

1123/01

Directed Writing 1123/01

ENGLISH LANGUAGE
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Account Writing

1. You are sitting in your school library near a window. You see a car drive up to the entrance of your school. There are two men inside. One of them gets out of the car carrying a box wrapped in red paper. He goes into the school. Shortly afterwards you hear a loud conversation followed by laughter. Then the man accompanied by two students, hastily leaves the building; they get into the car and drive off.

Write for your magazine an account under the heading:

‘The Mystery of the Red Box’

You must include the following points:

- Who were the people in the car?
 - What was in the box?
 - What was the conversation about?
 - Why did they laugh?
 - Why did the students leave the school?
2. You recently represented your school in a competition with other local schools. You were very pleased with the result and have been asked to write an account of the event for your school magazine.

You must include the following details:

- When and where the event was held
- How you prepared yourself for the competition
- Some details about the event itself
- Your feelings when the result was announced
- The reactions of your friends and family

You may add further details if you wish.

Your account, should be written in clear, correct English. The account should be interesting for your readers and show how much you enjoyed taking part.

3. You were recently visiting a famous place in your country. Suddenly an old man fell to the ground. One other person was involved. You were the only person who saw what happened. The police ask you for an account of what you saw.

Write your account. You must include the following:

- Exactly when and where the incident took place
- A description of the old man who fell
- What caused the old man to fall
- How the other person was involved
- What happened next

You must cover all the five points in detail. You should add further details if you wish and make your account accurate and helpful for the police. Start your account 'To the Police...' and remember to add your signature and the date.

4. You were recently walking in a local town when you saw a woman have her bag snatched. The police need you to give an account of the incident.

Write your account. You must include details of the following:

- Where and when the incident took place
- What the victim was doing before the attack
- Exactly how the bag was stolen
- A description of the attacker
- What you did to help the victim.

You must cover all five points in detail. You should add further details if you wish and make sure your account is polite and informative.

You should begin 'To the Police: an account of...'

5. Recently, in your school canteen, you witnessed a noisy argument between two pupils queuing for food. These two pupils have never liked each other. The Principal asks you to write an account of the incident.

Write your account. You must include details of the following:

- The date of the incident and the names of both pupils
- What started the argument in the canteen
- How the incident continued
- Why the two pupils have always disliked each other so much
- What you think should happen to these two people now.

You must cover all five points in detail. You should add further details if you wish and make sure your account is accurate and helpful.

You should begin 'To the Principal...' and remember to add your signature and the date.

6. Recently you witnessed a major disturbance at a railway station when many people were injured. You are asked by the local police to write an account of what you saw.

Write your account. You must include the following:

- When and where the incident happened and how close you were to the scene
- The cause of the disturbance and what exactly happened
- Some of the ways in which people tried to help.

Cover all three points above in detail. You should make your account informative and helpful for the police to show you are a reliable witness. Start your account 'To the Police...' and remember to add your signature and the date

Formal Letters

1. A local business man recently gave a large sum of money to your club to make improvements to the leisure facilities and to buy more sports equipment.

As a senior club member you have been asked to write a letter to him. In the letter you must:

- Thank him for the gift
- Tell him how the leisure facilities have been improved
- Tell him what sports equipment has been bought
- Explain why the money was spent in this way
- Invite him to come to the club to see the new facilities in use

You may add further details if you wish

Your letter should be written in clear, correct English. It should be a friendly letter, showing how pleased the club members are with the gift.

2. You have been asked to raise money for a charity by organizing either a sports event or a concert.

Write your letter to invite an important guest to take part. You must include the following information in your letter:

- Exactly what type of event it is
- When and where the event will take place
- What you would like your special guest to do
- What other arrangements have been made for the day
- Why the money is needed

You may add further details if you wish

Your letter should be written in clear, correct English. It should try to persuade your guest that this is a worthwhile cause.

3. While working on a school project you discover an old piece of paper hidden in a book. The paper has some very surprising information about your school. You decide to write a letter to your principal about the matter.

Write your letter to the Principal. You must include the following:

- How you found the piece of paper
- Who had written it and when it was dated
- What it said about the school
- Your reaction to the news
- What you think should be done about it.

