

Index No. -

**SINGAPORE CHINESE GIRLS' SCHOOL
PRELIMINARY EXAMINATION 2020
ENGLISH LANGUAGE
PRIMARY SIX**

Name: _____ ()

Date: 17 August 2020

Class: Primary 6 SY/C/G/SE/P

Parent's Signature:

	Marks Obtained	Highest Possible Marks
Part 1		15
Part 2		40
Sub-total		55

**PAPER 1
(WRITING)**

Total Time : 1 hour 10 minutes

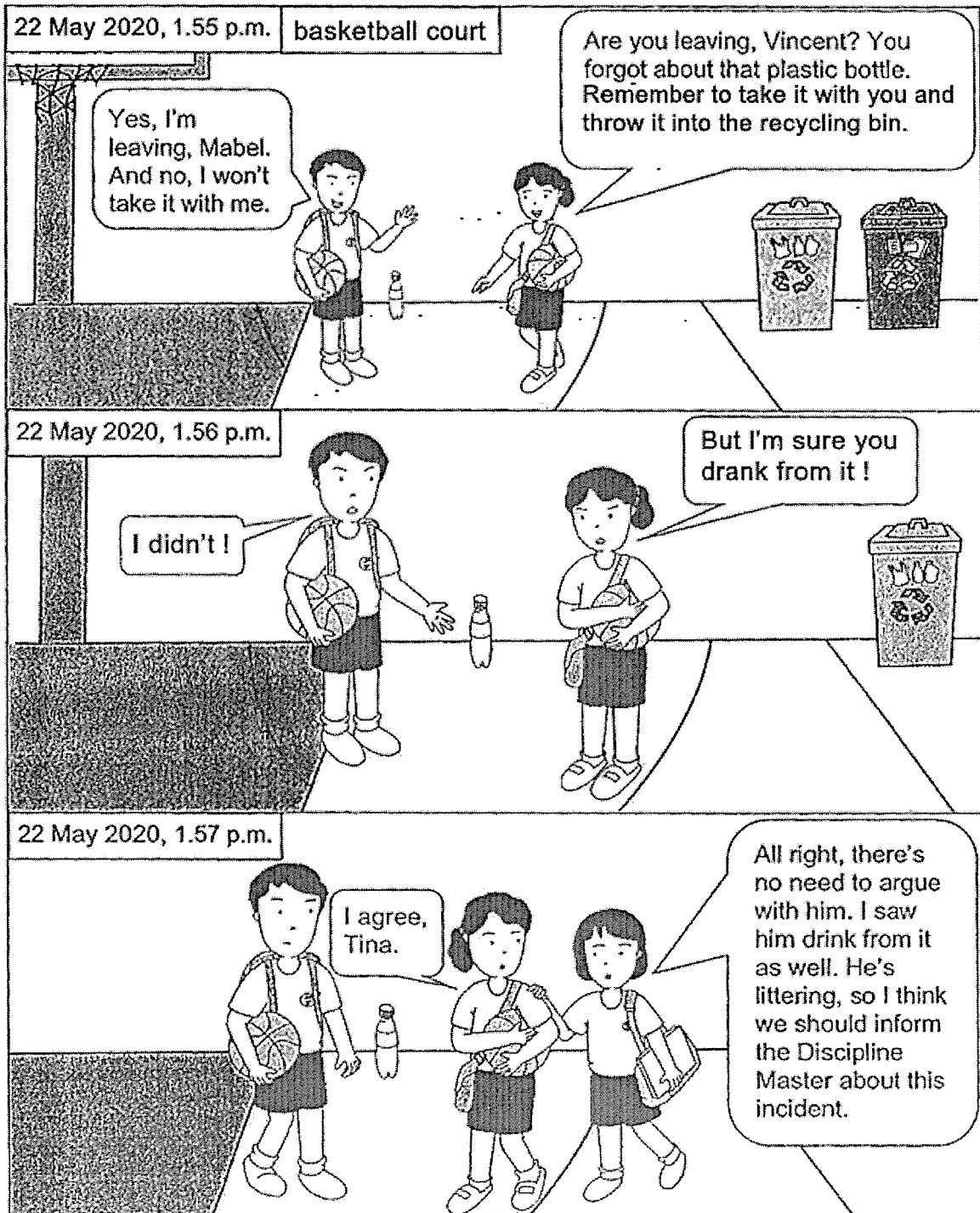
Total Marks : 55 marks

INSTRUCTIONS TO CANDIDATES

- 1 Do not turn over this page until you are told to do so.
- 2 Answer all questions.

Part 1: Situational Writing (15 Marks)

The pictures below show an incident that happened after school. Study the pictures carefully.



Your Task

Imagine you are Tina.

Write an email to the Discipline Master of your school, Mrs Pang, to inform her about the incident.

