



**Week 28**  
**Primary 5/6**

# **SITUATIONAL WRITING:** **INFORMAL EMAIL**



## Informal Email

Dear Miyuki,

Salutations

How have you been? I hope the weather in Tokyo, Japan is good. It has been so warm in Singapore recently.

Inquiring about well being

My uncle will be visiting Tokyo from 14 May 2019 to 29 May 2019. This will be his first time there and he will be going alone.

Details or state purpose

Do you have any attractions to recommend to him? Also, do you know of any reputable hotels that he can stay at?

It will be great if you can also bring my uncle around. Let me know if you are available any time during the period that my uncle is there. Thank you so much for your help! Hope to hear from you soon!

Any favours?  
Call to Action -  
Help me with  
\_\_\_\_\_.

Yours lovingly,  
Matthew

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 Email	
Purpose	Invitation to an event, ask a favour, inform someone about a trip.
Audience	Friends, classmates or family members
Context	Informal. Use contractions such as (can't)
Is an address needed?	No



*Looking for  
Volunteers for Hope  
Animal Shelter*



*Looking for  
Volunteers for Hope  
Animal Shelter*

Responsibilities include:

- Feeding the animals
- Grooming the animals
- Walking the dogs
- Helping to organise fundraising events
- Routine administrative duties



*Looking for Volunteers  
for Hope Animal  
Shelter*

The volunteer programme  
is on every Saturday, from  
2 p.m. to 4 p.m. It begins  
on 4 June. Volunteers will  
receive a free T-shirt.



Your Task

Imagine you are the girl in the pictures.

**Write an email to your cousin to ask if he would like to volunteer at the animal shelter with you.**

You are to refer to the pictures and information on the facing page for your letter.

In your email, include the following key information:

- the organiser of the programme
- the day and times of the volunteer programme
- the duties volunteers have to do
- when the programme starts
- what perk volunteers enjoy

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

**Purpose:**

**Audience:**

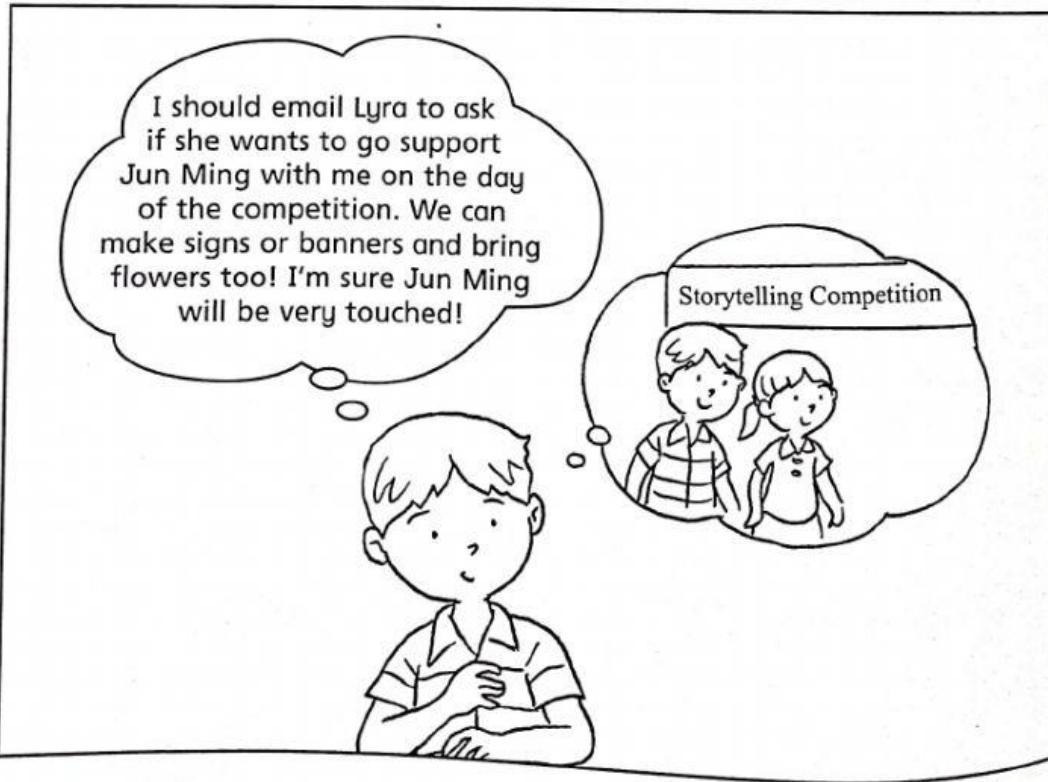
**Context**





## Informal Email Ex 2

Study the pictures below carefully.



Your Task

Imagine you are the boy in stripes in the pictures.

Write an email to your friend, Lyra, to see if she would like to accompany you to support Jun Ming.

You are to refer to the pictures and information on the facing page for your email.

In your email, include the following key information:

- the purpose of the email
- what Jun Ming is participating in
- the venue of the event
- when the event takes place
- what you plan to do on the day of the event
- how you think Jun Ming will feel about the plan

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

**Purpose:**

**Audience:**

**Context**



