

EVERGREEN SECONDARY SCHOOL

**Managing
TONE & REGISTER**

5 sample responses to an O Level Situational Writing question
(adapted from GCE 'O' Level 2005)

Report for school leader

Formal letter to school leader

Article for Newsletter

Speech to classmates

Personal Letter to friend

THE QUESTION

Section B: Situational Writing

You are advised to write between 250 and 350 words for this section.

You should read the information carefully and plan your answer before beginning to write.

Your school is planning to organise a one-week course during the December school holidays for senior students. The course will allow students to learn useful knowledge and skills that are not currently covered in the school curriculum. The Principal has invited each senior class to recommend one course.

As the class representative, write:

- a report to the Principal recommending the course you and your classmates have chosen.

- a letter to the Principal recommending the course you and your classmates have chosen.

- an article for your school newsletter explaining which of the three courses you prefer and persuading senior students to support your choice

- a speech in which you explain to your classmates which course you prefer and persuading them to vote for it

- an email to the class Chairperson, who is your friend, to let him know which suggestion you would prefer for the class. (You have been placed on Leave of Absence due to an injury but would like to contribute your view.)

In your writing, you should:

- state clearly which course your class has chosen

- explain why the knowledge and skills taught in this course would be useful to senior students

You may add any other details you think will be helpful.

Write in a clear, accurate English. Your tone should be persuasive, showing your enthusiasm for the course you have chosen.

A SIMPLIFIED VISUAL



GREENWOOD SCHOOL MAGAZINE

SUGGESTIONS FOR DECEMBER VACATION COURSE

BY OUR VERY OWN GREENWOODIANS

A First Aid Course

I'd like to suggest that we have a First Aid Course. What could be more useful than having the skill to save a life in an emergency, to treat a sprained ankle, to help in an asthma attack and to stop someone from bleeding to death from an injury?



Personal Finance Management Course

Please may we have some lessons in dealing with our personal finance? We may not have enough money yet to open bank accounts, invest in shares and arrange car insurance and pensions, but we shall need to do all these things when we leave school. If we have some instruction now, at least we shall know what to do and will be able to manage our money sensibly.

Personal Fitness Training Course

Why can't we have some personal fitness training? We all know how important it is to keep active in order to stay healthy. It would be useful to learn some exercises and techniques that we could continue to practise after we have left school.



REPORT SAMPLE

To: Mr Vincent Toh, Principal, Gardenia Secondary School
From: Morton Leong, Secondary 4 Honour
Date: 11 October 2026

Decision on December vacation course for senior students

The students of secondary 4 Honour have spent considerable time and effort reviewing the benefits of each of the options, namely, the First Aid Course, Personal Finance Management Course, and Personal Fitness Training Course given as possibilities for a vacation course at the end of the school year.

After several vigorous debates on the three suggestions, it was agreed that the First Aid Course would be the most suitable course as having knowledge of first aid prior to and in an emergency situation can often mean the difference between life and death.

Other equally important reasons were also considered - being trained in first aid drastically reduces the chance of needing first aid simply by being informed. In the course of the class' debates, information reviewed showed that simply by understanding how they occur, many household accidents could be prevented. This course can create for all an enhanced awareness not only of household risks and other dangers, but also in a school environment.

Learning to prevent accidents is extremely important. However, a certain level of risk is inherent in daily life, including school events. A recount of a student who had collapsed while attending the school cross-country run reinforced the need for knowledgeable helpers to be available. Many students were at the scene and recalled the anxiety and helplessness of not knowing how to help. It was also noted that a member of the St John's Ambulance Brigade eventually confidently and properly attended to the casualty. A first aid course will teach one to recognize signs and symptoms of a worsening condition, and perhaps more importantly, alert a person as to what not to do to worsen the situation.

First aid also involves trying to start the recovery process as soon as possible when an emergency situation occurs. Recent news articles about how ordinarily strong and fit young people were overcome by undercurrents during a leisurely swim, and how some others had collapsed while out on a routine jog, were persuasive elements during our discussions. As incidents like choking or suffering from heat stroke have been known to become fatal within minutes, it was our unanimous conclusion that both the casualty and the by-stander would greatly benefit when one or the other is trained in first-aid.

In conclusion, the advantages of the First Aid Course outweigh those of the other two courses in terms of arming students with the knowledge, skills and courage to act appropriately when faced with a critical situation. It was unanimously agreed that this course will greatly benefit all students.