You are to refer to the pictures and information on page 1 for your email.

In your email, include the following key information:

- the date of the incident
- where the incident took place
- what Mabel reminded Vincent to do and why she did that
- how Vincent responded to Mabel's reminder
- what you saw Vincent doing

You may reorder the points. Remember to write in complete sentences.

Part 2: Continuous Writing (40 marks)

Question 2

Write a composition of at least 150 words about a wrong decision.

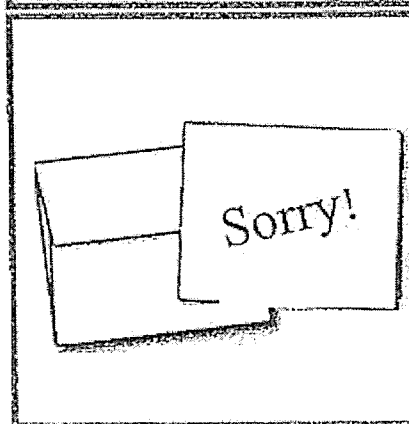
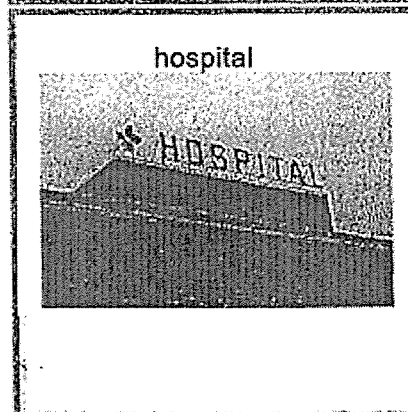
The pictures are provided to help you think about this topic.

Your composition should be based on one or more of these pictures.

Consider the following points when you plan your composition.

- What was the wrong decision?
- How were the characters in the story affected?

You may use the points in any order and include other relevant points as well.



End of Paper

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ENGLISH LANGUAGE
PRIMARY SIX**

Name : _____ ()

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ENGLISH LANGUAGE PAPER 2

BOOKLET A

Total time for Booklets A and B: 1 hour 50 minutes

INSTRUCTIONS TO CANDIDATES

- 1 Do not turn over this page until you are told to do so.
- 2 Follow all instructions carefully.
- 3 Answer all questions.
- 4 Shade your answers on the Optical Answer Sheet (OAS) provided.

For each question from 1 to 10, shade your answer (1, 2, 3 or 4) on the Optical Answer Sheet.
(10 marks)

- 1 Mr Lim listened to Aimei _____ her problems with him and gave her some advice.
- (1) share
 - (2) shares
 - (3) shared
 - (4) was sharing
- 2 Zhiming always wears headphones on the train while watching Korean dramas on his mobile phone _____ he disturb anyone.
- (1) lest
 - (2) until
 - (3) unless
 - (4) although
- 3 "If anyone _____ where my child is, please contact me immediately," pleaded the desperate mother who had lost her child.
- (1) know
 - (2) knew
 - (3) knows
 - (4) had known
- 4 "_____ you are a busy executive or a homemaker, you are welcome to join us in this cooking course!" promoted the chef.
- (1) If
 - (2) Before
 - (3) Whether
 - (4) Because
- 5 It does not require _____ effort to greet others.
- (1) few
 - (2) much
 - (3) some
 - (4) several

- 6 "They were the ones who gave us the chocolates, _____?" the children asked their mother while pointing at the couple.
- (1) didn't they
 - (2) hadn't they
 - (3) weren't they
 - (4) wouldn't they
- 7 The newsletter contains some photographs from the vibrant and joyful celebrations enjoyed by residents _____ all ages and races.
- (1) of
 - (2) for
 - (3) above
 - (4) beyond
- 8 Mr and Mrs Tan instructed their children to pack up their bags quickly as they _____ the party in five minutes' time.
- (1) left
 - (2) have left
 - (3) would be leaving
 - (4) had been leaving
- 9 Her voice was shaking _____ all her efforts to control it.
- (1) against
 - (2) despite
 - (3) besides
 - (4) including
- 10 Sharing details on how the children are coping during peer interactions _____ to lessen parents' anxieties.
- (1) help
 - (2) helps
 - (3) is helping
 - (4) are helping

For each question from 11 to 15, shade your answer (1, 2, 3 or 4) on the Optical Answer Sheet.
(5 marks)

