

Situational Writing

Techniques (arguments):

1. Connect with audience
 - We, our, us
 - you
 - use for speech or writing with a specific audience(can't use for discursive in this case)
2. Rhetorical qn
 - Emphasis and highlight a pt
3. Modals
 - May (present)
 - Might (past)
 - Avoid definitives [being too single-minded]; open to possibilities
 - Examples:

definitives	Non-definitives
must	may
can	could
shall	Should (this is also a definitive actually)
will	would
 - Portray a thinker as matured/balanced
 - After modal, the next word should be in its root form
4. Repetition (parallel structure)
 - Reinforce point

Approaching the writing task

1. Establish PAC
 - Purpose: why am i writing the letter?
 - Audience: Who am I writing the letter to?
 - Context: What is happening? When and where is this happening?

2. Identify the required points to be addressed. What ideas must be included?

Tone: formal

A formal letter/email is:

- An official letter/email
- Usually to someone who is not a friend or family, e.g. a business or to a professional(principal, teacher ect ect)

We may choose to write a formal letter to:

- Propose
- Persuade
- Thank
- complain/compliment
- Inform
- Enquire

Examples of formal letters:

- Proposal
- Application for a job
- Enquiry
- complaint/compliment letter
- Acceptance letter
- Resignation letter

Formal letters or emails are written in a polite and formal tone

Use the following formal language features:

1. Modal verbs- to express possibility, intention, necessity,ability or make suggestions
 - Can, could, may, might, should, will, shall, would, ought and must

2. Formal language- words and language used in official written documents

Avoid the following:

1. Singlish e.g. I got an idea, so happening
2. Internet slangs- words or phrases used on the internet
 - Abbreviations: LOL, IDK, IMO, IRL, SMH
 - Facepalm, triggered, salty, fam, goals, lit, low key, ect ect

Useful phrases

Dear....

- Sir/Madam
- Mr/Mrs/Ms + last name

Starting

- Thank you for...
- I recently read/heard about... and would like to...

Offering suggestion

- I suggest... as...
- Consideration should be given to
- I am opposed to the idea of...
- It would be beneficial/advantageous to...
- I would strongly recommend...
- I suggest that the problem of... can be addressed through...

Making request(s)

- We would appreciate it if you could...
- I would be grateful if you could...
- Could you possibly tell us/let us have...
- It would be helpful if you could send us...
- I am interested in (obtaining/receiving) ...

Offering help

- We would be happy to ...
- We are quite willing to ...
- The committee would be pleased to ...

Talking about contact in the future

I look forward to:

- Meeting you soon
- Hearing from you soon
- Your favourable reply
- Receiving permission to proceed with...
- Your approval of...

Discursive Writing

Purpose

1. The goal of a discursive essay is to present balanced view(mature thinkers) on a particular topic in a factual and convincing manner
2. Discussion is anchored by main ideas and supported by facts and research (supporting details). Relevant explanations and elaborations are given to make the balanced (multiple viewpoints)

Structure

Intro:

- Start with interesting hook/qn (optional)
- State definition of key terms
- Describe the current trend
- State your main points

Body paras 1,2 and 3

- Point: sentence should have the main point of the para (eg: a vital advantage would be...)
- Explanation/ elaboration: provide a convincing elaboration of the point in that paragraph
- Example / evidence: try to illustrate your point with examples or evidence. You may use statistics or facts to support your idea
- Link: the linking statement links your paragraph back to the qn (therefore, this is paramount...)

Conclusion

Generally serve three functions

- Sum up main points
- Relate it to the writer's opinion on the issue
- Leave some food for thought

Some strategies

- summary : summarise the main points in relation to personal opinion
- Call to Actions: A call to the readers, asking them to take a particular action related to the theme of the writing
- Anecdote: an interesting story that leaves a great impression
- Quotation: a thought-provoking quotation about the topic
- Universal; discussion of how the topic relates to a broader, more universal topic/issue
- Future: comment on the future

Language features

Third person

- Point of view is the angle of considering things
- 3rd person POV is objective and neutral
- He/ She/ It/ They/ Name (not you, me, we ect ect. All these examples are in first person)

Rhetorical qns

- Pose the issue and involve readers

similes / metaphors

- A figure of speech that makes a comparison, showing similarities between two different things

Persuasive words/ phrases

- To convince the reader of your point to view
- Eg: surely, obviously, undeniably, certainly

Repetition

- reinforce/ emphasise your ideas; have a greater impact
- Use synonyms in repetition

Transition Words and phrases

Adding on points

- In addition, moreover, furthermore, again, also, besides

Relating a consequence

- Consequently, as a result, accordingly, thus, therefore, subsequently, so

Summarizing the points

- Briefly, in any case, by and large, after all, all in all, in conclusion, in short, on the whole, to sum up, finally, to summarise, ultimately

Making a generalization

- In general, generally speaking, generally, usually, ordinarily, as usual, as a rule, for the most part, normally, by and large, more often than not, typically, on the whole, customarily

Rephrasing

- In other words, that is to say, to say it briefly, namely, in short, in brief, in essence, to put it differently, in reality, in effect

Comparing and contrasting

- similarly, by the same token, likewise, in contrast, conversely, instead, yet, but, still, on the other hand, on the contrary, rather, however, nevertheless, even so

Practices and routines to follow during the exam(courtesy of my english teacher) (Sec 2)

1. Situational Writing – 50min

15 min – read qn and plan

What are the question requirements?

What do I know about the purpose, audience & context?

Which [part of] detail to use?

How to elaborate on the detail to support opinions?

How should I organise the paragraphs for my essay?

2. EDITING – 10min

What text type is this?

What is the predominant tense?

Some types of errors to consider: SVA, number agreement, T, article, word form, verb form, preposition, conjunction, etc.

Did I circle errors?

Did I use ink?

3. Continuous Writing – 50min

15 min – plan

Which genre am I better at writing?

Which topic do I know better based on my personal experience and observation?

Do I have a range of relevant vocabulary for that topic?

Do I have 3 distinct main points? What are they?

What are the relevant words I can use?

What techniques can I use?

25 min – write

10 min – edit

Did I remember to indicate my question no?

Did I use connectors for a better flow?

Check for sp, T, run-on, SVA, etc.