



**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

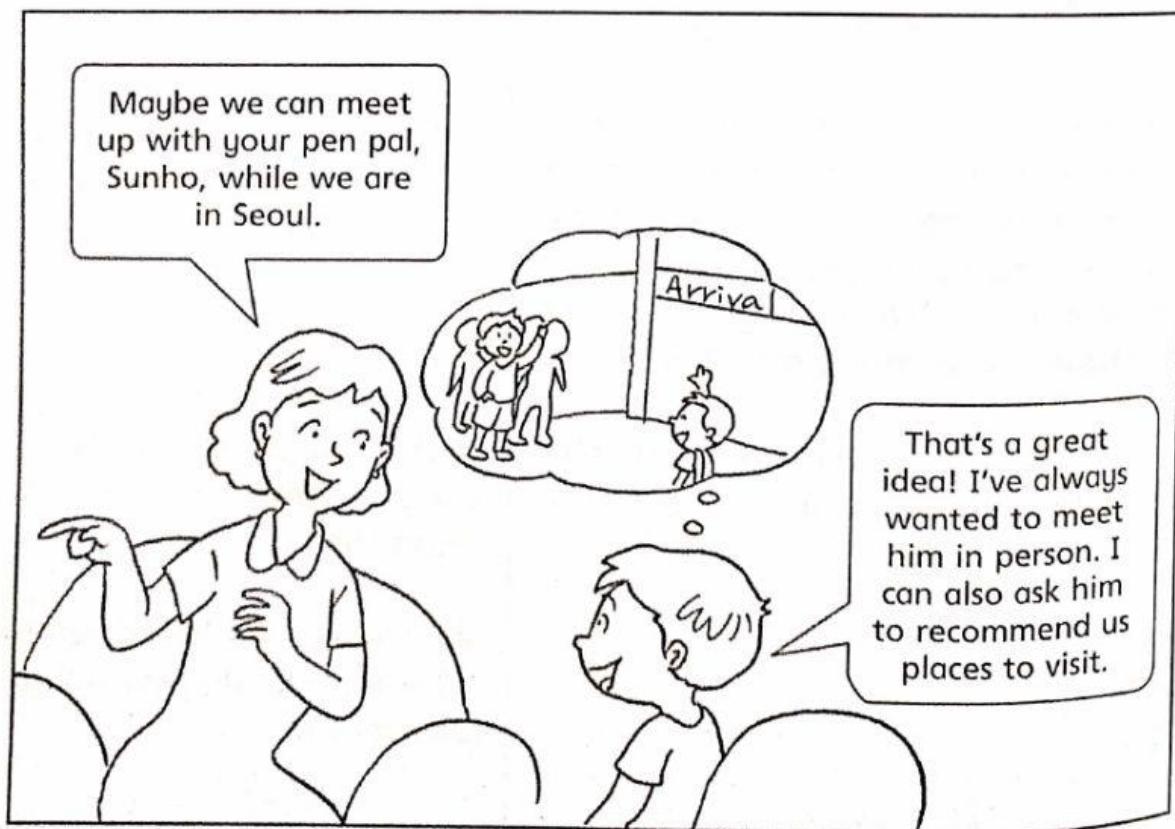
You should use P.A.C to plan your writing :

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:**

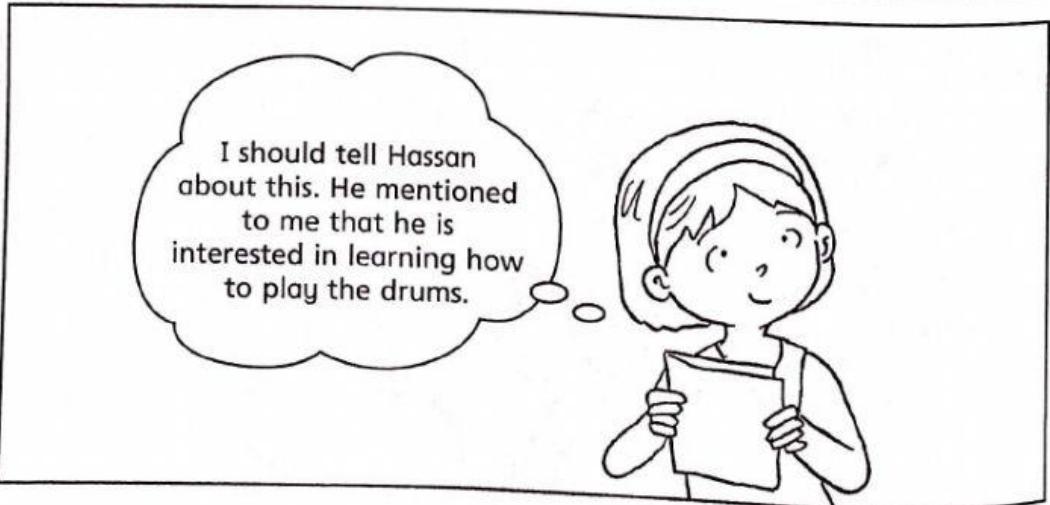
**Context**





## 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**