- 11 The upgrades carried out by Hilltop Town Council have _____ the neighbourhood and contributed to a better quality of life for the residents.
- (1) deprived
 - (2) regulated
 - (3) enlivened
 - (4) deteriorated
- 12 Senior citizens who are _____ can apply for financial assistance to pay for their wheelchairs.
- (1) zestful
 - (2) dynamic
 - (3) immobile
 - (4) energetic
- 13 Her soothing voice offered me some _____ amid my sadness and I felt better.
- (1) relief
 - (2) agony
 - (3) misery
 - (4) aggravation
- 14 The children were upset when the planned purchase of the house _____. They liked the house as it came with a big garden.
- (1) fell out
 - (2) fell over
 - (3) fell behind
 - (4) fell through
- 15 The animal enthusiast _____ fought for a ban on the killing of sharks for their fins.
- (1) inactively
 - (2) zealously
 - (3) lethargically
 - (4) half-heartedly

For each question from 16 to 20, choose the word(s) closest in meaning to the underlined word(s). Shade your answer (1, 2, 3 or 4) on the Optical Answer Sheet. (5 marks)

How did Telok Ayer Street get its name? This curved road with quaint shophouses (16) on both sides used to face the sea, hence its name Telok Ayer, which means "bay water" in Malay.

Telok Ayer Street used to be the first landing point for immigrants to Singapore. (17) These people moved here to find work. Telok Ayer was one of the primary streets. (18) designated by Raffles for the Chinese community. The buildings at Telok Ayer Street are very significant to the cultural history of Singapore. (19)

Tourists are welcome to take a trip down memory lane to uncover the history of (20) Telok Ayer. They will be enchanted by its rich history.

Adapted from Passion magazine (Jan-Mar 2020 Issue)

- 16 (1) busy
(2) narrow
(3) charming
(4) unattractive

- 17 (1) visitors
(2) settlers
(3) tourists
(4) sightseers

18 (1) main
(2) basic
(3) minor
(4) primitive

19 (1) trivial
(2) specific
(3) relevant
(4) important

20 (1) unveil
(2) unload
(3) unwind
(4) unleash

Study this article from a magazine, Fun Times, and then answer questions 21 to 28.

Explore the little-known farms in Singapore!

Written by Angela Chong

Farms? Do we have space for them? Surprisingly, even though less than one percent of Singapore's land area is dedicated to farming activities, there is an array of farms here. Whether you are looking for a family-friendly place to go on the weekends or a place to get away from the hustle and bustle, read on to find out more about some options that are truly a breath of fresh air.

1



Healthful Organic Farm



What are organic vegetables? How are they different? Find out at Healthful Organic Farm! The farm owners can give you a free guided tour to learn about organic methods of growing vegetables, watch vegetables being harvested, try your hand at harvesting, and finally, taste the fruits of your labour. Make fresh salad with the vegetables you have picked, and have it with other healthy snacks prepared by the farm's very own chef, with its very own fresh produce.



Tours are by appointment only. Visit www.healthful.sg to book a tour online at least three days in advance!

2



Tony's Goat Farm



Did you know you could drink goat's milk? If you have already tried imported goat's milk, you'll find that locally produced goat's milk which is fresh from the farm tastes so much better! Visit Tony's Goat Farm, Singapore's one and only goat farm, to give the best-tasting goat's milk a try! You will not be disappointed! You may choose to take a guided tour to pet the goats, watch them being milked, and have a go at milking them.

Freshly bottled goat's milk and handmade goat's milk soap are sold on the farm.

Opening hours: 10 a.m. – 3 p.m. daily

Admission fee: \$5

Guided tours cost \$2 per person. Each tour caters for up to 6 people.



3

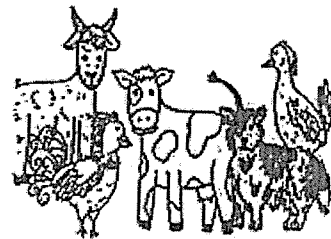


Miko's Retreat



Perhaps you need a short break. Perhaps you have children who love animals. Farm stays at Miko's Retreat would be ideal weekend getaways!

The farm stays offer guests opportunities to interact with free-roaming animals and learn how a farm works. As buffet-style meals will be served daily, staff must be informed of special dietary needs. Guests have to stay for a minimum of 2 nights. To find out more or make a reservation, call 6410 4100. (Reservations must be made two days in advance.)



For each question from 21 to 28, shade your answer (1, 2, 3 or 4) on the Optical Answer Sheet.
(8 marks)

21. Which of the following is a likely reason why readers might not know about the farms in Singapore?
- (1) Singapore only has a few farms.
 - (2) Only a tiny part of Singapore is taken up by the farms.
 - (3) The writer of the article wants to take readers by surprise.
 - (4) The farms in Singapore had never been featured in magazines.
22. Look at the section "Explore the little-known farms in Singapore". What does "options" in the last line of the paragraph refer to?
- (1) farms
 - (2) articles
 - (3) activities
 - (4) vacations
23. Gordon has booked a tour at Healthful Organic Farm. According to the article, he will get to _____.
- (1) prepare a dish
 - (2) plant vegetables
 - (3) sample fruits and vegetables
 - (4) create his own recipes for healthy snacks
24. The writer of the article seems certain that anyone who visits Tony's Goat Farm _____.
- (1) will want to milk the goats there
 - (2) would have already been to other goat farms
 - (3) would have already tried imported goat's milk
 - (4) will enjoy the milk produced by the goats there
25. What is the similarity between Healthful Organic Farm and Tony's Goat Farm?
- (1) They teach visitors how to run farms.
 - (2) They give visitors free items to take home.
 - (3) They have products available for visitors to buy.
 - (4) They provide visitors with hands-on experiences.

