

Situational Writing



WRITERS AT WORK Model Composition Showcase : Secondary 1/2

Situational Writing – Proposal

Compulsory Writing Section [30 marks]

Begin your answer on a fresh page.

You are advised to write between 300 and 400 words on the compulsory question.

You should look at the brochure on educational tours on page 3, study the information carefully and plan your answer before beginning to write.

You are the Chairperson of the Environment Club. The club aims to raise awareness about environmental issues and educate the community on the importance of sustainability. You have been given the task of planning a learning journey as part of the year-end activities for the Secondary Two members of the club. The learning journey is meant to be fun and educational.

Write a proposal to the teacher-in-charge to suggest:

- The purpose of the learning journey
- One place from the brochure the members can visit and why the place would interest them
- What members can learn from the learning journey
- One other activity (not from the brochure) that you can organise for your members to meet the aims of the club

Write your proposal report in clear, accurate English and in a persuasive tone to convince the teacher-in-charge to accept your proposal.

You should **use your own words** as much as possible.

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EDUCATIONAL TOURS IN SINGAPORE

Chek Jawa Wetlands (Pulau Ubin)

- Home to diverse ecosystems like mangroves, sandbars, seagrass lagoons, rocky shores and coastal forests
- Take a ferry to get to Pulau Ubin. From the jetty, walk or cycle to Chek Jawa Wetlands
- Walk along the boardwalk to appreciate the rich biodiversity
- Chance to get up close with a vast number of marine creatures such as hermit crabs, starfishes and seahorses.



NEWater Visitor Centre

- NEWater provides Singapore with a sustainable and diversified water supply
- Learn how used water is collected, treated and recycled
- Take part in interactive tours – experience what it is like to be a water molecule undergoing treatment
- Sign up for complimentary fun educational activities like the NEWater Scientist Programme and Outdoor Classroom.

Semakau Landfill

- Singapore's only offshore landfill expected to be filled by 2035
- Witness how incinerated trash is unloaded from the barges onto the dump trucks to be transported to the landfill
- Learn how care has been put into the design to ensure that the landfill is clean and free of odour
- Walk along the shore which has a diverse ecosystem consisting of mangroves, seagrass meadows and a vast intertidal reef flat



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To: Mrs Mary Tan
Teacher-in-charge of Environmental Club

13 December 2025

From: Sarah Lim
Chairperson of the Environmental Club

Proposal for the Learning Journey for the Secondary
Two Club Members

On behalf of the student committee, I would like to thank you for giving me the opportunity to propose and plan the learning journey for the Secondary Two Environment Club members. After careful deliberation, I would like to propose a visit to the NEWater Visitor Centre (NVC), during the December break. The holiday is the perfect time for the Secondary Two Environment Club members to foster team spirit through a fun and educational learning journey. I believe a learning journey to understand the processes of NEWater will raise awareness about environmental issues and educate the student community on the importance of sustainability.

Task Fulfillment 1

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The NEWater Visitor Centre (NVC) is an education hub that promotes water sustainability in Singapore and there will be professionals there who can share how NEWater is produced. In our previous CCA debate session when we discussed the process of 'Reverse Osmosis', the Secondary Two members participated with great enthusiasm and even won the debate against the Secondary Four members. Hence, I believe the Secondary Two club members will love the idea of learning about NEWater in Singapore. Next, NVC offers a fun-filled and enriching time for visitors of all ages. Their popular interactive tours and educational workshops are bound to enrich our members' fundamentals of water sustainability and green infrastructure. For instance, the 'Waterside Arcade' with multimedia presentations and hands-on interactive games will give our club members a chance to experience what it is like to be a water molecule undergoing treatment. I am confident this will surely interest our eager members to better appreciate Mother Nature and advocate for environmental sustainability. With such a "hands-on" approach, our Secondary Two cohort will be given an opportunity to collaborate and engage with one another through interactive learning.

Task Fulfillment 2

Task Fulfillment 2

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Another reason that prompted this proposal is because we observed that the Secondary Two club members have limited understanding as to how NEWater provides Singapore with a sustainable and diversified water supply. Hence, I believe our members will gain better understanding about how used water is collected, treated, and recycled through the microfiltration process in NVC. Moreover, members can also use this opportunity to sharpen their communication and interpersonal skills when they collaborate with one another outside the confines of traditional classroom settings. Besides that, the Secondary Two members can take part in the 'NEWater Scientist Programme' and learn to use digital tools such as VR goggles and latest applications to explore and work alongside the engineers in NVC. I am certain this learning experience will train them to become more tech-savvy. Undoubtedly, being able to interact with their own batchmates outside of school will allow them to build camaraderie and bond better as a cohort. NVC learning journey is an excellent opportunity for the Secondary Two members to work with one another while raising their awareness for sustainability. At the end of the visit, they will be equipped with rich knowledge and soft skills which are vital in the 21st century.

Task Fulfillment 3

Task Fulfillment 3

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Last but not least, I recommend that we take part in the “E-nnovate Space” activity organised by the Science Center, where the Environment Club members can meet other school clubs to discuss innovative solutions to overcome Singapore’s environmental challenges. As we progress in a technologically driven Singapore, where scientific and technological research are greatly valued to help combat environmental issues, the E-nnovate Space activity provides an avenue for students from different schools to come together to discuss possible solutions. A myriad of resources is provided, ranging from laptops, ideation boards, cutting-edge VR technology as well as coding software will equip teenagers with the necessary resources to generate solutions related to sustainability. I am confident that interacting with like-minded teenagers from other schools will encourage our club members to come up with ways to educate the community about the importance of being environmentally conscious. Additionally, this experience can contribute to their resume and credentials and give them a competitive edge when they apply for internships in the future.

Task Fulfillment 4

Task Fulfillment 4

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I sincerely hope that you can consider my recommendation of visiting the NVC because it will greatly broaden their horizons and enhance their knowledge in environmental conservation. This exposure will also help prepare them for the upcoming Splash Lab Competition. I am grateful for the opportunity to contribute my input. Should you require further clarification of the above plans, please do not hesitate to contact me. I look forward to receiving your feedback and approval of this proposal. Thank you.

Yours faithfully,
Sarah

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