Reported by
Morton Leong
Morton Leong

LETTER TO PRINCIPAL SAMPLE

Mr Vincent Toh
Principal
Gardenia Secondary School

11 October 2026

Morton Leong
Secondary 4 Honour

Dear Mr Toh

Decision on December vacation course for senior students

On behalf of the students of secondary 4 Honour, I would like to express our appreciation for the opportunity to decide on a vacation course for all senior students to be held at the end of the year. We have spent considerable time and effort reviewing the benefits of each of the original options, namely, the First Aid Course, Personal Finance Management Course, and Personal Fitness Training Course.

After several vigorous debates on the three suggestions, we feel that the First Aid Course is the most suitable course for us. We feel that having knowledge of first aid prior to and in an emergency situation can often mean the difference between life and death.

The main reason for learning first aid is to save lives, but there are also other important reasons to consider. We realise that being trained in first aid drastically reduces the chance of needing first aid simply by being informed. Information reviewed showed that simply by understanding how they occur, many household accidents could be prevented. This course can create for all an enhanced awareness not only of household risks and other dangers, but also in a school environment.

While learning to prevent accidents is important, a certain level of risks is inherent in daily life, even during school events. In studying the case of the secondary 2 boy who had collapsed at the end of the cross-country run, it was a member of the St John's Ambulance Brigade who confidently and properly attended to him. Many of us recalled how anxious and helpless we felt not knowing what to do. Through the first aid course, we would learn what actions to take so that in the case of an emergency, we will not panic and thus be in a better position to evaluate the situation at hand. We will also be able to recognize signs and symptoms of any worsening, and perhaps more importantly, know what not to do to worsen the situation.

First aid also involves trying to start the recovery process as soon as possible when an emergency happens. Recent news articles reminded us how ordinarily strong and fit young people can be overcome by undercurrents during a leisurely swim, and how some others had collapsed while on a routine jog. Furthermore, incidents like choking or suffering from heat stroke have been known to become fatal within minutes. We feel that being prepared to assist will undoubtedly be advantageous to both casualty and first-aider.

Consequently, we feel that a first aid course has immense benefits for us and look forward to receiving your agreement and support for our decision to attend a First Aid Course during the December vacation.

Yours sincerely
Morton Leong
Morton Leong

ARTICLE SAMPLE

First Aid, My First Choice

By Morton Leong

Picture this: during Sports Day, a student suddenly collapses. A crowd gathers. Everyone is worried – but no one knows whether to move him, give him water or simply wait for help. Fortunately, a member of the St John Brigade steps forward and attends to him calmly. The rest of us can only watch. Wouldn't you rather be the person who knows what to do?

This December, senior students will have the opportunity to attend a one-week course not currently offered in our school curriculum. We have three choices: Personal Finance Management, Personal Fitness Training or First Aid. All three sound useful, but my vote goes firmly to the First Aid Course.

First aid equips us with practical techniques that could save a life. We could learn how to help someone who is choking, bleeding heavily, suffering an asthma attack or injured during a sporting activity. In emergencies such as drowning or heat stroke, a person's condition can worsen within minutes. Taking the right action before paramedics arrive could prevent further injury, or even make the difference between life and death.

Just as importantly, the course would teach us what not to do. Panic and good intentions are not enough. Moving an injured person incorrectly or giving unsuitable assistance could make matters worse. With proper training, we would be able to remain calm, assess the situation and recognise signs that a casualty's condition is deteriorating.

First aid is not only about responding after an accident. It can also help prevent accidents from happening. By learning how common injuries occur, we may become more alert to hazards at home, in school and during outdoor activities. We would be better prepared to protect younger siblings, assist classmates and respond responsibly when something goes wrong. Even after professional help arrives, our role may still matter. As witnesses, we could explain how the accident happened, describe the signs we noticed and tell paramedics what assistance had already been given. This information could help them treat the casualty more effectively.

First aid offers us something different: the knowledge, confidence and courage to act when every second matters. We may never need to use these skills, but if the day comes, we will be extremely grateful that we have them. So, let us choose a course that is practical, meaningful and potentially life-saving. Let us put First Aid first.

To learn more about the course, visit www.redcross.sg/firstaidworkshopinfo. You can also share your views with me at mortonleong@evgvibes.com.

SPEECH SAMPLE

A Time for First Aid

4 October 2026

Good morning dear classmates of Secondary 4 Honour. As the Class Chairperson, I bring you good news that Mr Lee, our principal, has very kindly accepted our proposal to hold a one-week course during the December vacation. All of us have made our recommendations, and the decision now rests between three of the most popular choices, namely, the First Aid Course, Personal Finance Management Course, and Personal Fitness Training Course. After much careful deliberation, I personally feel that the First Aid Course is the most suitable course for us because knowledge of first aid prior to and in an emergency situation can often mean the difference between life and death.