26. Mr Soh wants to do a farm stay at Miko's Retreat. Which of the following is Mr Soh not required to do?
- (1) call 6410 4100
 - (2) help take care of the animals
 - (3) plan to stay for 2 nights or more
 - (4) let the staff know about his food allergies
27. Hannah showed her parents the article. They promised to take her on a family outing the next day. They can go to _____.
- (1) Miko's Retreat only
 - (2) Tony's Goat Farm only
 - (3) Healthful Organic Farm and Miko's Retreat
 - (4) Healthful Organic Farm and Tony's Goat Farm
28. What is the main purpose of the article?
- (1) to promote the guided tours offered by the farms in Singapore
 - (2) to inform readers of ways they can relax and enjoy themselves
 - (3) to suggest that readers should check out the farms in Singapore
 - (4) to make known that bookings must be made for the guided tours

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PRIMARY SIX**

Name: _____ ()

Date: 17 August 2020

Class: Primar 6 SY/C/G/SE/P

Parent's Signature:

	Marks Obtained	Highest Possible Marks
Booklet A		28
Booklet B		67
Sub-total		95

ENGLISH LANGUAGE PAPER 2

BOOKLET B

Total time for Booklets A and B: 1 hour 50 minutes

INSTRUCTIONS TO CANDIDATES

- 1 Do not turn over this page until you are told to do so.
- 2 Follow all instructions carefully.
- 3 Answer all questions.
- 4 Write your answers in this booklet.

There are 10 blanks, numbered 29 to 38, in the passage below. From the list of words given, choose the most suitable word for each blank. Write its letter (A to Q) in the blank. The letters (I) and (O) have been omitted to avoid confusion during marking. (10 marks)

EACH WORD CAN BE USED ONLY ONCE.

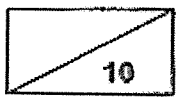
(A) are	(D) at	(G) has	(K) some	(N) throughout
(B) around	(E) before	(H) is	(L) their	(P) thus
(C) as	(F) by	(J) of	(M) this	(Q) to

Have you ever spotted a shiny grey or silver insect scurrying across your book before? These insects _____ (29) called silverfish. They are thought to be one _____ (30) the oldest insects in the world. Many think that they were around 100 million years _____ (31) dinosaurs roamed the earth. Who would have thought that they would be older than dinosaurs?

Silverfish are nocturnal creatures. _____ (32) explains why they are usually spotted at night. Contrary _____ (33) the assumption that silverfish are harmful, they are not known to bite humans and there is no scientific evidence to suggest that silverfish are poisonous. However, they can trigger allergic reactions in some people. Unlike most insects, they shed their skin _____ (34) their entire adult lives. This process is called 'moulting'. Moulting causes them to leave behind scales, which resemble the husk of a bug. Unfortunately, some people are sensitive to the dust created _____ (35) the scales.

Although silverfish are not harmful to humans, they can damage your belongings. _____ (36) diet is rich in starches and protein. Thus, they eat anything that they can find. They will eat cereal, books, wallpaper and cardboard.

Harmless _____ (37) they may be silverfish are very difficult to eradicate. Their flat bodies and fast speed make them adept hidiers. Here are _____ (38) steps that you can take to make your house less attractive to the silverfish. Firstly, place food such as cereal in airtight containers. Next, use humidifiers in damp areas of your house. Lastly, seal all openings such as seams between walls and ceilings.



Each of the underlined words contains either a spelling or grammatical error. Write the correct word in each of the boxes. (12 marks)

Dear Grandmother,

(39)

I hope you are fine. The sweaters that you knit arrived today! Thank you for the

(40)

uneeqe sweaters!

(41)

(42)

Let me give you some updates regard our family. Currently, Mother have a new

online business called Cupcakez. She used to make cupcakes for our neighbours.

(43)

Apearrantly, one of our neighbours posted a picture of Mother's cupcakes on a social media

(44)

platform. Soon, she started getting more orders through the customers' recommend.

(45)

Father is currently very busy because he is working on his latest innovasion. Despite

(46)

his busy work skedule, he sends me to school daily so that he can spend time with me.

