

SEE English: Writing Formats (Letter, Notice, Essay, Story) with Models

Writing questions are the most predictable marks in English because the format is fixed. If you know the layout and keep your language simple and correct, you can score well even without fancy vocabulary. Below is the layout of each common task with a short model.

The exact tasks and word limits come from your current syllabus and past papers. Practise to the word limit you are given.

1. Informal letter (to a friend or relative)

Layout: your address and date at the top right; greeting (Dear Sita,); body in 2 to 3 short paragraphs; ending (Yours lovingly,) and your name.

Model body: "I was so happy to get your letter. I am doing well, and my exams finish next week. Last Saturday I visited Pokhara with my cousins and we went boating on Phewa Lake. Please write soon and tell me about your new school."

2. Formal letter or application

Layout: sender's address and date; the receiver's designation and address; subject line; salutation (Sir/Madam,); body; closing (Yours faithfully, / Yours sincerely,); name.

Model (leave application):

Subject: Application for sick leave. "Sir, I beg to state that I have been suffering from fever since yesterday, and the doctor has advised me to rest for three days. I therefore request you to grant me leave from 10 to 12 Kartik. I shall be grateful for your kindness."

- Use "Sir/Madam" only when you do not know the name; "Yours faithfully" goes with it.
- State the reason and the exact dates. Keep it polite and short.

3. Notice

A notice is short and boxed: the name of the issuer at the top, the word NOTICE, a title, the date, the message (what, when, where, who), and the name and post of the person who issues it.

Model: "Green Valley School, Pokhara. NOTICE. 5 Kartik 2083. Annual Sports Day. It is notified that the Annual Sports Day will be held on 20 Kartik at the school ground from 10 am. All students must attend in sports uniform. Interested students should give their names to the sports teacher by 12 Kartik. Principal."

4. Essay

1. **Introduction:** define or introduce the topic in two or three sentences.
2. **Body:** two or three paragraphs, each with one main idea and a supporting example.
3. **Conclusion:** one paragraph with your opinion or a closing message.

Starter for "Importance of Education": "Education is the foundation of a person's life and of a nation's progress. It gives us knowledge, skills and the ability to think for ourselves."

5. Short story from outlines

- Use the past tense throughout.
- Follow the outline in order, give the story a title and end with a moral if the task asks for one.
- Join the points with words like *one day, suddenly, as a result, finally*.

6. Dialogue

- Write each speaker's name followed by a colon, and start a new line for each turn.
- Keep to the topic. Use greetings, questions and short answers the way people really talk.

7. Checklist before you hand in

1. Right layout for the task?
2. Within the word limit?
3. Tense and subject-verb agreement correct?
4. Spelling, capital letters and full stops checked?
5. Paragraphs separated and one idea per paragraph?

Practice tasks

1. Write an application to your principal asking for a transfer certificate (about 100 words).
2. Write a notice for a school clean-up programme.
3. Write an essay of about 150 words on "My Favourite Festival".

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