PREFACE

We have put together this collection of essays and letters for students from the lower secondary classes.

The essays and letters have been classified into different types to allow easy reference. We have stuck to simple language at about the same level as the students for whom we have written these essays.

To help students get the best out of the essays, we begin with suggested approaches on how each essay could be tackled. In the margin of each essay, we also write short comments on why the essay is well written.

Using this book as a guide, students would do well to master the art of essay writing in the early stages of secondary school. Once mastered, the skill of essay writing will serve them throughout their school and university days, and beyond as well.

To this end, we hope this book is useful.

THE PUBLISHER
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116. Write a story about a shy hero or heroine.

117. Write a story beginning with: 'I could not see very well so I held it against the light and looked at it again.'

118. Write a story including the sentence, 'He was a strong man but very gentle.'

119. Write a story including the sentence, 'Gently she laid her hand on my forehead.'

120. Write a story about a kind person.

**LETTERS @260**

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1. Write an essay about your best friend. You should include reasons as to why you particularly like him or her.

**Suggested Approach**

You would have recognized that this is a descriptive essay. Begin by saying something really interesting about your friend and then talk about who he or she is. Following this, give a good description of the person — physical and character. Then talk about why you like him and how you look forward to the future to develop the friendship further.

The language you adopt should be simple and you should concentrate the main part of the essay on describing your friend. It will not be a good essay if you write too much about what happened between both of you. However, you should write one or two incidences to make the story interesting, in connection to why you like him or her.
MY BEST FRIEND

I first met Joseph when he moved next door to my apartment with his family. His father is a teacher in my school, so I was surprised to see Mr Lim standing outside my block. I ran out to greet him and he introduced Joseph to me.

Joseph is quite short for his age. He is in secondary one like I am, but not in the same school. He is quite dark for someone of Chinese ethnic origin, obviously because he is an outdoor type. He is a scout and spends all his weekends in either scouting activities or in swimming. He has a fine set of teeth, which he flashes readily at everyone. The sharp contrast of his teeth with his dark features makes him all the more attractive. He is not a sportsman and does not take part even in football, like I do. I notice also that he is good at his studies. He reads a lot, at least two books a week.

At home, he is a great help to his mother and especially, to his invalid grandfather. Everyday, unless it rains, he takes him for a walk in the neighbourhood. Usually I join them and help to push the wheelchair.

What really attracts me to Joseph is his kind-heartedness. He is always cheerful and kind to everyone he meets, including people, animals and even plants. When a tree was blown down by the wind, he insisted that we should prop it up. We stopped our walk for an hour and, while his grandfather gave instructions from the wheelchair, we kept at it until we had propped up the tree with some wood that we found nearby. I hope to enjoy our friendship forever.

(287 words)