I have been very busy preparing for the mid-year examinations. Mother has been

(47)

give me extra work to help me improve in my weaker subjects such as mathematics and

(48)

science. Inishialy, I dreaded the idea. However, now I see my grades improving. Mother is

(49)

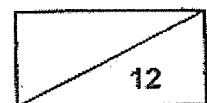
(50)

ekstatik about my improvement. She said that I have been completing my tasks diligent.

I have to go now as it is time for dinner. I hope to hear from you soon.

Love,

Celia



Fill in each blank with a suitable word.

(15 marks)

Have you ever wondered how you can declutter or organise your room or home? In recent years, the KonMari method has taken the world _____ (51) storm.

The KonMari method is a system of simplifying and organising your home by throwing away physical items that do not bring joy to your life. The method was created by organising consultant Marie Kondo. Kondo has _____ (52) a best-selling book titled 'The Life-Changing Magic of Tidying Up'. In her book, Kondo _____ (53) you to clear your belongings by category rather than by room.

When using this method, you are actively choosing items that spark joy, and discarding what does not. The intention _____ (54) the KonMari method is to end up with a clutter-free home that is better able to bring more joy and prosperity to your life. _____ (55) you are tidying your things, she encourages you to visualise the life you want to live, to be less stressed. Any item that would not help you in your journey is not deserving of the _____ (56) in your house.

KonMari teaches you to ask a simple _____ (57) when you go about tidying up your house. For each item in your home, you should ask if it sparks joy. If not, get rid of it. Items that spark true joy would not always be practical. For instance, Kondo had an old T-shirt she had _____ (58) from a shop many years ago. The shirt was old _____ (59) she decided to keep it as it brought back good _____ (60) from a time long gone. Many of her friends _____ (61) at her decision as they could not believe that she would keep the worn, old shirt. Pertaining to these less-than-practical items, Kondo writes, "If you can say without a doubt that the item sparks joy, then _____ (62) what other people think."

_____ (63) are items that could bring you joy in the future, but not in the immediate future. For example, a sleeping bag that you used at a camp years ago might not spark joy as you do not need it for now. However, you may attend more _____ (64) in the future. Thus, keeping _____ (65) is a great idea. The KonMari method is a fantastic tool in decluttering as it can be applied to all parts of your life.

For each of the questions from 66 to 70, rewrite the given sentence(s) using the word(s) provided. Your answer must be in one sentence. The meaning of your sentence must be the same as the meaning of the given sentence(s). (10 marks)

66 The people called yesterday. They wanted to buy the house.

_____ who

67 Ravi is the most enthusiastic soldier in the whole platoon.

No soldier is more _____

68 The huge order of buns was suddenly cancelled. It caught us by surprise.

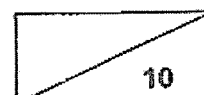
The sudden _____

69 "Will you be going to the concert tonight?" Siti asked Alice.

Siti asked Alice _____

70 The boy was lazy. This resulted in him failing his examinations.

The boy's _____



Read this passage and answer questions 71 to 80.

(20 marks)

Mrs Soh was reading the newspaper when an advertisement caught her attention. The company, Robots on Wheels, had the perfect solution for her childcare woes. It was offering a free trial for a robot nanny that was able to take care of any child for up to eight hours a day.

"Let's give it a try!" Mrs Soh exclaimed to her husband as she pointed to the advertisement. Their only daughter, Hannah, was enrolling into Primary 1 and they had no one to take care of her once she returned from school. Mrs Soh was desperate. She needed someone to cook and monitor Hannah when she returned home from school. Both Mr and Mrs Soh worked long hours and they needed someone trustworthy to look after Hannah.

"Are you sure you would like a robot to look after Hannah? What happens if it catches fire when it gets overheated? I am sure a human will be a better caregiver than a robot," replied Mr Soh adamantly. Mr Soh looked at Hannah from the corner of his eye and she did not seem very enthusiastic about the idea too. "Maybe we should sign her up for the after-school care that is run by Mr Ong. There, she will be able to mingle with her peers. She will not be so lonely," Mr Soh added. Hannah's eyes lit up after hearing what her father had said.

"With a robot, I am able to monitor Hannah the way I want her to be monitored!" retorted Mrs Soh. Without much discussion, Mrs Soh took her mobile phone out and dialled the number on the advertisement. After talking to the sales representative, Mrs Soh gleefully announced that the robot nanny trial would start the next day. The whole deal sounded too good to be true.

The next morning, the technician delivered the robot. It was white and matronly-looking. Hannah stared at it with her mouth agape. It stood at a towering height of 1.8 m and it was the size of a refrigerator. It looked intimidating. The technician taught Mrs Soh how to charge the robot and programme it before leaving the house.

Mrs Soh instructed Hannah to press the start button. The robot lit up. Then, it boomed in a chirpy voice, "Welcome home. Master Edwin. I am pleased that you are home."