First aid teaches simple life-saving techniques that can be used in an emergency situation. Ultimately, the main reason for learning first aid is to save lives, but there are also other very important reasons to consider. Statistics show that being trained in first aid drastically reduces the chance of needing first aid simply by being better informed. For instance, did you know that preventable household accidents are the leading cause of death in young infants and toddlers? So, in learning about first aid, we will understand how accidents occur and how to prevent them from happening. The course will thus make us more aware, more conscious, and more alert to household risks and other dangers.

Learning to prevent accidents is extremely important, however, life isn't always predictable. Do you remember the time Joey fainted during Sports' Day? It was only because a member of the St. John's Ambulance Brigade was nearby that he was promptly and properly attended to. Remember how anxious and helpless we felt, standing around, not knowing what to do? Through the first aid course, we would at the very least have procedural knowledge of what actions to take, so that in the case an emergency situation does arise, we won't panic, won't freeze up, and will probably stay calm, thus being better able to evaluate the situation at hand. We will also be able to recognize signs and symptoms of worsening, and perhaps, more importantly, know what not to do to worsen the situation.

First aid also involves trying to start the recovery process as soon as possible. When an emergency happens there is very little time to act. Our actions during the first few minutes of an emergency can make a huge difference. Administering first aid early can often prevent long-term damage because it can teach us to apply techniques to stop bleeding or how to move the person out of harm's way. Also, in emergencies such as choking, drowning, and heat stroke, death can occur within minutes. Starting first aid immediately can and often does mean the difference between life and death. When the paramedics do arrive, as they were not present at the time of the incident, with our understanding of first aid, we will also be able to assist them in diagnosing and treating the condition by communicating useful information about how the accident occurred and what signs and symptoms were experienced by the injured party.

Given the advantages of the First Aid Course – its usefulness, effectiveness and meaning – I strongly encourage you to reconsider and choose the First Aid Course. Learning first aid gives individuals the knowledge, skills and courage to act at a time in our lives when doing something becomes critically important. Why learn first aid? Because it's one of those things you'd wish you knew when someone gets hurt. Because it's one of those things you'd wish someone knew if *you* got hurt. I am confident that you will choose wisely and we will all look forward to attending a truly enriching and meaningful course. Thank you for your attention.

EMAIL TO A FRIEND SAMPLE

To: ronnieboy@gmail.com
From: mortonleong@yahoo.sg
Date: Oct 11, 2026, 1:18 PM
Re: Hi! and My preferred course

Dear Ronnie

How are things in school? Hope all is well with you and the class. It's strange to say this but I find myself missing school more and more every day. I heard from Charles that our Principal has given us the green light to arrange a course during the holidays for all us senior students and that he would like to hear our thoughts on which course we'd prefer. That is so nice of him! I really think we ought to give this lot of thought and decide wisely so that we make the most of this brilliant opportunity.

I've had a lot of time on my hands lately, as you know, and have thought about this long and hard. I feel that among the three, the First Aid Course would be the most suitable course for us. I personally think that knowledge of first aid would be extremely useful and if a situation ever arises, can mean the difference between life and death.

Of course, the main reason for learning first aid is to save lives, but there are also other very important reasons to consider. I read in an article the other day that being trained in first aid drastically reduces the chance of needing first aid simply by being better informed. Did you know that preventable household accidents are the leading cause of death in young kids? I had no idea! I think if we understand how accidents occur we might actually be able to prevent them from happening. After reading the article, I'm starting to notice all the hidden dangers that lurk in my home and find myself more cautious when my little brother is near them. I'm sure you remember what a rascal he is.

Learning to prevent accidents is so important, but we know that some things just can't be helped. Do you remember the time Joey fainted during Sports' Day? We were all panicking and completely at a loss as to how to help him. It was only because a member of the St. John's Ambulance Brigade was nearby that he got medical aid. Remember how anxious and helpless we felt, standing around, not knowing what to do? Between you and me, I never want to feel that way again. I think if we take the first aid course, at the very least, we would have some sense of what actions to take, so that in case an emergency does arise, we won't freeze the way we did and will be able to figure out what needs to be done more calmly. Most importantly, we won't make things worse!

When an emergency happens there is very little time to act. Our actions during the first few minutes can make a huge difference. Even if we learn simple things like how to stop bleeding or how to move someone out of harm's way, we will be helping the person. I probably have been reading about this too much and am getting paranoid, but when someone is choking, or drowning, or suffering from heat stroke, they could die within minutes! Horrifying, isn't it? If we could start first aid immediately, maybe we might be able to save a person's life. And when the paramedics do arrive, we might be able to convey helpful information like how the accident happened and what signs and symptoms we noticed the affected person experience.

Thanks for listening and for helping me share my thoughts with the rest! I can't wait to be back in school with you guys and to hopefully attending the First Aid course together.

Yours
Morton Leong