

Writing plan

Text type: Mass e-mail

Genre: Expository

Language style: Semi-formal / Formal

Greeting the recipient formally

e.g. Dear members,

Subject line

e.g. Let's work together to protect the environment

Opening

- Talk about the seriousness of environmental problems
- Talk about the importance of environmental protection

Main body

- Ways to save paper
e.g.
- Ways to save energy
e.g.
- Ways to save water
e.g.
- Ways to reduce rubbish
e.g.

Tips: Link up your ideas using cohesive devices such as 'for example', 'besides', 'also', 'apart from', 'in addition', etc.

Closing

- Encourage the readers to follow the suggested ways to protect the environment

Formal close

e.g. Yours faithfully, / Best regards,

The sender's name or organisation

e.g. Green Club

Sentence patterns

1. Imperative

Example: Remember to bring your own eating utensils for lunch.

2. Passive voice

Example: Plastic bottles and soft drink cans can be recycled into useful materials.

3. Gerund as the subject

Example: Walking up the stairs is good exercise.

4. ...not only...but also...

Example: Using e-mails not only saves time, but also saves paper.

5. It is + adjective + to-infinitive

Example: It is important to support environmental protection.

Some useful vocabulary

Air conditioner (n.)	冷氣機	Material (n.)	物料
Alarming (adj.)	令人憂慮的	Nature (n.)	大自然
Appreciate (v.)	欣賞；感謝	Pollution (n.)	污染
Conserve (v.)	保育	Protect (v.)	保護
Convenient (adj.)	方便的	Recycling bin (n.)	垃圾回收箱
Earth (n.)	地球	Rough paper (n.)	草稿紙
Electronic communication tool (n.)	電子溝通工具	Running water (n.)	自來水
Empty plastic bottle and can (n.)	空塑膠瓶及罐	Save (v.)	節省
Encourage (v.)	鼓勵	Serious (adj.)	嚴重的
Environment (n.)	環境	Support (v.)	支持
Environmentally-friendly (adj.)	保護環境的	Used paper (n.)	廢紙
Harmful (adj.)	有害的	Useful (adj.)	有用的
Lift (n.)	電梯	Worse (adj.)	更壞的