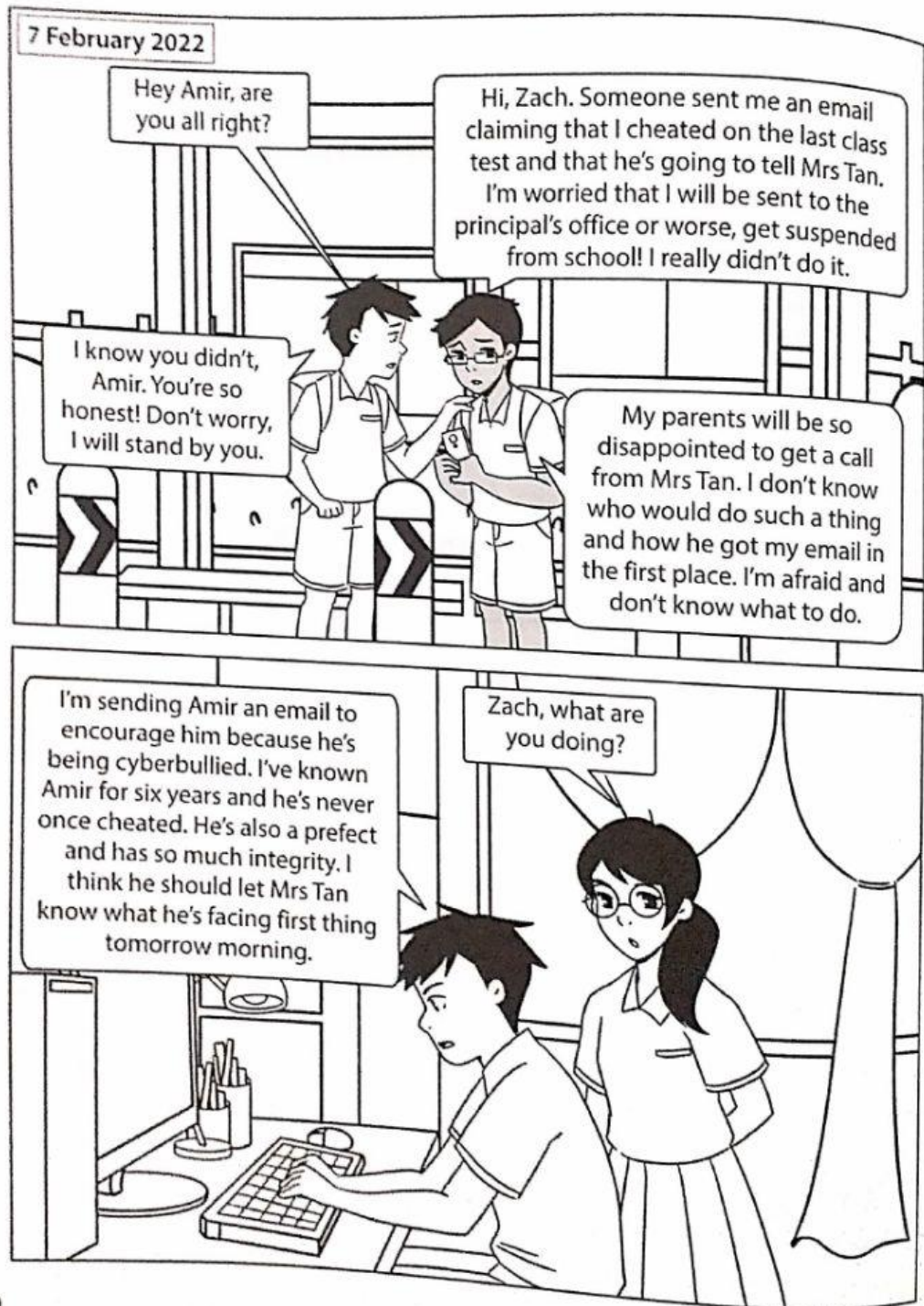
The Write Tribe

**Situational Writing
Mastery
Day 4**



Exercise 2

The pictures below show a conversation between Zach and Amir after school, followed by a conversation between Zach and Ally at home. Study the pictures carefully.



Task

Imagine you are Zach.

Write an email to your friend, Amir, to encourage and support him. You are to refer to the information and pictures on page 20 for your email.

In your email, include the following key information:

- What Amir is facing
- What two consequences Amir is worried about
- Why you believe Amir is innocent
- What you think Amir should do

