

JUNIOR FORM

**IMPROVE
YOUR
WRITING**



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Name: _____
Class: _____
Teacher: _____

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1: Complaint Letter

Warmup: Your teacher will write **answers** on the board and you need to guess the grammatically correct question.

(For some answers there will be more than one possible question so be creative)

A. Are you a complainer?

As a class discuss:

1. Have you ever complained about something?
2. How did you complain?
3. Did anything happen as a result of your complaint?
4. Have you ever complained to your friend about the following situations?

- Your parents.
- Examinations.
- Your siblings.
- Not having enough pocket money.
- Being hungry.
- The level in a game being impossibly hard.
- Players cheating in a game.
- Having to do P.E. on a hot day.
- The food at a restaurant.
- The ending of a movie.
- The unfairness of a test.

5. In any of the above situations, did your complaining to your friend change anything? If not, why not?

B. Complaining does work, but only if it is done properly. Discuss the following.

Do

- Stay calm
- Be clear about the problem
- Express how you were affected
- Be organized.
- Say what you want to happen
- Follow a standard block format for your letter.
- Spellcheck and proofread
- Give your contact information

Don't

- Be rude.
- Blame the recipient.
- Make things up.
- Threaten violence.
- Overly exaggerate the issue.

C. Realistic Responses. Write how the problem affected you.

1. Your phone's internet connection (WiFi, 3G, 4G, LTE) stopped working for one week.	<hr/> <hr/> <hr/> <hr/>
2. The pizza you ordered came 2 hours late.	<hr/> <hr/> <hr/> <hr/>
3. The teacher took your mobile phone and forgot to return it to you before the weekend.	<hr/> <hr/> <hr/> <hr/>
4. The MP3 in the listening exam was too quiet to hear.	<hr/> <hr/> <hr/> <hr/>
5. Your high-level gaming account was banned for no reason and you lost all your items.	<hr/> <hr/> <hr/> <hr/>
6. The item you ordered online and the item you received was completely different.	<hr/> <hr/> <hr/> <hr/>
7. The school canteen sold expired food.	<hr/> <hr/> <hr/> <hr/>

D. Discuss the solutions. As a class, discuss what you would like to happen for each of the above complaints.

<u>Complimentary Close Examples</u>		
<ul style="list-style-type: none">• Very truly yours,• Respectfully,• Yours faithfully• Sincerely yours,• Sincerely,	<ul style="list-style-type: none">• Best regards,• Kind regards,• With thanks,• Best wishes,• Cordially,	<ul style="list-style-type: none">• Warm wishes,• Warm regards,• Warmly,• Affectionately,

E. Some Useful Expressions. Read the following expressions that you will use later in your own complaint letter.

1. I am writing to complain about...
2. I wish to bring to your attention...
3. I recently purchased...
4. I am writing to express my dissatisfaction with...
5. What is more
6. I would like a refund of
7. I would appreciate it if you would look into this matter.
8. I look forward to receiving your reply.

F. Complaint Letter Ideas. Complaint letters are usually serious, but as we are just learning the structure of a complaint letter, you can choose some silly topics too. Like below:

You are the character in a movie but are very unhappy about how the movie ended.

Write to the director and explain why you feel that way and how you would like the ending to change.

You are an unhappy pet writing to your owner.

What did your owner do to upset you and what should the owner do to rebuild your relationship?

You are a Pokemon pet and you are upset that everytime your owner finds a more powerful Pokemon, you are thrown away.

Write to your owner and tell him / her a solution.

A medical company made a virus that has turned your family and friends into zombies.

Write a complaint letter to the company and express just how difficult your life has become.

You are a long distance runner and can run full marathons, but you fail the PE 12-minute run because you're not fast enough.

You think this is unfair. Write to your school principal.

A teacher always tells the class to self-study in his lessons so he can play on his mobile phone.

Write to the Principal and explain how this is affecting you and your classmates grades.

[Redacted]

Date

[Redacted]

To Whom it may concern /
Dear Sir / Dear Madam

[Redacted]

Complaint /
Include
date

[Redacted]

Give details
of what
happened.

[Redacted]

How did it
affect you?

[Redacted]

What would
you like to
happen?

[Redacted]

Closing
Remark

[Redacted]

Complimentary close.
If you don't know the recipients name use 'Yours faithfully'.
If you do know their name, use 'Sincerely yours'.

