

## Statement to Principal, Explaining the incident

### Tasks:

1. Why I am out of school during lessons?
2. Who was the man
3. What was I talking about?
4. What are the papers I exchanged?
5. Why my wallet got so much money?

#### 1. Written Statements

2. At *midday on Wednesday*, I was seen outside school in *school uniform*.
3. On that day, Mrs Sia, my science teacher was absent from school.
4. I decided that it would not be of any harm to leave the school since Science was the last lesson for the day.
5. When I stepped out of school, I saw "...", who is a ... of my father.
6. He had **intended** to ... to get exam papers for his daughter who is studying in...
7. I then passed the "2007 Elem...." Of ... school to him.
8. <...free evaluation..>
9. "This **agitated** Mr Tan" because he had...
10. Mr Tan then **argued** that the...
11. He finally agreed and paid me...
12. This explains the argument & the exchange of papers. <<
13. After that, .....
14. The next moment, I saw someone **approaching**.
15. He was rather **short & stout** & he held a **black** briefcase in his left hand.
16. From a distance of ... to ... metres away,
17. He seemed to resemble my principal.
18. "Without a second thought, I **fled**."
19. "In my **haste**, I dropped my wallet"

## Informal: Reply Letter to a friend who switched school

### Tasks:

1. Tell him about a friend in the class
  2. A favourite teacher
  3. Recent sports results
  4. Changes in school canteen
  5. Unusual, difficult, or funny happenings.
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1. "Hi there! How are you? All of us are fine,"
  2. In fact, I'm doing very well,
  3. "My results are better than expected & life is good."
  4. I heard that you have settled in quite well in your new school.
  5. "That is good."
  6. "I hope that things will continue to get better."
  7. It has only been 2 months since you left but
  8. "nothing has remained the same"
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9. The most change has most definitely been to "...."
  10. Yup, the nerdy weirdo...or so he used to be.
  11. Well here is what happened.
  12. A few weeks after you left, <process>
  13. ... "Mr Tan tried to stop but **to no avail**" <Link to the favourite teacher>
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14. "I think that is enough bad news. Now, for the good news."
  15. <Link to sports-related good news>
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16. Another major event is that since exams are over,
  17. There has been a table in the canteen called "..."
  18. Which is **run by** the ... club.
  19. "..., the whole canteen **roared** with laughter."
  20. "James did not get offended which **is** lucky"
  21. Because you know how he is when he gets angry.
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22. Well that is all for now. Keep the letters coming. Bye!

## Leaflet (Brochure):

### Guide & Timetable of events for New parents during open day

#### Tasks:

1. Include what can be seen in:
  2. The hall, welcomed by principal
  3. Classrooms... special displays
  4. Science laboratories
  5. Practical areas: Workshops, science rooms, music rooms
  6. Outdoor events
  
1. An Introduction (9.00 a.m.)
  2. Welcome, parents to ...'s 12<sup>th</sup> annual open day.
  3. We are greatly honoured by your presence here today &
  4. Sincerely hope that today will be of great benefit to you.
  5. We have specially arranged the activities today
  6. To give you an accurate picture of what life in this sch is about.
  7. "In the little time we have with you, we hope to provide you with an **insight** into the curricula programs & activities
  8. Which have **tailored** to bring maximum benefit to our... by our experienced & dedicated...
  
9. Welcoming Speech
  10. At 8 a.m., there will be a welcoming speech by the..., Mrs Tan Lay Hong at the hall.
  11. It'll be a short speech to welcome you into our "... " family
  12. And is also the time when you can... <pose Q to>
  13. After that, please head towards the... to... "The students themselves".. <Info>
  14. "**Marvel** at the creativity & talent" of the ...
  15. As they explain their wonderful & innovative creations to you.

16. Tour of Science Laboratories & Practical areas (9.00 a.m.)

17. You may then proceed to our “**fully-equipped**” science **laboratories**.
18. Here you can see the “excellent facilities”...
19. Attend to the needs of our **budding** scientists.
20. Feel free to view our collection...
21. “Next, please head towards the” ... areas such as...
22. “Specialised areas to **cater to** the varying interests of the...”
23. “Whatever field they are interested in, they will be able to **pursue** it here, in a **conducive** environment”
24. Next are the outdoor events.
25. The outdoor events are organized by the many CCA(.....) in the school
26. In “...”, we want all our students to receive an all-rounded education.
27. Through their respective CCAs.
28. The students gain **invaluable** experiences & values that will help them in life.
  
