

### Writing plan

Text type: E-mail of advice

Genre: Expository

Language style: Informal

#### Greeting the recipient informally

e.g. Hi Lucy,

#### Opening

- Tell Lucy you have received her e-mail
- Show understanding and support to her

#### Main body Tips: Link up your ideas using cohesive devices such as 'first', 'also', 'in addition'.

- Problem: Lucy feels lonely and homesick

Advice:

- Problem: Lucy has difficulty in making friends and getting along with the locals

Advice:

- Problem: Lucy wants to help her aunt

Advice:

#### Closing

- Summarise your advice and show your care for her
- Show that you look forward to her reply

#### Informal close and the sender's name

e.g. Take care,  
Emily

CLASSROOM Secondary English Competency Mock Papers (S.3)  
Writing plans, sentence patterns and vocabulary – Writing 1

**Sentence patterns**

1. ***It is + adjective + to-infinitive***

**Example:** It is easy to make friends through joining school clubs.

2. ***Not only...but also...*** Tips: Use inversion here

**Example:** Not only can you learn to play the violin, but you can also make some new friends.

3. **Relative clause (Non-defining)**

**Example:** You can ask your classmates to show you around, which is a good chance to get to know them.

4. **Prepositional phrase**

**Example:** By paying close attention to what they say, do, and how they interact, you'll quickly get to know other people.

5. ***If*-conditional (Probable conditional):**

**Example:** If you help your aunt take care of her pets, she will be very happy.

(*If*-clause; simple present tense) (Main clause; simple future tense)

**Some useful vocabulary**

Habit (n.)	嗜好	Enjoyable (adj.)	令人享受的
Lifestyle (n.)	生活方式	Outgoing (adj.)	外向的
Self-discipline (n.)	自律	Helpful (adj.)	樂於助人的
Humorous (adj.)	風趣的	Advantage (n.)	優勢
Considerate (adj.)	為人設想的	Interpersonal skill (n.)	人際技巧
Care (v. / n.)	關心	Independent (adj.)	獨立的
Respect (v. / n.)	尊重	Personal growth (n.)	個人成長
Wear a smile (v.)	面帶微笑	Communication skill (n.)	溝通技巧
Cultural difference (n.)	文化差異	Housework (n.)	家務
Joke (n.)	笑話	Thankful (adj.)	感激的
Confident (adj.)	自信的	Eye-opening (adj.)	大開眼界的