

Situational Writing



WRITERS AT WORK Model Composition Showcase : Secondary 3/4

Situational Writing – Formal Email

Compulsory Writing Section [30 marks]

Begin your answer on a fresh page.

You are advised to write between 350 and 500 words on the compulsory question.

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

Your class is interested in working with the Animal Concerns Research and Education Society (ACRES) for your class Values-in-Action (VIA) activity. As the coordinator for your class, you have been tasked to write to the teacher in charge of VIA to propose how your class can contribute meaningfully to ACRES, while nurturing your classmates into socially responsible citizens.

Write an email to your Class Teacher, stating clearly:

- which of the projects you would like to work on
- when and where it will be carried out
- how you will organise and carry out the project
- what your classmates will gain from working on the project

You may add other details you think will be helpful

Write a speech in clear, accurate English and in a **persuasive** tone, showing your concern for the welfare of animals.

You should use your own words as much as possible.

Situational Writing

WRITERS AT WORK Model Composition Showcase : Secondary 3/4



We are an animal welfare charity driven by our concern for animals. We strongly believe in promoting community involvement in addressing animal protection issues and we need all the help from you! The projects listed here can be one-day commitment or done over several days or months. Contact us today!

Newspaper Donation Drive

- Help fund our wildlife rescue centre with your donation in kind
- We need newspapers as bedding for the sick animals and to wrap vegetables to keep the animals' food fresh
- Newspapers should be neatly tied up before delivery to our centre at Jalan Lekar



Food: Snap, Eat & Review

- Help end animal cruelty on 'factory farms'
- Promote a cruelty-free lifestyle* through these simple steps:

- Step 1: DOWNLOAD abillionveg app on your smart device
- Step 2: SNAP a photo of your plant-based dish
- Step 3: POST a review of the dish
- Step 4: SELECT ACRES as the beneficiary

- Every 10 reviews posted can redeem a USD 10 donation to ACRES

Booth & Fund

- Set up a 'Living a Cruelty-Free Lifestyle' exhibition booth in your school to promote a cruelty-free lifestyle*
- Decorate with your own posters and props made according to our guidelines
- Optional: sell ACRES merchandise
- Optional: make and sell your own vegan snacks or handmade items
- Optional: raise funds with our ACRES donation tins



*Cruelty-free Lifestyle

There are two ways you can help to end animal cruelty: food and the personal product you use. Farm animals are often confined in small, enclosed spaces with poor living conditions. Similarly, animals used in product testing are subject to confined spaces and painful experiments. You have the power to choose



Situational Writing



WRITERS AT WORK Model Composition Showcase : Secondary 3/4

To: robert_tan@moe.gov.sg

Subject: Proposal for Values-In-Action Projects with ACRES

From: nathan_chow@gmail.com

Dear Sir / Madam,

I am Nathan Chow, VIA Coordinator of 4-10. My class would like to contribute meaningfully to the Animal Concerns Research and Education Society (ACRES) by setting up a booth and initiating a fundraising drive. Our booth and fundraising drive could be carried out in the school foyer, from 17 to 21 October. As most schoolmates would have completed their examinations, they will be more inclined to learn more about animal cruelty. Our project can take place during recess (10.25am to 11.15am) and after school (3pm-5pm). As most students will walk past the school foyer en route to the canteen or the Main Gate, we will be able to attract them to visit our booth.

Excluding myself, my class of 30 could be split into three committees: Exhibition, Sales and Design. The Exhibition Committee will oversee the setting up of a 'Living a Cruelty-Free Lifestyle' exhibition booth and raising funds with the ACRES donation tins.

Task Fulfillment 1

Task Fulfillment 2

Task Fulfillment 2

Task Fulfillment 3

Situational Writing



WRITERS AT WORK Model Composition Showcase : Secondary 3/4

On the other hand, the Sales Committee will be in-charge of designing and selling our vegan snacks and handmade items; the Design Committee will be responsible for the decoration of posters and props. I aim to leverage on my classmates' unique strengths. Our outspoken Student Councillors and Debating Club members will be encouraged to join the Exhibition Committee. To create aesthetically appealing handmade items, my classmates from the entrepreneurship and art clubs could join the Design Committee. The three committees, with a Committee Leader each, will be formed by the end of Term One. Each committee will spend the upcoming school holidays brainstorming on possible ideas and working on prototypes.

Task Fulfillment 3

On the third week of Term Two, every Committee would present their proposed ideas during the Form Teacher Administration Time. Our form teacher and the class would critique the ideas presented. Subsequently, every group will refine their ideas and calculate the costs involved incurred for this project. A final report detailing the Committee's plans and finances will be submitted to me at the end of Term Two. I will compile the reports before turning them over to you, for your perusal and approval. Once the greenlight is given, the Committees will procure the logistics and execute the approved plans.

Task Fulfillment 3

Task Fulfillment 3

Task Fulfillment 3

Situational Writing



WRITERS AT WORK Model Composition Showcase : Secondary 3/4

We will be mindful to collect the receipts of items bought for this project, for claims from the school. In light of our End of Year Examinations, we will take a break from our VIA Project in the 2 months leading up to our exams. I will make a trip down to the ACRES Headquarters personally to collect the donation tins. Together with the handmade items, they will be securely locked in our classroom cabinet. When the exhibition is concluded, we will consolidate the donations before returning the donation tins and the money raised to the ACRES Headquarters on the same day.

Task Fulfillment 3

Task Fulfillment 3

This project allows us to delve deeper into the ethical concerns and controversies behind experiments. As most of us take biology and a contrasting humanities subject, we will appreciate the symbiotic relationship between the sciences and humanities better. Scientific ethics is a topic that will be covered at A-Level. Since most of us intend to study in Junior College, engaging in this project could hopefully give us a foundation for our A-levels.

Task Fulfillment 4

In addition, every Committee will have a unique learning experience. My friends in the Exhibition Committee could hone their presentation skills. They will learn how to speak clearly and convincingly about animal cruelty and testing.

Task Fulfillment 4

Situational Writing



WRITERS AT WORK Model Composition Showcase : Secondary 3/4

Hopefully, they will become more confident and eloquent speakers. Moreover, the Exhibition Committee will be in-charge of the donation tins. As the team needs to account for the donation tins throughout the exhibition, the values of responsibility and teamwork will be imbued in them.

Task Fulfillment 4

For the Sales Committee members, they will learn how to engage in Design Thinking. (TF4) During the ideation and prototyping stages, members will learn to be flexible in their thinking and use creative ways to design products. With limited funds, the team will develop gumption as they attempt to maximise whatever resources given to come up with a marketable product. As some of the prototypes may not be well-received by everyone, members learn to accept failures and solve problems methodically. The mental resilience and critical thinking skills acquired are extremely practical in life.

Task Fulfillment 4

Finally, the Design Committee will learn to organise information effectively. To attract students to read the posters, the information needs to be succinct. Hence, members will hone their language skills. For the posters to be attractive, members will learn to be creative in their combinations of colour, font and pictures.

Task Fulfillment 4

Situational Writing



WRITERS AT WORK Model Composition Showcase : Secondary 3/4

To create the poster, members will also need to familiarise themselves with different presentation tools, like Canva, Sketchup and Microsoft Slides. Although the learning curve may be steep, learning how to adapt to these challenges builds perseverance.

In conclusion, I believe that setting up a Booth and Fund will be the best way to contribute to ACRES. Apart from leveraging on the unique strengths of our class, we look forward to the multi-faceted learning opportunities from this project.

Yours sincerely,
Nathan Chow

WRITERS AT WORK

Leading Writing & English Enrichment