

Name: _____ ()

Date: _____ Sec _____

FORMAL LETTER (Introduction & Conclusion)

Question:

You are advised to write between 250 and 350 words for this section.

Study the information provided in the stimulus carefully, and plan your answer before beginning to write.

You are the Class Chairman and have been approached by your Principal to write a letter to him on ways to improve the school physical environment to provide a conducive environment for our students. You can conduct interviews with various stakeholders such as the Office Support Officers (OSO), the book shop vendor and the school cleaners. You can also explore the school compound to identify areas you would like to improve on.

Write a letter in which you persuade your form teacher with the following considerations:

- What are some issues and problems you experience in school?
- How can we improve the school environment to support learning?
- How do you intend to implement your proposal?

Write your letter in clear accurate English and in a polite, persuasive tone. Use your own words as much as possible.

Purpose (P)	
Audience (A)	
Context (C)	

Format (F)	

Words and phrases in the introduction of a proposed letter (adapted from Developing Situational Writing by Ho Lin Lee)

- As the President of the Eco-friendly society, I would like to thank you on behalf of the Society's members for giving us the opportunity to share our ideas and suggestions on....
- Thank you for giving the Science Club an opportunity to share our ideas on how to raise awareness for....
- I have been chosen by the Sports Club Committee to lead the members in organizing activities for the week-long 'Use your hands' Campaign. After numerous brainstorming sessions, we would like to propose...

Useful words and phrases in the conclusion of a proposed letter (adapted from Developing Situational Writing by Ho Lin Lee)

- Thank you once again for giving us the opportunity to communicate our ideas... I am confident that....
- I strongly believe that these suggestions will work towards...
- All in all, I have confidence that the Earth Day Campaign will encourage all of us to...
- In conclusion, I would like to thank you once again for the opportunity to go through our plan...
- You have our assurance that we will do our utmost to make this endeavor a success...
- I strongly believe that with dedication and enthusiasm, our club members will ensure the smooth running...
- I hope my proposal has given you a better understanding of...
- I hope that you will concur with our proposal and agree that....