

## FORMAT GUIDE

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| <b>Formal Letter</b><br><br>Wong Ming Wei<br>Chairman of 4EA<br><br>4 October 2026<br><br>Mr David Kwok<br>Principal<br>Gardenia Secondary School<br>11 Serangoon View<br>Singapore 654321<br><br>Dear Mr Kwok<br><br><u>The Damaged Goalpost at the School Field</u><br><br>5 paragraphs<br><br>Yours sincerely (use 'faithfully' if you don't know the name)<br><i>Wong Ming Wei</i> | <b>Report Writing</b><br><br>To: Mr Vinod Nathan<br>Principal<br>Gardenia Secondary School<br><br>From: Natalie Gomez<br>President of the Chess Club<br><br>Date: 4 October 2026<br><br><u>Report on proposed Post-Examination Activities</u><br><br>5 paragraphs<br><br>Reported by<br><i>Natalie Gomez</i> |
| <b>Personal Letter</b><br><br>554 Hougang Road<br>#03-42<br>Singapore 234567<br><br>4 October 2026<br><br>Dear Uncle John<br><br>5 paragraphs<br><br>Best regards<br>Bernadette                                                                                                                                                                                                        | <b>Speech</b><br><br><u><b>Gone are the Good Old Days</b></u><br>4 October 2026<br><br>5 paragraphs<br><br><b>Article</b><br><br><u><b>Gone are the Good Old Days</b></u><br><i>by Zara Khan</i><br><br>5 paragraphs                                                                                         |
| <b>Formal Email</b><br><br><b>To:</b> zeldagoh@countingstars.com<br><b>From:</b> emmanuelmok@gmail.com<br><b>Date:</b> 20 Oct 2026, 6:40 PM<br><b>Re:</b> Book Donation Drive<br><br>Dear Ms Goh<br><br>5 paragraphs<br><br>Yours sincerely (faithfully)<br>Emmanuel Mok                                                                                                               | <b>Personal Email</b><br><br><b>To:</b> zeldagoh@countingstars.com<br><b>From:</b> emmanuelmok@gmail.com<br><b>Date:</b> 20 Oct 2026, 6:40 PM<br><b>Re:</b> Glad we're finally meeting!<br><br>Dear Zelda<br><br>5 paragraphs<br><br>With love<br>Emmanuel                                                   |