[Redacted]

Your name

2: Invitation

Warmup: Divide into teams. The first players from each team must stand with their back to the board. Write a word on the board. The students sat down facing the board must describe the word to the players without actually saying the word itself. The first player to say the correct answer wins and the losing player sits down and is replaced by a team mate.

A. Invitation

'A written or verbal request inviting someone to go somewhere or to do something.'

As a class discuss:

1. How important are invitation letters?
2. Have you ever received an invitation letter/card/message?
3. When do people write invitation letters?
4. What style of writing do invitation letters have?
5. If there was one person in the world that you would like to invite to an event (graduation, graduation dinner) who would it be? _____

B. Writing dates. In formal letters, you need to write the day, month and year. Change the following numerical dates into formal letter style.

1. 30/01/2017	30 January, 2017
2. 08/02/2011	_____
3. 12/12/2012	_____
4. 07/07/07	_____
5. 29/02/20	_____
6. 14/03/1979	_____
7. 8/9/10	_____

American English

The above dates 'DD/MM/YY' is the European style of recording dates. In American English, dates are usually recorded as MM/DD/YY, (September 11th = 9/11).

08/02/2011 = 8 February 2011 (European style)
August 2, 2011 (American style)

However, there are exceptions to this. 'The 4th of July celebrates the Declaration of independence on July 4, 1776. If you travel in the US and get confused, remember 'month comes before day'.

How are dates written in your country?

C. A Formal Invitation Letter contains.

1. an appropriate greeting (Dear Sir/Madam, Dear Katie, Dear Mr Leed)
2. an introduction clearly stating the reason you are writing
3. a main body in which the subject is developed. (can be more than one paragraph)
4. a final paragraph in which you sum up the topic or express your wish for something to be done.
5. an appropriate ending.
6. Complimentary close. (Yours/Best wishes, + first name, Yours sincerely, Yours faithfully, + your full name and organization).

D. Passive Voice for formal writing. When describing what will happen at the event, use the passive voice.

	Passive
In this sentence, you want to <u>focus on the action</u> , not the person doing the action.	A speech will be given by our school principal.
In these sentences, <u>who</u> does the action is not important.	Prizes will be given.
	A dance will be held.
	Dinner will be served.
	Refreshments and snacks will be served.
	Photographs will be taken.
	Games will be played.

E. Useful Expressions.

I would like to invite you to be our guest of honour...

It is my pleasure to invite you to ...

You are cordially invited to ...

We would like invite you to ...

The event will be held on ...

The event is being organized for ...

I hope you are able to attend ...

Thank you for your consideration.

We look forward to receiving your favourable reply.

It would be a great honour...

F. Invitation Letter Ideas. Here are some ideas for events that you can invite people to attend.

You are receiving a 'Best Sportsperson of the Year' award.

You want to invite an athlete who you have always been a big fan of.

You are a Form 6 student and you are arranging a graduation party.

Your class wants to invite a former teacher (now retired) who inspired you all when you were in Form 3.

You are Iron Man.

You want Peter Parker and Aunt May to attend the opening event of the new Avengers facility.

You are a president of Hong Kong's largest K-pop fan club, with 16,000 members.

You are having a K-pop event and want to invite a K-pop star to attend.

You have been asked to do 30-minute speech and introduction of your favourite book and author at the next Book Fair.

You want to invite your favourite author to attend.

Your own ideas.

G. Create some details for the event.

Date, address, time, catering? (food), dresscode?, mini-events?:

Date

Salutation

Opening.
Reason why you are writing

Reason why you are inviting the person.

More information about the event.
(What happens at the event?)

What you would like the reader to do. Give a way for the reader to contact you.

Closing.

Complimentary close

Your name

Your school / organization

3: Application

Warmup: One word story battle, teacher versus class. A student writes one word on the board and sits down, the teacher writes the second another student the third, teacher the fourth. Punctuation counts as a word. Don't penalize mistakes in grammar or spelling, when the story has come to a silly end you can look at any glaring mistakes and see if the class can fix them.

A. Application

'A formal request to be considered for a position or to be allowed to do or have something, submitted to an authority, institution, or organization.'

As a class discuss:

1. Have you ever submitted an application form/ letter before?
2. Were you successful?
3. When do people write application letters?
4. What style of writing do application letters have?
5. If there was a competition to send a student for an overseas study tour for one year, and all you needed to do was write an application letter, would you?

B. Application letters are also known as cover letters. What is their purpose?

To give detailed information about why you should be selected for the job or position and to provide extra details about your skill and experience.

