SITUATIONAL WRITING TO MY SEATMATE

Grade 5 English

Name: _____ Class: _____

Date: _____

Instructions

Please do not write slang or short forms such as: Cya, gtg, brb, lol. Use the most beautiful language - English. Slang, short forms, and vulgar language are strictly not accepted. Write clearly, politely, and in complete sentences.

Important Notes

1. Greeting: Begin with **Dear [Name],**. If the name is not given, write **Dear N/A,** only if your teacher instructs you to do so.

2. Closing: End appropriately with **Cheers, Sincerely,** or **Best wishes,** followed by your name (or N/A if required).

3. Grammar: Check your tenses, subject-verb agreement, pronouns, and sentence structure.

4. Punctuation: Use capital letters, commas, colons, question marks, and full stops correctly.

5. Vocabulary: Choose precise and interesting words. Avoid repeating the same simple words too often.

6. Content: Include every important point given in the question or visual stimulus.

7. Tone: Think about who you are writing to. A seatmate can sound friendly, but your English should still be clear and proper.

8. Paragraphs: Organise your ideas into short, logical paragraphs.

9. Proofread: Read your writing once more before submitting it. Check spelling, missing words, and punctuation.

LIVEWORKSHEETS

HOW TO DO SITUATIONAL WRITING

Use this page to revise the steps before you begin.

Steps

Step	What to do	Remember
1	Read the situation carefully.	Who are you writing to? Why are you writing? What must you tell the reader?
2	Underline the key information.	Look for names, dates, times, places, activities, instructions, and special details.
3	Choose the correct format.	Decide on an appropriate greeting, opening, paragraphs, closing, and sign-off.
4	Plan your ideas.	Arrange the information in a sensible order before writing.
5	Write in complete sentences.	Connect ideas smoothly and use suitable vocabulary.
6	Check every content point.	Make sure you did not leave out any required information.
7	Proofread.	Correct spelling, grammar, punctuation, and awkward sentences.

Questions

1. What should you identify before you start writing situational writing?

2. Why is it important to include all the content points?

3. Give two examples of suitable greetings or closings.

4. Why should slang and short forms be avoided in school situational writing?

5. Name three things you should check while proofreading.

6. When would you use a colon (:)? Write one example sentence.

7. Rewrite this in proper English: *Hey! Cya at the game lol. Gtg now.*

LIVEWORKSHEETS

SPELLING REFERENCE

Refer to these words when you are unsure of the spelling.

Word	Meaning / Reminder
Euphoria	a feeling of great happiness or excitement
Holidays	days when you are away from school or work
Basketball	a sport played with a ball and hoops
Sportsmanship	fair and respectful behaviour in sport
Trophy	a prize given for an achievement
Joyful	very happy
Bonding	building a closer relationship with others
Excited	feeling very happy and eager about something
Fictional	imaginary; not real
Novels	long fictional books or stories

Spelling tip: Say the word slowly, look for familiar word parts, write it, and then check it again.

LIVEWORKSHEETS

WRITE IT HERE!

Plan briefly, then write your final situational writing neatly below.

Quick check before writing: Greeting - purpose - all content points - clear paragraphs - appropriate closing - correct spelling and punctuation.

LIVEWORKSHEETS