"Who is Master Edwin?" Hannah roared in amusement. Mr Soh shook his head at the robot disapprovingly.

Mrs Soh pressed the shutdown button and tried to programme it again. Quickly, she rebooted the robot and commanded it to cook macaroni soup. Without hesitation, it made its way to the kitchen. When it reached the entrance of the kitchen, it could not open the door and started going round and in circles as though it was dancing. Hannah laughed at the hilarious sight. Mr Soh analysed the situation, considered the competency of the new hire, and said, "I do not think it will be able to get through the door or cook a meal for Hannah when she comes home from school. I suggest you call the sales representative and ask him to remove the robot from our house." Mr Soh stared at the robot in horror as thick, black smoke escaped from the robot.

"I can't," Mrs Soh replied sheepishly as she pressed its shutdown button again. "I have to keep it for a month as I signed a one-month contract with the company or else I would have to pay a hefty penalty." While Mrs Soh was reaching for the contract in the depths of her bag, a newspaper cutting of the robot advertisement fell out. Before throwing the advertisement into the bin, she landed her foot on it, stomping it angrily. After that, she fished out the contract and started reading it again.

Mr Soh smiled haughtily at his wife and said, "I told you so. Humans are better." He then swiftly made a call.

"I finally understand," Mrs Soh replied as she pushed the robot into the storeroom and locked it up.

-Teacher-created-

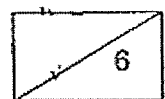
71 Why did the advertisement catch Mrs Soh's attention? [2m]

72 Look at the table below. What do the words in the left column refer to in the passage? Write your answers in the column on the right. The first one has been done for you. [2m]

Word(s) from the passage	What the word (s) refer (s) to
It (line 2)	The company, Robots on Wheels.
the idea (line 12)	
what (line 14)	

73 Based on lines 4-18, fill in the following table to show the differing ideas Mr and Mrs Soh had on Hannah's childcare arrangements. [2m]

Characters	Choice of Childcare Arrangements	One reason why they thought that their idea was better
Mr Soh	After-school care	
Mrs Soh	Robot	



74

Based on lines 15-26, state whether each statement in the table is true or false, then give one reason why you think so.

[3m]

	True / False	Reason
Mrs Soh did not consult Mr Soh in detail before she made the phone call.		
Hannah was shocked when she first saw the robot.		
Mr Soh was impressed with the robot when it first arrived.		

75

List two physical characteristics of the robot that shocked Hannah.

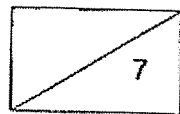
[2m]

- i. _____
- ii. _____

76

Do you think Hannah was the first child that the robot had cared for? Give a reason for your answer.

[2m]



- 77 Hannah laughed twice in the passage. Fill in the blanks in the following table to explain why she laughed in each instance. [2m]

Events	Why Hannah laughed
Hannah's first laughter	
Hannah's second laughter	

- 78 Write 1, 2 and 3 in the blanks below to indicate the order in which the events occurred in the story. [1m]

- _____ Mrs Soh got hold of the contract.
_____ Mrs Soh stepped on the advertisement.
_____ Mrs Soh tossed the advertisement into the bin.

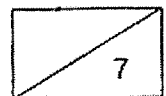
- 79 (i) Who did Mr Soh call in lines 40-41? [2m]

He was going to call _____

- (ii) Why was he calling the person mentioned in (i)?

- 80 What do you think Mrs Soh finally understood (line 42)? Support your answer with an example of how Mrs Soh showed this understanding. [2m]

End of Paper



SCHOOL : SCGS PRIMARY SCHOOL
 LEVEL : PRIMARY 6
 SUBJECT : ENGLISH
 TERM : 2020 PRELIM

Booklet A

Q 1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
1	1	3	3	2	3	1	3	2	1
Q 11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19	Q20
3	3	4	1	2	1	2	1	4	1
Q 21	Q22	Q23	Q24	Q25	Q26	Q27	Q28		
2	1	3	4	4	2	4	2		

Booklet B

Q 29	Q30	Q31	Q32	Q33	Q34	Q35	Q36	Q37	Q38
A	J	E	M	Q	N	F	L	C	K
Q39)	knitted		Q43)	Apparently		Q47)	giving		
Q40)	unique		Q44)	recommendation		Q48)	Initially		
Q41)	regarding		Q45)	innovation		Q49)	ecstatic		
Q42)	has		Q46)	schedule		Q50)	diligently		

Q51)		Q56)		Q61)	
Q52)		Q57)		Q62)	
Q53)		Q58)		Q63)	
Q54)		Q59)		Q64)	
Q55)		Q60)		Q65)	
Q66)					
Q67)					
Q68)					
Q69)					
Q70)					

Comprehension Cloze

51	by	59	yet / but
52	written / published / released	60	memories
53	encourages / advises / teaches	61	scoffed / laughed / cringed
54	of / behind	62	ignore / disregard
55	While / When / As / Whenever	63	There
56	space	64	camps
57	question	65	It
58	bought / purchased		

Synthesis & Transformation

66. The people who called yesterday wanted to buy the house.
67. No soldier is more enthusiastic than Ravi in the whole platoon.
68. The sudden cancellation of the huge order of buns caught us by surprise.
69. Sili asked Alice if she would be going to the concert that night.
70. The boy's laziness resulted in him failing his examinations.

