

Writing plan

Text type: Letter to the principal

Genre: Expository

Language style: Formal

Greeting the recipient formally

e.g. Dear Mr / Mrs / Miss / Ms [Last name] // Sir or Madam,

Opening

- Talk about the seriousness of environmental problems
- Talk about the importance of environmental protection

Main body

- Ways to save paper
e.g.
- Ways to save energy
e.g.
- Ways to save water
e.g.
- Ways to reduce rubbish
e.g.

Closing

- Encourage the readers to follow the suggested ways to protect the environment

Formal close

e.g. Yours sincerely / faithfully,

The sender's name or organisation

e.g. Chris Wong
Committee Member of the Green Club

Sentence patterns

1. Imperative

Example: Remember to bring your own eating utensils for lunch.

2. Passive voice

Example: Plastic bottles and soft drink cans can be recycled into useful materials.

3. Gerund as the subject

Example: Walking up the stairs is good exercise.

4. ...not only...but also...

Example: Using e-mails is not only free and quick, but it is also good for the planet.

5. It is + adjective + to-infinitive

Example: It is important to support environmental protection.

Some useful vocabulary

Air conditioner (n.)	冷氣機	Save (v.)	節省
Alarming (adj.)	令人憂慮的	Serious (adj.)	嚴重的
Appreciate (v.)	欣賞；感謝	Support (v.)	支持
Conserve (v.)	保育	Used paper (n.)	廢紙
Convenient (adj.)	方便的	Useful (adj.)	有用的
Earth (n.)	地球	Worse (adj.)	更壞的
Electronic communication tool (n.)	電子溝通工具		
Empty plastic bottle and can (n.)	空塑膠瓶及罐		
Encourage (v.)	鼓勵		
Environment (n.)	環境		
Environmentally-friendly (adj.)	保護環境的		
Harmful (adj.)	有害的		
Lift (n.)	電梯		
Material (n.)	物料		
Nature (n.)	大自然		
Pollution (n.)	污染		
Protect (v.)	保護		
Recycling bin (n.)	垃圾回收箱		
Rough paper (n.)	草稿紙		
Running water (n.)	自來水		