

Notes

Four Kinds of Essays

1. Narrative – clue word story. It has characters, setting, plot, problem and a solution. Be sure to include dialogue. Can be 3 – 5 paragraphs.
2. Descriptive – clue word describe. Use your senses. Use figurative devices. Can be 3 – 5 paragraphs.
3. Persuasive – clue words agree or disagree. Must be 5 paragraphs.
 - 1 – Introduction
 - 2 – Point 1
 - 3 – Point 2
 - 4 – Point 3
 - 5 – Conclusion

Strategy for writing your points in a persuasive essay. OREO

Opinion

Reason

Example

Opinion

Example of a paragraph on why I should get a laptop for Christmas. This would be the second paragraph (point one) because an introduction should precede this.

Firstly, I am a responsible child. I take care of my younger siblings when you and Daddy are not home. I ensure that they eat, take a bath and do their homework neatly and correctly. A laptop can help me with my school work and it can also be used for recreation. I believe that I am also responsible enough to take care of a laptop.

4. Expository – clue word explain. Typically 5 paragraphs as well. Similar to persuasive except, you won't be explaining your opinion. You will be stating facts.

You state the fact, give examples, or statistics to back it up and use clincher sentences to conclude.

Assignment (Worked on as a Whole Group)

Prompt

I had just returned from my Physical Education class only to discover that my Kipling bag had been stolen. Continue the story. Be sure to say how the problem was solved.

Outline/Plan

Para 1 – Returned from P.E, bag missing, heart sunk, angry, scared. Look around anxiously for it.

Para 2 – Ask around. Tell the teacher. Someone had a clue of who moved it.
Investigation

Para 3 – Person found. Bag was a look alike but wasn't mine. Flashback: Student remembered she left her bag with her favourite teacher.

C.

I had just returned from my Physical Education class only to discover that my Kipling bag had been stolen. Immediately I went into panic mode. My heart sank because my mother had just spent her last one hundred thirty dollars on this bag for me. I also got angry because why would someone want to take something that didn't belong to them. Then I began anxiously searching around the locker room for my P.E bag. It was not there. After all my searching, I came to the conclusion that maybe one of my classmates had stolen it, so I started questioning my classmates.

I asked everyone if they had seen my orange Kipling bag, but they said that they didn't take it. Then I became angry because I didn't believe them. I informed my P.E teacher about a missing bag and soon, a boy from a different class exclaimed, "I saw someone from Mr. Moxey's class with an orange Kipling bag in their hand." I immediately asked, "Who was it," but the student was unsure of the person's name.

P.E teacher granted me permission to go to the student's class and it was on the Science block.

Rapidly, I dashed to Ms. Rolle's classroom and asked her to speak to John Lowe. John Lowe had a bag that looked identical to mine, but unfortunately it wasn't mine because his signature was embroidered on his bag. A well of tears flowed like a river from my eyes and clouded my vision. My vision blurred and I had a flashback of what happened before P.E class. After I had finished changing for P.E, I dropped my bag off to my favourite teacher's classroom and she agreed to keep it safe for me. I quickly wiped my eyes, and skipped with joy to Ms. Thompson's classroom to collect my orange Kipling bag that she had in her cupboard waiting for me.

The Formal/Business Letter

A formal letter is a professional letter and there are different kinds. Some kinds of formal letters are:

1. Thank You
2. Letter of Complaint
3. Congratulatory
4. Invitation
5. Letter of Request

Prompt: Write a letter inviting someone to speak to the Young Gentlemen's Club Opening Ceremony.

R – reference (what is this letter about)

I – information

P – purpose

C – conclusion

P. O. Box F – 42890
Freeport, Grand Bahama
The Bahamas

March 7, 2026

Hon. Kingsley Smith
MP for West Grand Bahama
P.O. Box F – 42999
Eight Mile Rock, Grand Bahama
The Bahamas

Dear Mr. Smith:

This letter is in reference to our Young Gentlemen's Club we have at New Rock Junior High School.

Our Club has boys of ages ten to fifteen years old, and we meet at lunch time every Friday. Our aim is to inspire boys to be more like gentlemen and to make a positive impact in society.

We would like to cordially invite you to be the guest speaker at our opening ceremony on Friday 27th March 2026 at New Rock High School at 6:30 p.m. This will be a formal event under the theme is "Chivalry is not Dead."

We anticipate your response and pray that our request is met favorably. If you have any questions, please do not hesitate to contact us at 350-9023.

Sincerely,

John Rolle