



**PSLE 4 DAY WRITING
BOOTCAMP**

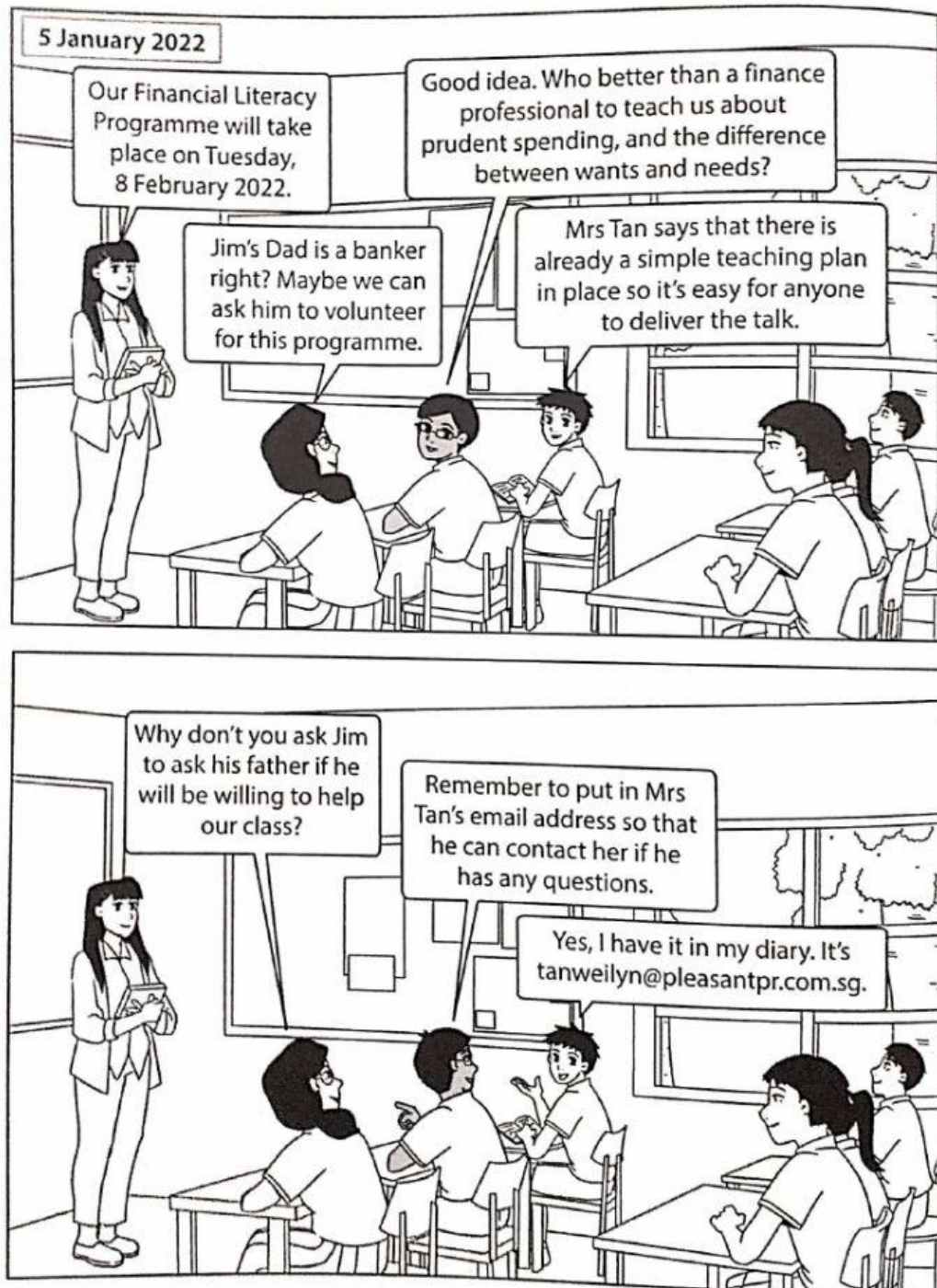
The Write Tribe

**Situational Writing
Mastery
Day 4**



An Example of Informal Writing

The pictures below show a conversation between Zach, Amir and Ally in their classroom during a lesson. Study the pictures carefully.



Task

Imagine you are Zach.

Write an email to Jim, asking him if his father would be willing to help out at school in your financial literacy programme. You are to refer to the information and pictures on page 12 for your email.

In your email, include the following key information:

- What the programme is about
- When the programme is taking place
- What you would like Jim to do and why
- Who Jim's father can contact
- One other detail that is important

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

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

Model Answer & Notes

Dear Jim,

How have you been? I hope you are well. I was wondering if your father will be willing to help out with our school's financial literacy programme.

The programme is to teach students about prudent spending and to understand the difference between wants and needs. I thought it would be perfect to ask your father if he would mind volunteering to help our classmates understand the importance of managing our money well, especially since he is a banker.

No surname because it is informal.

Informal notes often begin with 'How have you been?' to indicate a personal relationship.

Purpose contained within a casual tone. Contextually accurate.

Point No. 1 fulfilled.

Points No. 3 and 4 fulfilled.

The diagram illustrates the structure of an informal email. A central box contains the email text, with lines connecting specific parts to callout boxes on the right. The email text is as follows:

The lesson will take place on Tuesday, 8 February 2022 in our classroom. There will be a simple teaching plan in place so it will be easy to deliver the talk. If he has any queries, he can email our teacher Mrs Tan at tanweilyn@pleasantpr.com.sg.

