

MATERI PTS ENGLISH

- informal letter
- cause and effects (reading or sentence)
- signal words and punctuations
- introductory paragraph (hook in an essay)
- concluding paragraph (summary, warning, suggestions, or prediction)
- explanation text

INFORMAL LETTER

- Definition:

An informal letter, also referred to as a friendly letter, is a **personal letter written to friends or relatives (Informal letter to a friend)**. It is written in a personal fashion. You can write it to anyone with whom you have a non-professional relationship, although this doesn't exclude business partners or workers whom you're friendly with either.

- Types of Informal Letter:

(It is a personal letter, written to whom you are familiar with, like friends, siblings, parents, or any other closed one. While writing an informal letter, one can afford to be friendly, and make use of personal or emotional tone.)

- conveying messages,
- news,
- giving advice,
- congratulating the recipient,
- requesting information,
- asking questions, etc.
- farewell letter
- thank you letter
- condolence letter.
- Tell experience

- Structure

There is no set format for informal letters, but there is a general pattern that people usually follow.

1. Address

The first thing to write is your address, i.e. the address of the writer (basically, the sender's address). We usually **write the address on the left-hand side of the page at the very top**. The address should be accurate and complete.

2. Date

Next just below the address we write the date. This allows the reader to have a reference as to **when the informal letter was written**. He can then relate better to the contents of the letter. The date, preferably, should be in expanded form.

3. Greeting/Salutation

“Dear Ryan”, “Dear Mom”, “Dear Mr. Subhan”. Following the chosen opening salutation, you should provide the name of the person you are corresponding with. It is best to use either last names or full names. Titles like Mr. Mrs. Ms. and Dr. should all be capitalized.

4. Introductory Paragraph

The introductory paragraph **sets the tone for the whole letter**. You might begin by asking the recipient about their well being. Or you may say that you hope the letter finds them in good health and great spirits. The opening of informal letters should be casual and comforting. It must not be formal and direct as in business letters. “How are you? How are your family members?”, “How are things going?” “Sorry for answering late”

5. Body of the Letter

The letter overall should **maintain a friendly tone**. But you have to adjust the language and the wordings according to who you are writing to. With a friend, you can afford to be very casual and flippant even. But if you are writing to an elder relative, you must be extremely respectful and considerate. One way to determine the tonality of your letter is to **remember how you talk to the person in a conversation**.

6. Closing Sentence

In the conclusive paragraph sum up the reason for writing the letter, i.e. summarize the letter. **Say a meaningful and affectionate goodbye to the reader. And do not forget to invite the reader to write back or reply to your letter.** It shows an intention to keep the conversation going. “Waiting to see you soon!”, “Till then take care of yourself”

7. Complimentary Close

“Best regards”, “Sincerely Yours”, “Lots of Love”, “Kind Regards”

8. Signature

“Your name”

CAUSE AND EFFECTS

- A cause is the reason something happens
- An effect is the thing that happens as a result of a cause
- Eg. Since I worked during the summer, I was able to buy a new car.
 - How was she able to buy a new car? (effect)
 - She worked during the summer. (cause)

- Signal words:

1. Prepositions:

In order to, as a result of, because of, due to, from, on account of, through, owing to.

- Eg: His reading was hesitant owing to a stammer.
- Eg: he slouched into his seat in order to avoid drawing attention to himself

2. Subordinating Conjunctions: (in a sentence)

since, because, as, now that, inasmuch as, so that, unless.

- Eg: we did it because we felt it our duty.
- Eg: Now that we're all here, let's start the meeting

3. Coordinating Conjunctions:

So, For (part of For, And, Nor, But, Or, Yet, So) FANBOYS

- Eg: I got here late. It was a long journey, so I'm really tired now.
- Eg: You are right, of course, so I think we will accept what the bank offers
- Eg: I am coming to the school, for Mr. Risang asked all teachers to come

4. Conjunctive Adverbs:

Consequently, Hence, As a consequence, Thus, Therefore, As a result.

- Eg: He was busy. Therefore, he could not come.