29. Grand Finale (12 Noon)
30. The “...” will be a ... by the school’s ...
31. We hope that you will enjoy yourself & gain necessary information to help you **seriously consider** “...” Your choice.
32. “We look forward to welcoming your” ... to be part of our school.
33. “Thank you for taking time off to be here with us.”

### School Magazine Article: The Mystery of the Red Box

( Me sit near window in school library, saw a car drove into entrance, 2 men inside, One gets out & enter with a red box. Shortly, I heard a loud conversation followed by laughter. 2 students & men get into car & drove off.)

#### Tasks:

1. Who in the car?
2. What's in the box?
3. What's the conversation about?
4. Why they laugh?
5. Why student leave school?

1. I was sitting in the ... some time ago when I witnessed a peculiar incident.
2. One of the people involved is an **acquaintance** of mine.
3. After calling him up & talking to him, I managed to find out what it was all about.
4. This was what happened. <<

5. As I was looking out of the windows, a car... ..< The Q process>
6. "My view was blocked" but I overheard a conversation afterwards between...
7. One of whom was my **acquaintance**.
8. They were speaking about an 'operation' which they are going to undertake.
9. The 'operation', as later I found out was actually an April Fool's prank.

10. "Probably **at the thought of how** their prank was going to turn out."

**11. "What was in the box?"**

12. Well, it was actually full of cockroaches meant for a teacher they all **loathed**.

13. "What better time to do it than on April Fool's Day."

## Informal: Letter to hospitalized relative (Minor operation)

### Tasks:

1. Say how sorry I am
2. Ask him about his well-being
3. Tell him some light-hearted news from home
4. Suggest home-coming party
5. Say I'm visiting him.

1. Dear Bob,
2. "Hi there, my most **cool and happening** cousin."
3. I heard the bad news about your upcoming...
4. "I'm really sorry to hear it, & it must be tough for you."
5. I hope that you're **healthy & in good spirits**.
6. Don't worry, I know you'll get over this & come out better than ever.

7. Yesterday, my cat...< *happy home news!*>
8. Actually, it was kind of funny for she was angry &
9. At the same time...- *You know how much* she loves the cat.

10. It has been boring without you around for so long & I miss you.
11. When you are finally back, maybe we can have a...!

### **12. That'll be great, huh?**

13. We can invite all our... You will probably get a lot of presents too.
14. You just relax there & leave all the planning to me.

15. "This letter is getting long." <<
16. It would be better if I go and meet you in person, den we can talk properly.
17. I **promise** I will come over in 2 days time, after sch.
18. Till den, take care.

## Thank You letter to Business man for giving large sum of money to my club

### Tasks:

1. Thank him
  2. Tell him what improvements have been made
  3. What sports equipment was bought
  4. Explain why money is spent in this way
  5. Invite him to come & see the new facilities
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1. Dear Sir,
  2. I am Lee Hong Rui, a senior member of the “...”.
  3. “**On behalf** of the executive committee of my club, & all club members,”
  4. “I would like to thank you sir, for your **generous & valuable** contribution” to the club.
  5. Your generous donation has gone a long way in improving the leisure facilities.
  6. The club has an excellent... & ... room, which has been a source of pride for us.
  7. However, with increasing ..., the... provided have become **inadequate** to serve our needs
  8. Part of your contribution has been used to renovate... & a new ... has also been installed to **complement** the existing...
  9. Our gym too has been improved by adding... & more advanced... to better serve...
  10. The gym has been an important part of our ..., not only in maintaining ..fitness,
  11. But also for **rehabilitation** from ... injuries.
  12. Our club is actively involved in many ... like ... & ... injuries are common.
  13. As such, we have decided that upgrading our ... is a **worthwhile** investment.
  14. Another major contribution your funding has made possible is the **purchasing** of...
  15. We are very happy that the team has benefited from your **generosity**,
  16. & **assure** you that it will “spur the team to greater heights”
  17. “Sir, we are extremely **pleased & grateful** to you for your sincere support of our....
  18. Your support has ensured that the ... continues to serve its members to the best of its ability.
  19. “It would be great honour & would give us great pleasure” if you would be willing to accept our **humble** invitation to visit our ... to observe for yourself what a difference you have made.
  20. “Once again, I would like to extend the deepest of **gratitude** to you” for your donation to the “...”

