






# Letter Writing Competition -

## Activity Sheet – Writing Plan

### Part 1 – Identifying the focus, recipient(s) & SOW

Identify two sources of inspiration from the memorable personal, reading or viewing experiences in your life. Recall the awakening moments and your feelings from the experiences and think of the possible recipients for your love letter. After identifying the central theme and recipient(s), think of a Saying of Wisdom (SOW) to echo the overarching theme and/or the sub-theme(s) chosen.

	A memorable experience (personal/reading/ viewing)	The awakening moment and your feelings	Possible recipient(s)	The central theme
E.g.	Studying at the school library for tests and exams	The hardships reminded me that the library supported my learning all along and I'm grateful for the productive study environment.	<ul style="list-style-type: none"> <li>♥ Dear Ms Wong (teacher librarian)</li> <li>♥ Dear Encyclopedia Britannica (a book)</li> <li>♥ Dear school library</li> </ul>	
1.				
2.				



**Part 2 – Generating ideas and enriching the content**

*Draft a few sentences/a short paragraph based on the writing prompts in the table below to present your love and affection to the recipient(s).*

<p><b>Central theme:</b></p>	
<p><b>Greeting:</b></p>	<p>Dear _____</p>
<p><b>Recounting memorable experiences you had with the recipient(s)</b></p> <p><i>[past tense]</i></p>	
<p><b>Reflecting on the recipients' influence and impact on your life</b></p> <p><i>[present perfect/ present tense]</i></p>	
<p><b>Making commitment &amp; expressing hope and good wishes for your recipient(s)</b></p> <p><i>[future tense]</i></p>	

**Part 3 – Polishing your language**

*After coming up with ideas and content for your letter, improve the presentation with the use of the following writing techniques. Select some figures of speeches/literary devices and sentence patterns below and make some sentences to describe the letter recipient(s) and express your affection.*

<b>Tip#3 – Enhancing emotional appeal with creative use of English</b>	
<b>Simile</b>	
<b>Metaphor</b>	
<b>Parallelism</b>	
<b>Personification</b>	
<b>Sensory language</b>	
<b>Tip#4 – Varying language patterns</b>	
<b>Rhetorical questions</b>	
<b>Emphatic structures</b>	
<b>Conditionals</b>	
<b>Subjunctive mood</b>	