- HINTS

1. Look for keywords that show cause/effect relationships.
2. Sometimes there will be a cause/effect relationship, and these words will not be used.
3. When you can't find the key word, then the relationship is "implied".

- Keyword hints

- For this reason
- In response to
- Resulted in
- Therefore
- Word "cause"
- Word "effect"

- HINTS #2

1. If possible try to replace the cause/effect relationship words so that you can use the word "because".
 2. The most important linking word is the word "because".
 3. If you can change our sentences around so their meaning does not change and you can add "because" to the events, you can probably have the correct cause/effect answer.
- Ex. Alex didn't study for his test. He knew that he had to pass the test. Alex wasn't surprised when he failed the test.
 - Alex failed his test because He didn't study.
 - **Cause:** He didn't study
 - **Effect:** He failed the exam.

- Ex. Ben was running late for school, but it was a beautiful morning, so he wanted to walk. Ben saw his neighbor chasing his wild, little puppy. Ben knew he had to help.

Why was Ben late? **(effect)**

- **1st Cause:** He walked to school.
- **2nd Cause:** He helped his neighbor.

Both of these are events/causes

- HINTS #3

1. Sometimes cause/effect linking words are “understood”.
 2. This happens when writers leave out keywords that define a cause/effect relationship.
 3. Sometimes cause/effect relationships are only “implied” and must be inferred by the reader (look for details and use logical reasoning or common sense).
- Ex. Kate got up early enough to get ready for school, but she knew she didn’t do her English homework. She dreaded going because her teacher would be very disappointed.
Why would Kate not go to school?
 - It is implied that she would not go to school **(effect)** since she didn’t turn in her English homework.

- HINT #4

Avoiding Post Hoc Reasoning:

1. Do not assume that just because even A precedes event B, event A caused even B. This illogical assumption is called post hoc reasoning. This error leads you to confuse coincidence with causality.
2. Do not confuse words like because, therefore and consequently (indicating a causal relationship), with words like subsequently, later, and afterward (chronological relationship words)

A HOOK IN AN ESSAY

A hook is an opening statement (which is usually the first sentence) in an essay that attempts to grab the reader’s attention so that they want to read on.

- It is the first thing the reader will see, and it should be **interesting and engaging** enough to make them want to read more.
- It should be relevant to the topic of your essay and should be able to **create a sense of curiosity or intrigue in the reader**.
- The goal of a hook is to make the reader want to read on and to draw them into the central argument or point of your essay.
- It can be done by using a few different types of hooks, which are a question, quote, statistic, or anecdote. Be mindful that the hook has to be related to the overall topic of the paper.

- Types

1. Question Hook

A question hook is **when you ask the reader something that they can visualize and try to think of in their own minds**. Then, the writer answers the question.

- Examples:

- Have you ever watched the high-flying, jump shooting, slam dunking, ankle breaking players that play in the NBA? Every time I catch a game on television and I witness the thrill of the game, I can't help but watch another one.
- Just how much screen time is too much for elementary school-aged children?
- How important is it for YouTubers to use search engine optimization (SEO) strategies?
- Will we see record-breaking voter turnout in this year's presidential election?
- Would your family have enough food to eat if commercially processed food became unavailable for an extended period of time?
- Is online learning an effective option for K-12 education?
- Do jobs that require degrees really have better earning potential than skilled trades?
- Did you realize that women are two times more likely to experience clinical depression than men?
- How much sugar do you really consume in a day?
- Are your evening habits keeping you from getting quality sleep?

2. Quotation Hook

A quotation hook is when a quote is used and explained that has relevance to the topic at hand. Make sure this quote comes from a credible source. Also, talk about the quote's meaning afterwards to ensure that the reader isn't confused.

- Example:

Some people want it to happen, some wish it would happen, others make it happen” said Michael Jordan, arguably the best player to ever play in the NBA.

Here, Jordan talks about how people want, dream, wish, and pray that they will one day make it to the big stage. These are usually the people that never make it. It is only when these dreamers and wishers take matters into their own hands and strive to be the best that they actually get to play professional basketball in the NBA.