Open-ended Comprehension

71. The company was offering a free trial for a robot nanny that was able to take care of any child for up to eight hours a day.
- 72a. (the idea of Mrs Soh getting/ hiring/having/using/telling) a robot to care for Hannah
 b. Hannah being able to mingle with her peers / Hannah not being so lonely
- 73a. Hannah could mingle with her peers and not be so lonely.
 b. She could monitor Hannah the way she wanted Hannah to be monitored.
- 74a. True. Mrs Soh took her mobile phone and dialled the number on the advertisement without much discussion.
 b. True. She stared at it with her mouth agape.
 c. False. He shook his head at it disapprovingly.
75. It was 1.8m tall. / It had a towering height.
 It was the size of a refrigerator.
76. No, it was not. It addressed Hannah as Master Edwin.
- 77a. The robot addressed her as Master Edwin.
 b. The robot started going round and round in circles
78. 3, 1, 2
- 79i. Mr Ong / the person at the after-school care
 a. He wanted to sign Hannah up for the after-school care.
80. Mrs Soh finally understood that a human is a better caregiver than a robot. She wheeled the robot into the storeroom and locked it up.

Situational Writing – Formal Email

Dear Mrs Pang,

I am Tina Gwee. I am writing to inform you about an incident that happened after school on 22 May 2020 at the basketball court.

I heard a girl, Mabel, remind a boy, Vincent, to take a plastic bottle with him and throw it into the recycling bin. Mabel thought Vincent was leaving and had forgotten about the plastic bottle. In response to Mabel's reminder, Vincent said that he would not take the bottle with him. They started to argue. I approached them and informed Mabel that there was no need to argue with him as I had seen him drink from the bottle as well.

I hope the details in this email will be useful as you look into the matter. Thank you for your attention.

Yours sincerely,
Tina Gwee

Situational Writing – Formal Email

NOTE:

- ensure the correct salutation & sign off
- Dear Mrs Pang
- Yours sincerely,
- Tina [+ surname]
- remember the commas and the necessary capitalisation
- flush all to the left side
- paragraphs with indentation
- 3 paragraphs – one each for (i) suitable opening phrase or introduction (state purpose for writing (ii) content or main text (answers for all the questions) (iii) suitable closing phrase/statement
- appropriate language to convey clear awareness of purpose, audience and context
- the email must be formal in its tone
- state the purpose clearly e.g. "I am writing to inform."
- read the details in the visual carefully to correctly identify the key information required e.g. it's "Vincent said he would not take the bottle with him."
- write in complete sentences
 - ✓ no contractions or shortened words/sentences
 - ✓ exclamation marks are not to be used
 - ✓ be careful with the choice of words e.g. "persuade" vs "convince"
- thank the addressee at the end of the letter

Continuous Writing – A Wrong Decision

NOTE:

- write an effective introduction – recall PowerPoint slides
- (i) introduce the character/s (ii) establish the setting (iii) state the problem (iv) use a catchy technique i.e. dialogue; sound; thought; exciting action; flashback
- elaborate wherever relevant
- use the SW + IH to Show, Not Tell
- make your description more vivid with the use of suitable adjective, adverbs, proverbs, metaphors
- end with an appropriate conclusion
- (i) proverbs (ii) a moral or a follow-up action undertaken by the (main) characters to ensure there will not be a repeat of the incident (iii) thought
- when using dialogue, remember to
 - (i) start a new paragraph for each person
 - (ii) punctuate correctly – refer to the handouts "8 Essential Rules for Punctuating Dialogue"
 - (iii) use it sparingly i.e. the entire composition must NOT be a conversation between the characters
 - (iv) include all "saying" words
- Remember to
 - mention the topic explicitly i.e. a wrong decision – there must be only ONE decision
 - if you decide to use more than 1 picture, you MUST ensure that the story is based on the topic
 - with more planning, all the pictures provided can be combined to tell ONE story
 - link the picture used so that you will (i) stay focused on the topic (ii) remember to base your story on it – a severe penalty is imposed for compositions that reflect the topic but are not based on any of the pictures provided
 - make clear reference to the picture that you have decided to base your story on – (i) be mindful of the details depicted in the picture (ii) use those details to make your story come alive as the details in the picture may be the impetus for any possible conflict/s in your story
 - use ~~SARAH~~ ~~THINK~~ ~~WATER~~, [SRW] to brainstorm the different possible storylines and Story Mountain Planner [SWP] to plan your story in greater detail
 - consider if your ideas are (i) relevant (ii) developed (iii) interesting in order to obtain a better score for the Content component
 - use all the prompts – these will provide the "skeleton" for your story
 - include other relevant points – these will add the "meat" to your story; develop the story – (i) dilemma/conflict when making the decision initially (ii) the consequences of the wrong decision

