



FORMATS FOR ENGLISH LANGUAGE 1184 PAPER 1 SECTION B (2024)

- No need to indent; but must write in paragraphs (leave two lines to indicate the start of a new paragraph).
- Standby format (in case of surprises) – title / name / class (*leave this out if you are not a student) / date.
- These are examples of addresses:

121 Dover Road
Singapore 139650

Block 10 Ang Mo Kio Avenue 4
#12-198
Singapore 473010

Singapore Press Holdings Pte Ltd
65 Chestnut Drive
Singapore 362789

1. INFORMAL LETTER

Date in full (eg. 20 May 2024)

Dear (name),

TEXT (write in paragraphs but do not indent)

*Lots of love,
(name; no surname)*

2. FORMAL LETTER

*Name of sender in full
Position
Name of School / Organisation
Full address*

Date in full (eg. 15 July 2024)

*Name of receiver in full
Position
Name of School / Organisation
Full address*

Dear Sir / Madam,

RE: TITLE (underlined and centralised)

TEXT (write in paragraphs but do not indent)

*Yours faithfully,
(signature)
(name in full)*

- NB:**
- If the instructions require you to begin with 'Dear Sir', then do not include the names, positions or addresses in the beginning. However, write the date and RE and after the signature at the end of the letter, you must indicate your name in full and your position.
 - End with 'Yours sincerely,' if you address the person by name, e.g. 'Dear Mr Tan'. But if you begin with 'Dear Sir / Madam', end with 'Yours faithfully'.
 - Use 'Yours faithfully' and 'Yours sincerely' only for formal letters.

3. INFORMAL EMAIL

To: *(email address)*
Date: *(in full)*
Subject:

Dear *(name)*,

TEXT (write in paragraphs but do not indent)

Regards,
(name; no surname)

4. FORMAL EMAIL

To: *(email address)*
Date: *(in full)*
Subject:

Dear *(name)*,

TEXT (write in paragraphs but do not indent)

Regards,
(name in full)

5. SPEECH

TITLE (underlined and centralised)

TEXT (write in paragraphs but do not indent)

Speech written by:
(name in full)

6. INCIDENT REPORT / PROPOSAL

To: (name in full)
(position)
From: (name in full)
(position)
Date: (Date in full)

TITLE (underlined and centralised)

TEXT (write in paragraphs but do not indent)

Report / Proposal written by:
(signature)
(name in full)

7. NEWSPAPER REPORT / ARTICLE

HEADLINE (underlined and centralised)
by (name of reporter in full)

TEXT (write in paragraphs but do not indent)

8. SCHOOL MAGAZINE REPORT / ARTICLE

TITLE (underlined and centralised)

TEXT (write in paragraphs but do not indent)

Report / Article written by:
(name of student in full)
(class / position)

9. BROCHURE / INFORMATION SHEET / LEAFLET / PAMPHLET / CIRCULAR

TITLE (underlined and centralised)

(Include sub-headings, if appropriate)

TEXT (write in paragraphs but do not indent)

Prepared by:
(Name in full)
(Position)
(Name of Club/Organisation)

10. **DIALOGUE**

Provide information such as the setting and time and identify the speakers clearly.

TITLE (underlined and centralised)

(Setting)

(Time)

(Other essential information)

JOHN :

PRINCIPAL :

DISCIPLINE MASTER :

A sample:

Dialogue between the Principal, the Discipline Master and John Tan regarding Fight that Occurred in the Canteen

Principal's Office

Immediately After Morning Assembly

JOHN : Good morning, Mr Lee. Good morning, Mr Wong.

PRINCIPAL : Good morning, John. Have a seat.

DISCIPLINE MASTER : John, tell us what you witnessed in the canteen yesterday.

JOHN : Yes, Sir. During recess yesterday, I was in the canteen lining up for my food when I first heard a commotion