You must cover all five points in detail. You should also add further details if you wish. Your letter should be written in clear, correct English and show how anxious you are to help your school. Start 'Dear Principal...'

4. As part of your extra-curricular activities, your Principal wants your class to hold a party for young school children. He asks you to explain in a letter how you would organize the event.

Write your letter. In it you must include the following:

- When and where the party will be held
- How you will decorate the place
- How you will provide the refreshments
- Details of the entertainment
- How you would like your teachers to be involved.

You must cover all five points in detail. You should add further details if you wish and make your letter polite but persuasive.

5. Your principal wants to make an award to a student who has done something special for the school.

You are asked to write a letter recommending a particular student to be given the prize.

Write your letter. You must include the following:

- The name of the student you want to recommend
- The class the student is in
- What the student has done that is so special
- What the prize is to be
- Why this would be a suitable reward for the student

You must cover all five points in detail. You should add further details if you wish and make your letter persuasive and helpful for the Principal. Start your letter 'Dear Principal...' and remember to provide a suitable ending.

6. An exciting activity park for young people is about to be built in your area. Many older people have objected to this plan. You and your friends are very unhappy about their objection and you decided to write to the local newspaper.

Write your letter. You must include details of the following:

- The location of the park
- What will be provided in the park
- Why the neighbors have objected

- What benefits you think the park will bring to young people
- A request for the other people to write to the newspaper to support you.

You must cover all the five points in detail. You should add further details if you wish and make sure your letter is persuasive. You should begin “Dear Editor.....” and end your letter appropriately.

7. Your school is holding a special event to mark an important anniversary for the school. Your class is helping to organize the event. The Principal asks you, as a senior student, to write a letter to be sent to all local businesses asking for sponsorship or help.

Write your letter. You must include details of the following:

- What anniversary it is
- What sort of event is planned
- The date and time the event is to take place
- A request for sponsorship or help
- Why the school needs the help of local businesses in this event.

You must cover all five points in detail. You should add further details if you wish and make sure your letter is polite and persuasive.

You should begin ‘Dear Sir or Madam,’ and end your letter appropriately.

8. You have decided to write a letter to the local newspaper about the problems of traffic in your area.

Write your letter. You must include the following:

- Details of the traffic problems (such as names of specific locations, times of day, types of vehicles and other relevant details) so that the Editor and the readers will know what you are concerned about
- What should be done to solve the problem
- What benefits would come to the community.

Cover all three points above in detail. You should make your letter informative and persuasive for the Editor and the readers. Start your letter ‘Dear Editor,’ and remember to provide a suitable ending.

9. You return to your house one day to find it has been broken into and many of your possessions have been stolen. You decide to write a letter to the police to report the robbery.

Write your letter. You must include the following:

- At what time and for how long you were away from the house when the robbery took place
- Detailed information about the most valuable items taken
- Any clues you have noticed and how you think the police might be able to catch the thieves.

Cover all three points above in detail. You should make your letter informative and helpful for the police.

Start your letter 'Dear Sirs...' and remember to provide a suitable ending.

10. The manager of a large hotel wants to employ full-time members of staff such as receptionists or chefs. The manager wishes to hire and train students who are about to leave school. You decide to write a letter to the manager to apply for one of the jobs.

Write your letter. You must include the following:

- Which job you are applying for and why you would like to do this work
- Details of your achievements in and out of school and why they make you suitable for the post
- How you would like to develop your career in the hotel business.

Cover all three points above in detail. You should make your letter polite and informative. Start your letter 'Dear Sir / Madam,' and remember to provide a suitable ending.

11. Your Principal wants to make a documentary film about your school. The Principal wishes to choose one student to take part in the film and to talk about the best aspects of the school. You decide to write a letter to the Principal applying to take part.

Write your letter. You must include the following:

- Why you would like to take part in the film
- Details of your achievements in and out of school and why they make you suitable to take part in the film
- Which aspects of your school you would like to talk about in the film and why.