## Letter of invitation to guest for a charity concert, sports event

( I am organizer of event, to raise money for charity)

### Tasks:

1. Tell him was type of event
  2. When & where it'll take place
  3. What I want him to do
  4. Other arrangements made
  5. Why is money needed
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1. INVITATION TO TAKE PART IN CHARITY HOUSE'S FUND-RAISING MINI WALKATHON 2003
  2. On 14 December 2003, ... would be holding its annual fund-raising event.
  3. This year, we are proud to invite you to take part in our very first...
  4. All proceeds from the event will go towards the expense **incurred** by...
  5. ... is a home for **underprivileged** & orphaned ...
  6. It is run entirely by volunteers & funded by charity.
  7. The money we raise goes solely towards...
  8. paying for their upkeep- Clothing, food & utility bills.
  9. ... currently houses 110 ... , compared to 80 last year, the number is growing.
  10. As such, we require increased funding to accommodate them.
  11. "We are also looking into improving our facilities so as to provide a more conducive environment for the ..."
  12. "*These children have limited choices available for them, & we hope to provide for those we can to the best of our capabilities.*"
  13. We are very excited about our latest fund-raising project called the "..."
  14. The "... will be held at ..., & will kick off at 1000hrs.
  15. The distance is only...
  16. And the event will last till 1500hrs, inclusive of the lucky draw & other activities at the end of the...
  17. This event is open for ... as well as...
  18. One of the main sponsors is "...", currently the **top tabloid**,
  19. And "thus we expect extensive media exposure for the project."
  20. "You sir, are invited to sound the official blow-horn to kick-start the walkathon.
  21. Thereafter, you may wish to join... , or ...
  22. Your time would go a long way towards helping us achieve our aim of
  23. **Garnering** funds for the sake of the... members
  24. "I await your favourable reply. Thank you for your time"



## Informal Letter to uncle, highlighting my preferred choice

(I am his nephew, given 2 choices)

### Tasks:

1. Thank him for his kind offer
  2. My preferred school
  3. My reasons of choice
  4. Let him know what make me happy
  5. Make him feel at ease of my safety
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1. Dear uncle Ali,
  2. How are you and Aunt Siti in England?
  3. I just received your letter & I want to thank you so much for offering to pay for...
  4. I am **immensely** grateful and I am very excited about it!
  5. I have been thinking of signing... before...
  6. After going through carefully the ... of the... You sent together with your letter,
  7. I have decided that I would really like to ... instead of... .
  8. The main reason for this is that I do not really like
  9. “crammed urban conditions” & I know that ..., being the capital of... would be just that
  10. **“Furthermore**, you know how much” I love nature & beautiful ... scenery
  11. Living by the sea with... “sounds **very appealing**” to me
  12. Being away from my family for 6 weeks would surely cause me to miss them a lot.
  13. As such, I feel that it would be better... rather than ...
  14. This is also less taxing on you.
  15. *You know how* I have always been interested in the ... & their culture &
  16. **“I am so excited”** to finally be given the opportunity to interact... when I enter...
  17. I realize your concern about my safety as I travel alone to... from... and also during...
  18. **“I assure you,”** I have... many times “& I will be just fine”
  19. I trust that the family I am going to stay with... & that they can be **relied** on to ensure my **well-being**.
  20. “It has always been my dream to learn... from...”
  21. And I am **truly overjoyed** receiving this ... from you
  22. Equipped with better command of the English language,
  23. “I am certain *that I will* have a brighter future due to...
  24. Once again, thank you so much, dearest uncle,
  25. For going all out for me & taking an interest in my future.
  26. Send my love to Aunt Siti.

