

# 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.

# 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?

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

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3. Give two examples of suitable greetings or closings.

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

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5. Name three things you should check while proofreading.

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

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

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# 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.

**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.

[illegible]