They are written in a standard letter / email format.

They should be persuasive and factual. (You want the reader to like you)

Usually formal.

Present Perfect Tenses

A good application letter should state what you have done in the past that makes you a good choice in the present. See the examples below.

I believe I am a good choice for this job as **I have been working** as Student Union Secretary for the past two years.

I **have won** the Speech Festival Solo Speech category twice.

I **have been** sports ambassador for my school for the last 3 years.

C. What achievements are you proud of? Write them below using the present perfect or present perfect continuous tenses.

1:	<hr/> <hr/>
2:	<hr/> <hr/>
3:	<hr/> <hr/>
4:	<hr/> <hr/>
5:	<hr/> <hr/>
6:	<hr/> <hr/>
7:	<hr/> <hr/>
8:	<hr/> <hr/>

D. What are your personal qualities? In some application letters you can write a simple sentence about who you are as a person.

Responsible	Honest	Fair
Experienced	Out-going	Friendly
Talkative	Hard working	Team player
Diligent	Ambitious	Attentive to detail

Use some of the words above to write a couple of sentences describing yourself below. If possible, give a reason as to why you have that quality.

1.	<hr/> <hr/> <hr/> <hr/>
2.	<hr/> <hr/> <hr/> <hr/>

E. Application Letter Ideas. Here are some ideas jobs or positions that you can apply for.

You are a Form 6 student and you want to work after the HKDSE exam.

Ocean Park needs part time summer workers. (June 30th Ad)

You are a top League of Legends player in Hong Kong.

You are applying for a job as a League of Legends commentator. (Ad was on YouTube July 5th) The job is to watch English matches and comment in Cantonese.

You love reading manga and can draw manga comics really well.

A manga studio has a poster at the 323 Art Shop in Mong Kok is looking for young artists to join as trainees.

You love dogs but can't have one as your house is too small.

In the supermarket you saw an ad for a dog walker. The person left their email address.

You love business and while at school you even made money with an online shop. You've completed your HKDSE with great results.

You want to be admitted to a four-year business degree/

Your own ideas.

F. Some useful expressions.

I believe that I ...

I feel that I am suitable for ...

With reference to your post looking for a ...

I am writing to apply for the position of ...

I am writing in response to your post on (date) ...

Please find attached my academic records ...

Please see the attached video file ...

I look forward to hearing from you ...

Date

Salutation

Opening.
Reason why you are writing

Who are you and what facts make you a suitable candidate?

Other useful information.

Simple summary of why you are the most suitable for the job vacancy or position.

Closing.

Complimentary close

Your name

Your school / organization

4: Proposal

Warmup: Students make requests (some silly, some serious) of the teacher. If they can support their requests well and answer the teacher's questions within reason they score a point. If they cannot, the teacher scores a point.

A. Proposal

'A plan or suggestion, especially a formal or written one, put forward for consideration by others.'

As a class discuss:

1. Have you ever wanted to make changes at school? If yes, what?
2. Is there a way for you to submit proposals to the school office?
3. Do you think students can come up with good proposals?
4. What proposal would you like to make to the school?

B. Match the situation to the proposed solution.

- | | |
|--|---|
| 1. The school often asks students to do research online. | A. Use the air-conditioned school assembly hall to keep students comfortable. |
| 2. The P.E. lessons during the rainy season are often held in a small, dark, covered playground. | B. Hold a competition for easy to prepare, cheap and nutritious recipes. |
| 3. Some students are facing cyber-bullying on social media apps. | C. Survey the students and ask what activities they would be interested in joining. |
| 4. The school canteen lacks variety of affordable and healthy food. | D. Allow students to have access to the school WIFI. |
| 5. Co-curricular activity options are too boring. | E. Suggest new rules for mobile phone usage at school. |
| 6. Students want to use their mobiles during recess and lunch. | F. Make the penalty for cyber-bullying the same as for bullying at school. |

C. Giving suggestions. Read the situation and write a simple proposal. Use the expressions below.

This proposal suggests ...
My recommendation is ...
The following proposal is ...