27. See you in December.

Mega Lecture

## Speech, Explaining to classmates the preferred holiday course

(I am a student, discussing with classmates)

### Required Tasks:

1. Speech to explain the course I prefer
2. Reasons for choice
3. Persuade them to support me
4. Convince that my choice is Best

1. Good afternoon to my fellow classmates
2. As all of you know by now, our school will be holding...
3. Though some of us may have preference on what course we would like to have,
4. **I am sure** that most of us are still **undecided** & are leaving your options open.
5. Personally, I am **most inclined** to having a course on...
  
6. Most of you would question the **relevance** of a course on... for teenagers such as...
7. "I strongly believe that such knowledge would serve us well in the long run."
  
8. < Many people only started to...
9. & regret not having "*sound financial knowledge* **beforehand**" >
10. It is a well-known fact that ...
  
11. Learning how to... does not mean we will necessarily be...
12. However, it means that we at least need not worry about...
13. Hopefully, we would <future benefits>
  
14. "I hope that all of you are **convinced** of the importance of managing our finance,  
as it is something we **certainly** have to do when we grow up."
15. "Please, **vouch** for a course on ... - **for our own future**"

## Report to Principal, Suggesting Best way to help pri-sch...

(I am chairman of a committee of students)

### Required tasks:

1. Write report, giving reasons choice.
  2. Why I think it's the most successful way to help.. Settle happily?
  3. Suggest how project can be organized.
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1. "After much debate and analysis,"
  2. our committee has reached a **unanimous** decision that
  3. the most successful way to assist... to **assimilate** into ... is to organize an Open...
  4. This ... can be planned in such a way as to be able to
  5. **accomplish** all our objectives in the *fastest & most effective* manner.
  6. Two main factors which had to be evaluated were **firstly**,
  7. the impact of our... to..., and **secondly**, the impact of our... on...
  8. With regards to the 1<sup>st</sup> factor, an Open house is the **perfect avenue** for us to allow...
  9. Get **accustomed** to the general feel and culture of our sch.
  10. As it will be held in the sch compound, and facilitated by current students & **staff**.
  11. This will give them & their parents the chance to directly interact with...
  12. "Thus adding a human touch to the proceedings."
  13. Students will lead... to diff stations...
  14. Each station will have informative mini exhibition boards &
  15. Teachers will be present to explain this...
  16. This will enable information to be "**dispensed** to the visitors" in a "**systematic & digestible** form".
  17. This event will also result in direct benefits to the sch itself.
  18. One full day would have to be dedicated to the open house, and time would have to..
  19. This can be done as a project by a team of...
  20. Having such project **will be** an excellent method of "**enriching** the student leaders"  
and **inculcating** higher-level leadership & organizational skills in them.
  21. "Develops them into more balanced and all-rounded individuals."

### Letter to Principal, Suggesting best use of new building.

1. My name is... and I am a senior student **as well as** a student leader.
2. I have been **keenly** keeping tabs on the proposed development of the new building.
  
3. **I am also an** active voluntary member of the nearby..
4. **and am** frequently involved in...
5. "As such, I believe I am **in a unique position** to propose the **best possible use** of this building"
6. So as to **fulfill** the needs & wants of both the...
  
7. "The three proposals **have their merits**, but in my **humble** opinion,"
8. "A... would by far be the **most ideal option** to meet our objectives."
  
9. Firstly, there is no proper location for...
10. The hall is **sorely** under-equipped for its purpose
11. Yet it still holds 8...
12. "This further proves" that there is a strong demand for such...
  
13. Secondly, our school's art group is also very active ... 3<sup>rd</sup> consecutive year it won...
14. The new theater **will thus** be an ideal platform to **showcase**...
  
15. All three proposed ... are used by both ....
16. However, **only** in a theater **will there be** an actual close...
17. A ... or ... will hardly result in any common...
18. "Art is a universal language which can bring people together and
19. This is the **core essence** of what this new... is about."
  
20. "I hope that my inputs & views will be taken into consideration in deciding..."
21. I look forward to joining you, members of the... & my fellow...
22. at the **inaugural** performance of our new ... soon.