

2013-2014 Heung To Secondary School (TKO)

S3 Writing competition

1st runner-up

4A (10) Chim Ho Yin

Dear principal,

Creative Writing Class for Secondary 4 Students

On behalf of the chairperson of the school English Club, I am writing to you about ways that can possibly help our students improve their English. As you probably noticed, our students need help with their English, so we would like to organize a creative writing class for Secondary 4 students.

I believe the creative writing class will bring benefits to students.

It would appear that students at our school can speak and write basic English, but they lack advanced writing skills. The class I am going to organize will help students by giving them an opportunity to interact with English. We will require students to finish a piece of writing in given time. As they are writing, Miss Chan, our tutorial teacher, will provide assistance to students, giving them an over-all support on their writing. For instance, she will list some complex vocabulary and encourage them to use a wider range of words.

We have designed some lessons to strengthen their basic English ability. In the lessons, complicated writing skills will be introduced, such as decorative language, the application of similes, metaphor and use of complex writing structures.

It seems that students' mindset are very dull. Since every day students are doing machinery school work repeatedly, they become uncreative and are in lack of imagination.

In this writing class, students are focused on building up a logical and clarified mindset. Students are helped to express their ideas clearly and smoothly. Students' creativity will be increased via the class and hence they will be able to produce a variety of stories, such as love and horror stories.

The class will be conducted by Miss Chan. It will be held in the second semester. Mr. Chan will supervise the activities in the class and assist me in promoting the class to

students.

I am waiting your approval on my proposal. Further information will be given o you soon.

Yours sincerely,

Pat Lee

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Chairperson of English Club