1.	Situation: Many students have neck problems from using their mobile phones. <hr/> <hr/> <hr/>
2.	Situation: The Chinese teachers are giving students too much homework. <hr/> <hr/> <hr/>
3.	Situation: Students are spending too much money on weekend tutorial courses. <hr/> <hr/> <hr/>
4.	Situation: There is bullying between the local Chinese students and students from ethnic minorities. <hr/> <hr/> <hr/>
5.	Situation: The all white school uniform gets dirty very easily. <hr/> <hr/> <hr/>
6.	Situation: Students have to buy expensive textbooks but the teacher never uses them. <hr/> <hr/> <hr/>

D. Structure of a proposal. Ideally, you can give several reasons or points in your proposal. It should be persuasive and based on facts. The language is usually formal.

The Introduction

Give a background to the situation. (Why are you making the proposal?)
Give a simple explanation of your proposal.

Details of your proposal.

Use headings for each suggestion.
Be clear and factual.

Conclusion

Summarize the proposal and why it is effective.

E. Proposal Ideas. Here are some ideas for your proposals.

You feel exams are not an effective method of testing students ability.

Give an alternate proposal.

Your school will arrange an overseas school trip and you want to propose a trip to the country of _____.

Explain your proposal.

Your friends want to begin a new school activity club. The club will be about _____.

Explain your proposal.

Your own idea:

To:

From:

Proposal:

Introduction:

Heading 1

Heading 2

Heading 3

Conclusion

5: Report

Warmup: Warmup: Mastermind. Your teacher will write blank lines on the board, eachline representing one letter of the answer. You must guess the word, NOT the letter. Your teacher will mark your guess; A tick = Correct letter, correct place. A circle = Correct letter, wrong place. A cross = Wrong letter, wrong place.

A. Report

'A written or verbal presentation of facts related to a survey or information.'

As a class discuss:

1. Do you read your school reports?
2. What features do you notice about school reports?
3. Do you agree with what the teachers write on your school report?
4. What is the purpose of a report?

B. A sample report

To: The School
From: The Student Union
Date: October 15th, 2017

Inviting Hong Kong actor Stephen Chow to our school.

Introduction.

The aim of this report is to make suggestions for what we can do to welcome Mr Stephen Chow when he visits our school on December 12th, 2017, and to recommend what gift the school can prepare for him.

Background

Mr. Stephen Chow is a famous Hong Kong actor and director and he will be visiting our school on December 12th to lead a video making workshop. Not all students will be able to attend this workshop, so we need to create an opportunity for the rest of the student body to meet him.

Survey details

The report is based on a survey of 150 students who were asked to submit their answers using Google forms. The survey was taken on October 2nd, 2017.

Activity with Stephen Chow.

Of the 150 students interviewed, the majority said that the best way to use our time with Mr Stephen Chow was to have a school assembly where we can interview him. A common suggestion was to have a question and answer session where students could ask him questions to learn more about him.

A gift from our school.

73% of the students surveyed suggested that we create a photo card containing students and teachers photographs posing as characters from Mr. Stephen Chow movies. The second recommendation was to have each class write a message of thanks to Mr Stephen Chow and these messages could be cut up and placed into the card.

Recommendations.

In conclusion, the report recommends that we hold an interview with Mr. Stephen Chow in the school assembly hall and prepare a funny and memorable card from the student body as a gift for him.

C. Report Data. Use of the survey results and make a report based on the data collected.

Time spent on Social Media

Survey of Average Social Media Usage per day

Survey date: January 2017

Method: Internet Survey

Ages of users: 16-64

Time spent on Social Media each day.

Phillippines: 4hrs 17min (1st)

Brazil: 3hrs 43min (2nd)

Argentina: 3 hrs 32min (3rd)

Indonesia: 3hrs 16 min (7th)

India: 2hrs 36min (14th)

China: 1hr 50min (19th)


Hong Kong: 1hr 41min (23rd)

Japan: 40min (29th)

For the following answers, you need to interview your classmates.

1. Most popular Social media App in your class. _____.
2. Second most popular Social media app in your class. _____.
3. Most common usage of social media apps. _____.
4. Average time spent using social media apps each day. _____.
5. Do any students feel that they are addicted to social media? _____.

Other questions:



D. Some useful expressions

- This survey was conducted ...
- The findings of the survey clearly show ...
- The report presents the ...
- The purpose of this report is to
- The aim of the survey was to find ...
- A survey was organized to discover the ...
- In conclusion ...
- To conclude ...

