

2014 O Level Situation Writing Qn

1 Jalan Rajah
Singapore 870851

Commented [WU1]: May also use school address

6 January 2015

Commented [WU2]: Possible month of monsoon flooding

Mr Muhammad Salah
Project Organiser
Hours4Humanity
4 Jalan Puteri
Negri Sembilan
Malaysia

Commented [WU3]: Give him a name

Dear Mr Salah,

Offer of help to the flood victims (March 10 to 13, 2015)

Commented [WU4]: Identify the 'weather condition'
Give the date here – enough time for planning

Today, my English teacher showed our class of 40 students the **online appeal** that your **esteemed organisation** is making on behalf of the flood victims in Kampong Sepuluh who fell prey to the worst ever flood in decades. We are all saddened by the **devastation** that has **afflicted** the villagers. As the Class Chairman, I would like to thank your organisation for reaching out to the poor victims who must now be feeling **absolutely despondent**. My class would like to **participate** in this **life-changing** activity by offering four days of service during the upcoming school holiday in March. As we are from an all-boys school and students of Design and Technology, we will be able to offer some practical help.

Commented [WU5]: Set the context – how you came to know of this and what had happened and at where

Commented [WU6]: This is almost like a thesis statement. Specify what you intend to do – purpose of your letter

Firstly, we will collect clothing from our schoolmates by making a **school-wide appeal** to them. We are looking at collecting some 300 sets that can be worn by the youths of the village. Not forgetting the adults, we will also seek our teachers' help to donate their clothing and those from their friends and family. Next, we will approach our school's Boys Brigade unit to seek out essential items like medicines, soap and **daily necessities** that will make life more bearable for the villagers who have lost everything. We will be bringing these items to the village. Once we arrive on site, we will assist the rescue workers to help clear **debris** and repair buildings, shops and houses damaged by the flood.

Commented [WU7]: Important to make clear your sequence of events

Commented [WU8]: Begin your sentence differently

Commented [WU9]: Rephrase wording from question and elaborate

I am confident that our offer of help will be useful as we have good teamwork as a class and we have had some experience in helping needy students in a village in Batam; we helped to paint their houses and did some repair works. We are hoping to bring some ray of hope to the flood victims in their darkest moments.

Commented [WU10]: Use of idiom

Commented [WU11]: metaphor

To end off, thank you Hours4Humanity for arranging transport and accommodation, and most importantly for allowing us an opportunity to extend a helping hand to our ASEAN neighbours across the causeway. I will email you closer to the date on our arrival time upon confirmation of your accepting our offer of help.

Commented [WU12]: Acknowledging that the logistics are planned for

Commented [WU13]: Demonstrate awareness of larger context

Yours sincerely,

Commented [WU14]: Sincerely as you know his name

Julio
Julio Tan
5J1 Class Chairman
St Andrew's Secondary School

(356 words)

Inspired by the good work of Julio (5J1, 2015), Edited by LSF