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 writing will serve them throughout their school and university days, and beyond as well.

To this end, we hope this book is helpful.

The Publisher
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Interested in Journalism? The East Asia-Murray Journalism Degree Programme enables you to gain the University of Murray Journalism Degree by combining study in your own country with that in New Zealand. For further clarifications and an application form, please write to:

The Administrator
32 Breeze Street
Poster Gardens
School of Journalism
University of Murray 231432
New Zealand ________________________

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Creative
Analytical
Analytical
Situational
General
Creative
Creative
Situational

DESCRIPTIVE
EXPLANATORY
ARGUMENTATIVE
REPORTS
FACTUAL
NARRATIVE
STORIES
LETTERS
**Suggested Approach**

This requires a bit of your imagination. What you write must be realistic. Answer the questions what, how, why, when and where as you deal with the topic. You will have much to write about.

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**ESSAY 1**

You won three million dollars in a lottery. Describe in an essay what you would do with the money and why.
WIN A LOTTERY

To win such a large sum of money would be beyond even my wildest of dreams. But what if I did win it?

There are so many things I could do with it. Because I hail from a low income family of seven living in a cramped, rented three-room apartment, the first thing I would do is to buy a house. I do not wish to live in an apartment like the rest of Singapore’s middle and lower classes. I want my parents to enjoy life while feeling the earth underneath the soles of their tired feet. The house must have enough rooms for all of us and still be spacious enough for everything else that we need to fit into it like a grand piano. Perhaps I would then take up piano lessons.

After buying the house, I would perhaps have a million and a half left over. I would certainly not want to keep all the money for myself. I have a friend who comes from a single parent family. I hear her mother works at three jobs just to keep the family afloat. Perhaps I could do something for the plight of such families. It is disheartening to see my friend’s sad face every morning. I cannot remember the last time I saw her smile or laugh. Anyway, I would set up a fund to help such needy families and encourage the wealthier segments of society to donate to the fund. Money from the fund is to be used to provide financial aid to all single parent household needing help. Perhaps, the fund might also give bursaries to bright children from such households. That would be a wonderful thing for me to do.

Then I would look at the needs of my family members. I would set up an education fund for my siblings who wish to pursue higher studies. I would also give a third of the money that remains to my parents so that they will not have to worry about money in their old age.

Finally, I would focus on my own education and work very hard. I should not fail nor produce mediocre results now that I no longer have to study amidst clamour. The rest of the money I would save in my personal savings account. What I would do with that I would have to wait and see.

(397 words)
ESSAY 2

Describe the qualities of a good leader.

A GOOD LEADER

 Leaders are needed in many of life's situations. Students in schools have their school prefects. Armies have their admirals and generals. A firm has its manager. A prison has its warden. In each succeeding generation, we see leaders emerging to lead mankind. Wherever it is, be it the school room, the battlefield or the boardroom, people who are chosen to lead usually share the same character and qualities that make for good leaders.

 The personality of a leader is very important. A leader must be someone who is respected and is looked upon to set the best example. His judgement must be trusted and he must be able to evoke love from the people he leads. A leader who is despised by his followers will not last for long at the helm.

 A leader must have the willingness to lead. He must have the initiative to rally men around him. There is no place for half-heartedness in a good leader.
The next important thing is character. A leader must have tenacity of spirit, clarity of mind, great determination and courage. He must know what exactly he wants to do and then be determined to carry it out. Facta non verba must be the maxim guiding a good leader.

No one likes a gloomy person especially not in a leader. A leader must therefore be cheerful and jovial. Sanguinity is a quality which all good leaders must have. He must not only be a good judge of events and situations, he must also be a good judge of character. Imagine picking a corrupt person to take over his leadership! He must also exhibit patience and temperance in the worst of crises.

While religion is not a necessary quality of good leaders, we must look at history and see that all good leaders of the past had some force or inward ideology that motivated them in their lives. Nehru is a good example.

It is possible for a leader to have all the qualities of a great leader but still lacks the most important one that is a sense of what is morally right and wrong. Adolf Hitler is a good example. Youth gangs and secret societies that exist in both Eastern and Western countries are often involved in crimes of all genre. These are led by leaders without a moral sense of what is right and wrong.

Finally, the real test of a good leader is the answer to this question, "Do men follow him?" Even though today there are many examples of leaders who are followed for the wrong reasons, yet still we need to remind ourselves of the qualities that make for a good leader. A good leader is not only respected because of his character and unprejudiced outlook, he is also loved for his honesty, his love for truth and his sense of fairplay. A person who possesses such qualities will make a good leader.

(487 words)

COMMENT

Many more examples of good and bad leaders may be quoted. They may be leaders from the past or present day leaders. Each would have their own unique qualities that make people follow or not follow them. You might want to give this topic further thought though one can only write so much for now.