E. Writing practice.

To:

From:

Date:

Title:

Introduction:

Background

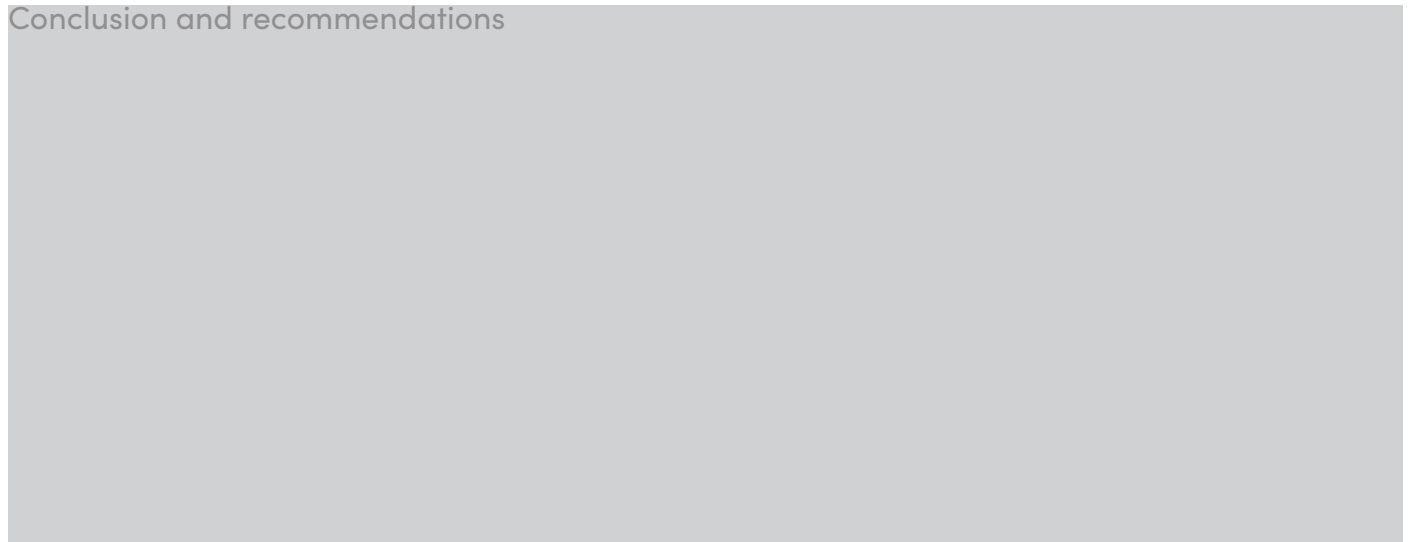
Survey details



Survey Results



Conclusion and recommendations



6: Profile

Warmup: Select different categories and students have to write the names of two famous people in that category on the board. Once finished, ask them to explain to the class who the person is. The team that can give the most details wins.

A. Profile

'A short article giving a description of a person or organization.'

As a class discuss:

1. How important are profiles?
2. Have you ever written a personal profile?
3. Why do people write profiles?
4. What style of writing do profiles have?

B. Profile writing tips.

- Focus on something interesting about yourself
- Describe activities you are involved in that relate to your educational plan or your future career.
- Describe a scholastic achievement you have made, and why it is important to you
- Describe contributions you have made to your school.
- Be personal
- Pick an experience from your own life and explain how it has shaped you.
- Where do you see yourself # years from now

C. Show vs tell. Which passage lets you see the person?

I am active at sports and captain of the school football team. I am good at leading and can find the best in others.

What I have learned from being the captain of the school football team is the importance of leadership.

Last year, our team had several injuries and some players lost their confidence. However, by visiting each team mate and giving them encouragement we were able to overcome this challenge and finally win the Interschool Football Cup.

D. Write a short profile for one of your teachers.

Reason: You want your teacher to enter a 'Hong Kong's best Teacher competition', so you and your classmates are writing a profile for him/her.

Include:

- Description of the teacher.
- What makes them a good teacher (include specific examples)
- Other details about the teacher that you think are important.



E. Write a short profile for your best friend.

Reason: Your friend is applying for a six-month trip to Australia as an exchange student and has asked you to help write an introduction letter for him/her.

- Description of your friend.
- What qualities do they have? (include specific examples)
- Reasons why your friend will be a good choice for this exchange trip.
- Any other details which you think will be useful.



F. Write a short profile for yourself.

The HKDSE has finished and you have good results. You now need to choose a university to study at. With your application letter, you have to include a personal profile.

Include:

- A description of yourself and your abilities.
- Why will you be a good candidate for the university.
- Examples and situations where you showed your ability at school .
- If you know the name of the course and uniiversity include it, if not, use your imagination.