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

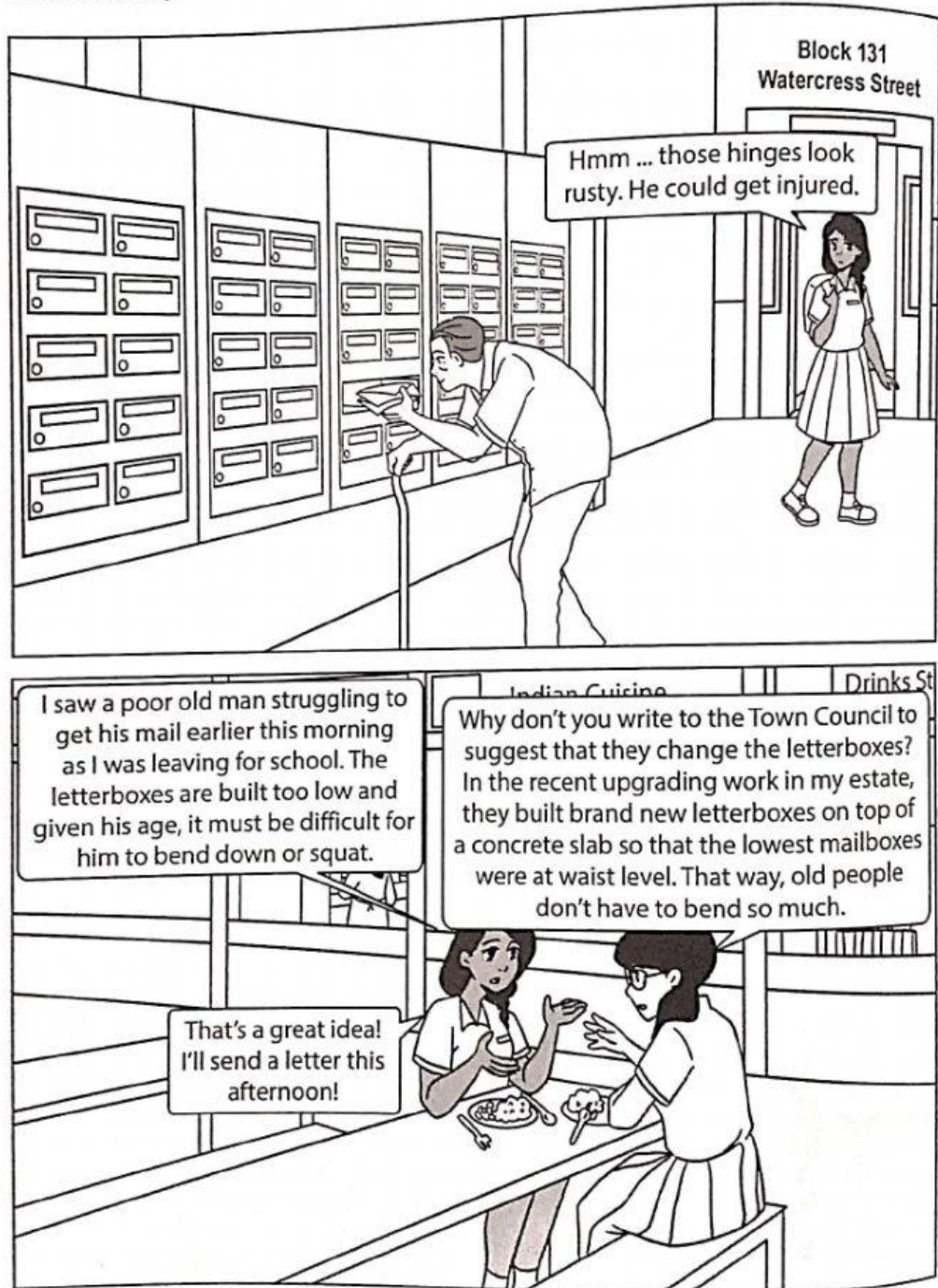
Purpose:**Audience****Context:**

This image shows a blank sheet of white paper with horizontal orange ruling lines. The lines are evenly spaced and run across the width of the page, providing a guide for writing or drawing. There are no margins, text, or other markings on the paper.

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An Example of Formal Writing

The pictures below show the void deck of an HDB flat and the canteen during recess at Pleasant Primary School where Ally and Devi are having a discussion. Study the pictures carefully.



Task

Imagine you are Devi.

Write a letter to the Chairperson of your Town Council, Mr Soh, requesting that the letterboxes in your block be upgraded to new ones. You are to refer to the information and pictures on page 54 for your letter.

In your letter, include the following key information:

- Two things you noticed about the old letterboxes
- Two things you would like the Town Council to change
- Why you think these changes are important

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

Purpose:

Audience

Context:

Model Answer & Notes

Dear Mr Soh,

I am Devi Kumar, a resident of Block 131 in Watercress Street. I am writing to request that the letterboxes in my block be upgraded to new ones.

I have noticed that the letterboxes in my block are too low and the hinges are rusty. I would like to request that the letterboxes be changed to new ones and built on top of a concrete slab so that the lowest mailboxes are at waist level. I think these changes are important as they will prevent people from getting injured due to the rusty hinges or old people having to bend down or squat to get their mail, which makes it difficult for them.

If a name is given to you in the task box, you need to use the name.

Context. You need to introduce yourself so that the reader has an idea of who you are.

Purpose. Simple and to the point.

Points No. 1 and 2 fulfilled.

Points No. 3 and 4 fulfilled.

Points No. 5 and 6 fulfilled.

I hope you will consider **making these changes so** that people will not get injured or struggle when getting their mail. **Thank you.**

Yours sincerely,

Devi Kumar

Link to purpose with context.

This is a must in all formal communication.

Formal sign off where you know the recipient's name.

Full name required for all formal notes. If it does not state what the surname is in the question, make one up that is contextually appropriate.