

DIRECTED WRITING FORMAT RECAP

TYPE	FORMAT	CONTENT	EXAMPLE
<p>ARTICLE</p> <p>→ Ways to do/ prevent sth → How to.. → Causes of.. → Effects of...</p>	<ul style="list-style-type: none"> Title Author's name 	<p>2 marks</p> <p>11 given 2 own</p>	<p><u>Social Problems Among Teenagers</u> By: Amy Ameera binti Salam</p> <p>Recently, the media is abuzz with bizarre reports involving teenagers. The nation is alarmed that the rate of juvenile cases has been on the rise..... One of the problems is ... In order to deal with social problems among teenagers effectively, everyone has to play.... To conclude/ In conclusion.....</p>
<p>INFORMAL LETTER</p> <p>→ Reply to request for opinions about which option is better → Reply to request for advice/ suggestions → Invite someone to visit → Share an experience</p>	<ul style="list-style-type: none"> Sender's address (**left or right, doesn't matter) Date Salutation Closing (with signature) (**same side as address) 	<p>3 marks</p> <p>10 given 2 own</p>	<p>No.22 Jalan Ahmad, 17200 Rantau Panjang, Kelantan.</p> <p>24 April 2017</p> <p>Dear Fatin, Hello, my friend. How are you? I hope you and your family are well. I am writing this letter to.... My first advice is that you should... In addition, you should... That is all from me. I have to pen off now. I hope my letter is useful. Send my regards to your family. Bye.</p> <p>Your friend, <i>amymeera</i></p>
<p>FORMAL LETTER</p> <p>→ Requesting permission to visit</p>	<ul style="list-style-type: none"> Sender's address (followed by a straight line) Recipient's address Date Salutation Title 	<p>3 marks</p> <p>10 given 2 own</p>	<p>Secretary, English Language Society, SMK Baroh Pial, Kelantan.</p> <hr/> <p>Editor, The Moon News, Selangor.</p> <p>23 APRIL 2017</p>

<p>→ Permission to use facility/ organize events → Complaints about unsatisfactory conditions/ products/ services → Book services → Apply for a job</p>	<ul style="list-style-type: none"> • Closing (with signature) 			<p>Dear Sir, <u>Permission to Visit The Moon News by Students from SMK Baroh Pial</u></p> <p>I am writing on behalf of the members of the English Language Society of SMK Baroh Pial. We are planning....</p> <p>2. Altogether, there will be..</p> <p>3. The purpose of our visit is to...</p> <p>Thank you.</p> <p>Yours faithfully, <i>amymeera</i> (Amy Ameera Salam) Secretary, English Language Society, SMK Baroh Pial.</p>
<p>SPEECH/ TALK</p> <p>→ Describing people/ event → Ways to prevent/ do sth → How to.. → Causes / effects of...</p>	<ul style="list-style-type: none"> • Greeting (e.g: Good morning...) • Purpose/ title of your speech (e.g I am going to talk about...) • Any indication that the speech/ talk is ending (e.g: Thank you for listening/ That is all from me) 	<p>3 marks</p>	<p>10 given 2 own</p>	<p>Good morning to the Principal, respected teachers and fellow students. It is an honour to be able to speak to you this morning. As the President of the English Language Society, I am going to talk about the ways to improve your English language mastery.</p> <p>First,....</p> <p>In addition,....</p> <p>Furthermore,....</p> <p>Finally,....</p> <p>In conclusion,.... Thank you for listening attentively. With that, I end my speech/ talk.</p>
<p>REPORT</p> <p>→ Event → Incident → Opinion → Survey → Make a choice</p>	<ul style="list-style-type: none"> • Title • To • Date • Closing (reported by, with signature, position) 	<p>3 marks</p>	<p>10 given 2 own</p>	<p>Title : Fire at the School Canteen To : The Principal of SMK Baroh Pial Date: 24 April 2017</p> <p>On 19 April 2017, I was the prefect on duty at the canteen when a fire broke out during recess between 10.45am to 11.10am in the morning... I was.....</p> <p>I would like to make a few suggestions. First... That is all for my report. I hope...</p> <p>Reported by, <i>amymeera</i> (AMY AMEERA SALAM) Prefect on Duty, SMK Baroh Pial.</p>