

## Guide to Situational Writing: Revision

### General Rules:

1. Learn the formats. Addresses *must* have a postal code.
2. Leave a line where you are supposed to leave them.
3. Be aware of PACC.

### Introduction:

1. You need to state your purpose for writing your report / letter / email.
2. You need to include background information. Usually this takes the form of a problem you have noticed, which will provide sufficient context for your reader.
3. Especially in formal situations, do thank the reader for his time.

### Body Paragraphs:

1. Study all the information in the bullet points and the visual stimulus carefully.
2. You must use all the information provided.
3. Take note of nuances in the text. For example, if you are told to come up with *strategies* to solve a certain problem, you need to propose at least two.
4. Maintain a consistent tone. In formal writing, this means avoiding contractions such as can't / shouldn't / wouldn't.
5. Use persuasive devices if necessary, but be aware of their drawbacks.

These can include:

- a. Repetition (mainly for speeches)
- b. Predicting future (if...)
- c. Rhetorical Questions
- d. Comparison / Appeal to experts

6. Use the right modal for the situation:
  - a. Requesting for permission: May I / Can I / Could I ?
  - b. Making a suggestion: We can / you can
  - c. Making an offer: Shall I / Would you like ?
  - d. Making a recommendation: we could (perhaps)
7. Use the right tenses for events happening in the future. For example, will

### Conclusion:

1. Reiterate / summarise your points fully.
2. Thank your reader for his / her time.
3. Informal: Send greetings / regards.
4. Remember the appropriate ways of signing off.