3. Statistic Hook

A statistic hook can be used for more informational pieces of writing. The writer **uses a quote from a source that relates to the main idea of the paper, but the quote must have some type of statistics, such as numbers, decimals, or and/or percentages**. The meaning and relationship of the quote to the paper needs to be explained afterwards just in case the reader does not quite understand

- Example:

Just 0.00545 percent of the 550,000 boys playing high school basketball each year in the United States become a first-round draft pick — 1 in 18,333” stated Jeff Rabjohns, a writer for The Indianapolis Star, in an article titled “Prep players face long odds of making it to the NBA.” Basically, only a few high school players will make it to the NBA. Even though there are many that strive, play, train, practice, and fight to be great, a huge majority of them do not make it.

4. Anecdotal Hook

When a writer uses a short story to relate to the topic and gain the reader’s attention, they are using an anecdote. This story can be a short, personal story or one that is a figment of your imagination. Make sure that it relates to the main idea of the paper. Show the relevance that it has to the topic of the paper.

- Example:

When I was in high school, I remember playing in an AAU basketball league. We had to travel to downtown Philadelphia on the weekends for basketball practice. Each and every time we had basketball practice (which was at 8 a.m.), there was a boy around my age in the gym by the time we arrived. He was always covered in sweat, throwing up shots, practicing his layups, practicing his dribbling, and running laps around the gym. He was in such great shape. One day, I mustered up the courage to ask him about his ambitions, and he told me that he gets up at 5:30 a.m. to go to the gym and practice hard until my team comes in for practice. A few years later, this guy was entering the NBA draft from high school. When I saw him get drafted by the Philadelphia 76ers, I knew exactly why. All that hard work had paid off for him. This is the hard work ethics and mindset that everyone that wants to make it to the NBA should have.

5. Presenting Contrast

In this opening, the writer **presents a contrast between the image of the subject and its reality.** Often, this strategy is an effective opener when widespread misconceptions on the subject are widespread. For example, if the thesis statement is something like “Wealth doesn’t bring happiness”, the writer might open with a scene describing a lonely, unhappy person surrounded by wealth and opulence. This scene contrasts a luxurious setting with an impoverished emotional state, insinuating the thrust of the essay’s central thesis.

- Example:

On one hand, technology has made it easier to stay connected with friends and family than ever before. On the other hand, it has also created a sense of disconnection and loneliness in many people, including myself as a 16-year-old.

EXPLANATION TEXT

An Explanation text is **a piece of non-fiction writing explaining an action process or event in a detailed but simple way**. It features numbered points, time connectives, pictures, diagrams, labels and captions to help the receiver understand the process of what's being delivered.

- Types

- Mechanical Explanation Text: **keyword “how”**
- Causal Explanation Text: **keyword “why”**

- Structure

- Title
- General statement
- Series of sequenced statements
- Concluding statement
- Labelled diagrams and flowcharts*

- Language features

- Present tense
- Action verbs to describe the event that a subject undergoes
- Connective words to link time sequence in a cause and effect sequence
E.g first, then, after, finally, so, as a sequence
- Technical terms
E.g the water cycle, the digestion of food
- Adverbial phrases
- General nouns
E.g dogs, men
- Abstract nouns
E.g heat
- Pronouns for words already introduced in the text
- Complex noun groups to describe the phenomenon
E.g the flowing river, a spider falls into the family of arachnids
- Usually, the subject is not human
E.g mountains, rains
- Passive voice
E.g earth is moved, food is divided
- Conjunctions to sequence the event and to keep the text flowing

WORD BANK

WORD BANK		
Conjunctions	Words linking cause and effect	Comparative/ contrasting conjunctions
alternatively after while then previously because if although so and like or whereas however indeed therefore subsequently	because consequently so therefore because caused this led to due to so created culminated in encouraged grew out of influenced by inspired as a result of shaped by a source of stemmed from brought about	but similarly that is whereas for example alternatively in fact while also instead in other words on the other hand however
Action verbs		Technical topic words
Words will vary depending on topic, for example: pull push sends		Words will vary depending on topic, for example: epiglottis trachea pharynx larynx