Cover all three points above in detail. You should make your letter informative and persuasive to show you are the right person for the film. Start your letter 'Dear Principal,' and remember to provide a suitable ending.

Informal Letters

1. You have heard that a relative of yours is in the hospital for a minor operation. You have decided to write a letter intended to express your concern. You should:
 - Say how sorry you are
 - Ask about the patient's well-being
 - Give some light-hearted news from home
 - Suggest a home-coming party
 - Promise a visit

Using all five points above, write the letter to your relative. You may add further details of your own if you wish. Make sure that your English is correct and that the letter is cheerful.

2. You recently saw a photograph of an important school occasion. In the photograph you saw something which surprised or worried you. You decide to write a letter to your friend about this.

Write your letter. You must include the following:

- Which occasion it was
- Where the photograph was taken
- What you saw in the photograph which surprised or worried you
- Why you are so concerned about this
- What you think should be done about it

You must cover all five points in detail. You should add further details if you wish and make sure your letter expresses your feelings clearly.

You should begin "Dear...." And end your letter appropriately.

3. You recently attended a wedding. Unfortunately, your aunt missed the occasion and she wants you to write her a letter to tell her about everything that happened.

Write your letter. You must include the following:

- The names of both of the people getting married
- A description of where the wedding took place
- An account of the ceremony
- What you thought was the most interesting moment
- What else you think your aunt would have liked.

You must cover all five points in detail. You should add further details if you wish and make your letter friendly and informative. Start your letter 'Dear Aunt,'

4. Your aunt has written to you asking how you are getting on at school. You reply, telling her about a recent incident which upset you very much.

Write your letter. You must include the following:

- What happened
- Why you were so upset
- How the situation was resolved.

Cover all three points above in detail. You should make sure your Aunt will understand your feelings and sympathise with you. Start your letter 'Dear Aunt ...' and remember to provide a suitable ending.

5. Your friend recently asked you to deliver an item of value to a relative. Unfortunately this item was lost during the journey. You need to explain this in a letter to your friend.

Write your letter. You must include the following:

- When and how the item was lost
- Your attempt to find it
- An offer to replace or pay for the item.

Cover all three points above in detail. You should make your letter polite and apologetic. Start your letter 'Dear (name)', and remember to provide a suitable ending.

Newspaper and Magazine articles

1. Recently a small child who was lost, was found wandering near a dangerous road and was rescued and taken back home safely by a stranger, who walked away without giving a name.

As a newspaper reporter, write your account of this incident which must include all the following:

- A suitable heading
- When and where the incident happened
- A brief description of the child
- How the stranger was able to help
- A request for the helpful stranger to contact the child's parents by telephone

You may add further details but remember that newspapers do not have space for long, exciting stories. Your account should be a statement of the facts, in clear, correct English.

2. Your class is organizing a project to help some people in your community. You decide to write an article for your school magazine to encourage other students to join in this project.

Write your magazine article. You must include the following:

- Details of the people you are helping and why you are helping them
- Details of the project you are organizing
- What other students can do to help.

Cover all three points above in detail. You should make sure your article is informative and persuasive. Start your article with a suitable headline.

3. Recently, a foreign student spent one month as a member of your class in order to learn about your country. You decide to write an article for your school magazine about the visit.

Write your magazine article. You must include the following:

- The student's name and other details about the student
- What the student did during the visit both in and out of school
- Why you feel the visit was of benefit to the student and to your school.

Cover all three points above in detail. You should make sure your article is lively and informative. Start your article with a suitable headline.

Report writing

1. You have been asked to organize an end-of-term outing. Write a report to the school Principal including the following:
 - What kind of activities would be suitable?
 - Will any special clothes or equipment be needed?
 - What food will be required?
 - What transport will be necessary?
 - How much will the outing cost?

2. You were overlooking the school play area when you saw an unpleasant accident take place. The Principal of the school arrived on the scene just after the incident and realized that you had seen everything. He asked you to write an account of what had happened to use in the forthcoming investigation.
 - You must answer the following questions in your report:
 - Which students were involved?
 - What caused the accident?
 - What was done to help the injured?
 - How was a teacher involved?
 - In what way did you assist?