I really hope that you can convince your father to help us out for this programme. Thanks and let me know as soon as you can!

Best regards,

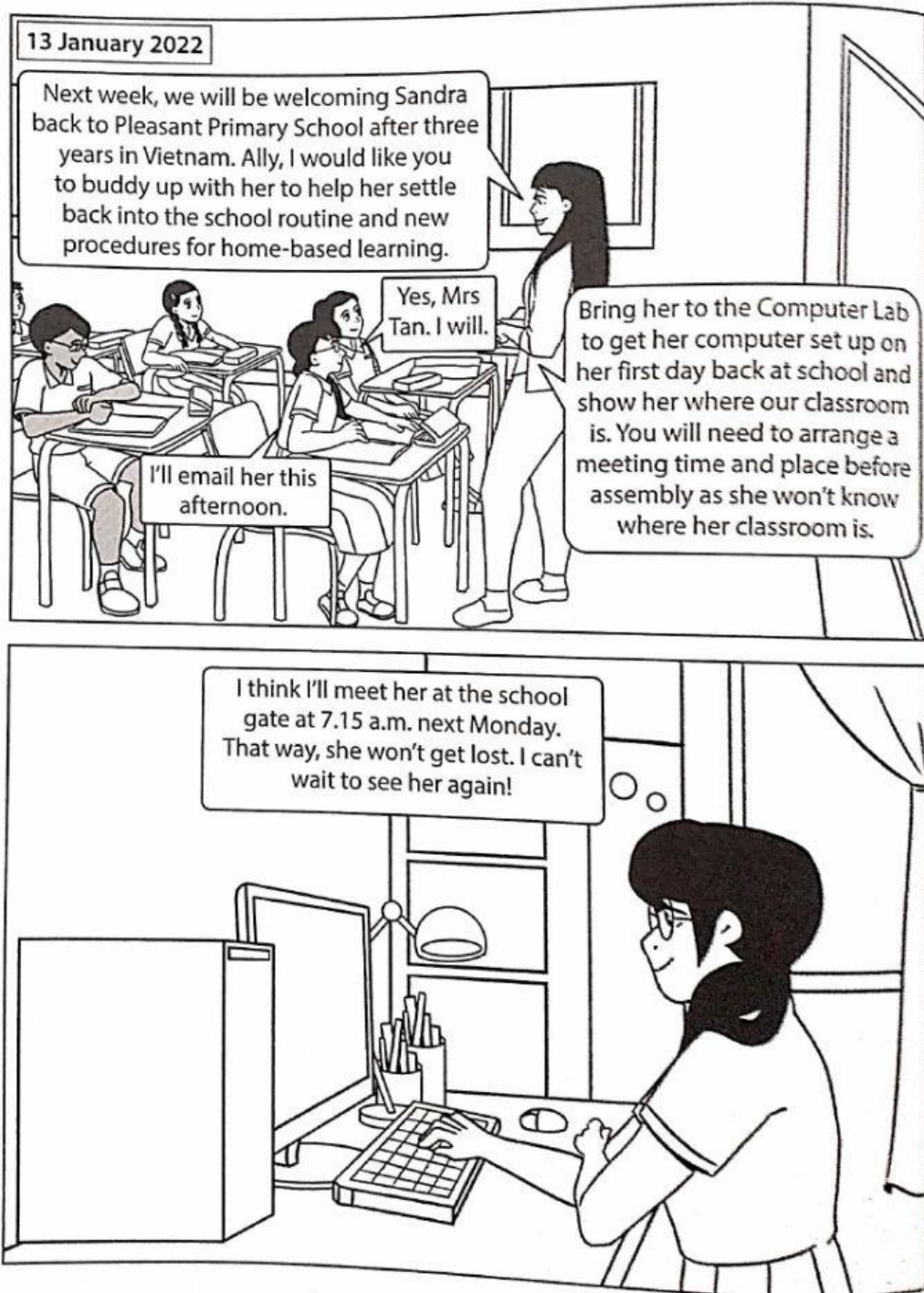
Zach

The callout boxes on the right provide the following analysis:

- Point No. 2 fulfilled.* (points to the date: Tuesday, 8 February 2022)
- Point No. 6 fulfilled.* (points to the teaching plan: There will be a simple teaching plan in place)
- Point No. 5 fulfilled.* (points to the contact information: email our teacher Mrs Tan at tanweilyn@pleasantpr.com.sg.)
- Link back to the purpose and context.* (points to the request: I really hope that you can convince your father to help us out for this programme.)
- A call to action is always good to have when a request is made and a response is expected.* (points to the closing request: Thanks and let me know as soon as you can!)
- Informal sign off.* (points to the sign-off: Best regards,)
- First name, no surname required for informal notes* (points to the signature: Zach)

Exercise 1

The pictures below show Mrs Tan's instructions to Ally and what Ally does when she gets home that day. Study the pictures carefully.



Task

Imagine you are Ally.

Write an email to your friend who will be returning from Vietnam after her father's job posting is over, telling her how you will be helping her settle back into school. You are to refer to the information and pictures on page 16 for your email.

In your email, include the following key information:

- Why Sandra was away from Singapore
- What two areas you need to help her with
- What you need to do on Sandra's first day back at school
- Arrangements to meet

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

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

[illegible]

[illegible]