7: Speech

Warmup: Just a minute. Your teacher will give you a topic and you must speak about that topic for one minute. Don't repeat yourself, hesitate longer than 3 seconds, or use any word whispers (um..uh...ah) or the other team will clap and knock you out. Whichever team is speaking when the timer reaches 1 minute is the winner.

A. Speeches

'A formal address given to an audience.'

As a class discuss:

1. Do you enjoy giving speeches?
2. What skills are needed to give good speeches?
3. When will you need to give a speech?
4. What speeches do you enjoy?
5. How important is eye-contact in speeches?
6. You have been invited to give a five minute speech to your English class on any topic. What topic would you choose?

Gestures

Use movement of your hands to express ideas and attitudes.

Gestures show visual emphasis and makes for a more interesting speech.

Gestures can be used to describe words, for example, 'tall'.

Gestures can be used to add power. Think of a speaker who makes a fist and pumps the air when saying 'Add oil'.

Use a highlighter to mark the words in your speech which you want to add gestures to.

B. What gestures can you make for the following words?

money
tired
fire
fear
no
come
study


read
open
go
please
improve
fast
We will be stronger!

We will pass!
Time covers all pain
addicted
selfie
We belong together
Don't
courage

C. Making points. Long or short speeches often just have three points. Practice coming up with ideas for the speeches below. For each one, write down three answers.

1.	If I could only eat three foods forever... <hr/> <hr/> <hr/>
2.	If I had USD\$3,000,000 to give away. <hr/> <hr/> <hr/>
3.	Three reasons why I like Hong Kong. <hr/> <hr/> <hr/>
4.	Three reasons why I love my parents. <hr/> <hr/> <hr/>
5.	Three things I would change if I ruled the world. <hr/> <hr/> <hr/>
6.	Three important lessons I've learned in life. <hr/> <hr/> <hr/>

D. Supporting points. Choose one of the topics from Part C and add reasons and details to support your point.



E. Speech Ideas. Here are some ideas for your speech, you can also choose any of the topics in Part C.

Should students be paid for having good grades?

Are cats better pets than dogs?

Should students who commit cyber-bullying be suspended from school?

Should schools start at 10:30am and finish at 5:00pm?

Is Superman the best superhero?

Your own idea:

Greeting

Introduction

Main Body 1

Main Body 2

Main Body 3

Conclusion

8: Advice

Warmup: Agony Aunt. Your teacher will give you a scenario and in teams you need to give the best suggestion to win.

A. Advice

'Guidance or recommendations.'

As a class discuss:

1. Do you like receiving advice?
2. Do you like giving advice??
3. Have you ever written an advice message, email or letter?
4. Do you think written advice or spoken advice is better?
5. What situations are you facing that you wish someone could give you advice on?

B. Letters / emails of advice

- Usually are written in response to something
- Are usually informal as you are writing to a friend
- Are usually encouraging and sympathetic

C. Some useful expressions

Thank you for telling me about your problem.
I was sorry to hear about your problem ...
I'd like to give you some suggestions that might help ...
As a friend, I would like to give you some advice...
I know it isn't easy, however you have to ...
Let me know how the situation goes and we can talk more ...

D. Practice giving advice. Your friends have the following problems. What advice will you give them?

1.	I am 10kgs overweight. What should I do? <hr/> <hr/> <hr/>
2.	My girlfriend/boyfriend left me and I'm depressed. What should I do? <hr/> <hr/> <hr/>

3.	I found a wallet at school with HKD\$5,000 in it. What should I do? <hr/> <hr/> <hr/>
4.	Everytime I get angry I turn into Hulk and smash things. What should I do? <hr/> <hr/> <hr/>
5.	I am addicted to social media apps. What should I do? <hr/> <hr/> <hr/>

E. Practice giving advice. Your friends have the following problems. What advice will you give them?

Date

Hi (name)

Introduction

Advice / suggestions



Closing paragraph



Encouraging words



Name



3.	I found a wallet at school with HKD\$5,000 in it. What should I do? <hr/> <hr/> <hr/>
4.	Everytime I get angry I turn into Hulk and smash things. What should I do? <hr/> <hr/> <hr/>
5.	I am addicted to social media apps. What should I do? <hr/> <hr/> <hr/>

E. Practice giving advice. Your friends have the following problems. What advice will you give them?

Date

Hi (name)

Introduction

Advice / suggestions