Your report should be a clearly expressed factual account. You may add details of your own if you wish.

3. There have been some unusual noises every night of the last five nights near where you live. They happened at the same time and in the same way each night. Your family and neighbors are very upset. Last night you saw what happened and you now decide to report to the police.

Write your report. You must include the following information:

- At what time and where this occurred
- What exactly happened
- Who was involved
- Why your family and the neighbors are so upset
- What you want the police to do

You must cover all points in detail. You should also add further details if you wish and make your report clear and helpful.

4. There have been several accidents in your school recently. The Principal asks you to write a report on these accidents. In your report include your suggestions on how to improve safety at school.

Write your report. You must include the following:

- The names of two pupils who have been involved in accidents in the school
- Brief details of these accidents
- Other dangers at school that pupils have mentioned
- The improvements needed to ensure greater safety at school
- A suggestion as to how all pupils can be made more aware of keeping safe at school.

You must cover all five points in detail. You should add further details if you wish and make your report accurate and helpful.

Start your report 'To the Principal...' and remember to add your signature and the date.

5. Your Principal wants to make sure that your school is doing all it can to encourage a healthy lifestyle for the students. The Principal has asked you to write a report suggesting the changes you think are needed in your school to make this possible.

Write your report. You must include the following:

- What is wrong at the moment, so that the Principal knows exactly what has to be changed
- What improvements you would like to see, both in the curriculum and the school facilities
- How you think students and the school would benefit from these changes.

Cover all three points above in detail. You should make your report informative and persuasive for the Principal. Start your report 'To the Principal,' and remember to add your signature and a date.

Speech Writing

1. You recently enjoyed a day out with your family. It was a very enjoyable occasion but there was one aspect of the day that disappointed you very much. Your teacher asks you to speak to your class about your day out.

Write your speech. You must include the following:

- Exactly when and where the outing took place
- The main purpose of the day
- Why the day was mainly successful
- The one aspect that disappointed you
- How far your family agreed with you.

You must cover all five points in detail. You should add further details if you wish and make your speech lively and interesting for your audience.

2. The Principal wants more parents to be involved in the life of your school. You have been asked to make a speech at a meeting for parents, inviting people to take part in all sorts of school activities.

Write your speech. You must include the following:

- the request for parents to help
- some of the ways in which they could be involved
- how the students would benefit
- how the parents would benefit
- how the parents should let the school know they are interested.

You must cover all five points in detail. You should add further details if you wish and make your speech informative, polite and persuasive. Start your speech 'Ladies and Gentlemen,'

3. Your best friend, who is a popular member of your class and the captain of the sports club, is leaving your school to move overseas. On your friend's last day at school you have been asked by your teacher, Mr. Johnson, to make a speech to your classmates wishing your friend goodbye and good luck.

Write your speech. You must include the following:

- The name of your friend and where your friend is going
- Why your friend is moving
- What you and your classmates will miss about your friend.

Cover all three points above in detail. You should make sure your speech is friendly and contains wishes for a successful future. Start your speech, 'Mr. Johnson and friends...'

4. To celebrate the start of a special environmental project, a tree is being planted in your school grounds. As secretary of the project committee, you are to make a speech to mark the occasion in front of the Principal, guests, staff and students of the school.

Write your speech. You must include the following:

- Details of what the environmental project hopes to achieve
- Why you think this project is important
- How your audience could support the project.

Cover all three points above in detail. You should make sure your speech is enthusiastic and informative. Start your speech, 'Principal, guests, teachers and fellow students...'

5. You are a student and your Principal is retiring from your school. You have been asked to make a speech at a special assembly to thank your Principal for what he or she has done for the school and to wish your Principal a happy retirement.

Write your speech. You must include the following:

- How long the Principal has been in charge and details of how successful the school has been during this time
- The personal qualities that have made the Principal so successful and one interesting story which demonstrates the Principal's character
- Some ideas for what the Principal might do during retirement.

Cover all three points above in detail. Make sure in your speech that you are polite and informative for the Principal, the staff and the students. Start your speech 'Good morning, Principal, staff and students...'