Areas For Improvement [A1is]

- Introduction
 - ✓ do not waste time; mention the problem directly
 - ✓ recall the different ways to write an effective introduction
- raising actions & content/details
 - ✓ inject more suspense into your story i.e. describe how the character is nearly caught doing the wrong thing in the first instance
 - ✓ describe the inner conflict/emotions/thoughts experienced by the character/s as he/she decides what to do in the situation
 - ✓ do not solve the conflict/problem immediately/predictably e.g. disqualified offer caught cheating
 - ✓ explore different ways of developing the story e.g. story written from the perspective of someone who was impacted by the wrong decision
 - ✓ details must be relevant i.e. those that move the story forward
- ending
 - ✓ write an appropriate conclusion to reiterate the topic or complete the story
 - ✓ avoid abrupt conclusions e.g. finish retelling the incident before you are jolted back to the present (flashback)
 - ✓ explore different ways of writing a concluding paragraph e.g. That wrong decision has caused much trouble and anguish to my parents. They have yet to forgive me. How could I ask them for forgiveness – I have not forgiven myself.
 - ✓ avoid lengthy conclusion – remember, the longest part of the composition must be the body
- linkages, details & accuracy of events/developments
 - ✓ gaps in story – the main events must be clear in the story.
 - ✓ details must be realistic e.g. the investigator was on her/his mobile phone throughout the paper [!?!]; all the answers are in the book [??]
 - ✓ the bulk of the composition must be about the wrong decision – to elaborate and paint a vivid picture in the reader's mind, slow down and describe the scene frame-by-frame, incorporating the characters' thoughts, feelings & conflicts
- language – spelling, grammar & punctuation, sentence structures
 - ✓ remember your fullstops & capitalization and write them clearly
 - ✓ "Mum" or "Dad" to be used only within speech marks – use "mother" and "father"
 - ✓ no commas before "and" & "but"
 - ✓ begin your sentences with "However" instead of "but"
 - ✓Mavis and I,....
- vocabulary & expressions
 - ✓ no informal words e.g. ditched, flunked, posse
 - ✓ choose the most appropriate word e.g. "asked" vs "questioned"
 - ✓ no shortened words e.g. MC → emcee; mike → microphone
 - ✓ no contractions e.g. didn't → did not
 - ✓ no Slangish, even in dialogue
- writing style
 - ✓ when using flashback (!) take care not to confuse the reader (!) ensure a tie-in between the introduction and the conclusion
 - ✓ refrain from using names and characteristics of friends and teachers in your composition – test your intent be misconstrued
 - ✓ avoid using real brands – test you be brought to court for slander and/or infringement of copyright

possible storyline:

- ✓ Picture 1 (Iris)
 - ✓ had a yard sale
 - ✓ unwilling sold "old" books which were actually precious books belonging to great-grandmother
 - ✓ initially proud that you have helped clear the clutter in the house and thought it would be a surprise for your weary mother
 - ✓ your mother came home and horrified that the books were sold
 - ✓ fretted and regretted selling them before checking with your mother
 - ✓ mother gave you the cold shoulder and you regretted the wrong decision
 - ✓ the buyer came back after a few days to return the books upon realizing their value
 - ✓ buyer declined your offer to return the money
 - ✓ you gave an audible sigh of relief as you closed the door, eager to update your mother

Picture 2 (Olivia)

- ✓ after some deliberation, decided to learn a few tricks to be part of the "cool" gang
- ✓ took time to learn tricks and managed to persuade members of the "cool" gang to accept you as a member
- ✓ performed stunts on the bicycle
- ✓ successful in the beginning but ended up seriously hurt but none of them showed concern or care
- ✓ as you recuperated in the hospital, you regretted going to that length to impress the members of the "cool" gang

Picture 3 (Emma)

- ✓ secured a job interview after many months of job-hunting
- ✓ as you prepared yourself for it, received news that a beloved family member is seriously ill
- ✓ after much deliberation, decided to attend the interview and visit her later
- ✓ sent her a note to apologise for not being able to visit her soon
- ✓ received news that she has passed on
- ✓ looking back, regretted postponing not seeing her in her final days as family is more important than anything else