





2 Drafting

Now, you have to draft a personal e-mail to Ken.

Text Type: Personal e-mail  Reader(s): Ken 
 Tone: Informal  Tense(s): Present & past tenses 

Greet and show your concern to the receiver.

Dear (Ken),
 How (greeting) ? I (showing concern)

Briefly introduce the voluntary work you are going to share.

Let me share my (writing purpose)

Give details of your volunteering.

During (time), I (details)

My main duty was to (duty)

Give details of one particular memorable event.

I've had countless wonderful experiences during that volunteering opportunity, but one time in particular that I remember was (memorable experience)

How did you feel?

I found that volunteering was really (adjectives)

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Of course, it (feeling)

Apart from (transition), volunteering (topic sentence)

Write a topic sentence as a transitional sentence.

First, I got a lot more opportunities to (first benefit)

How does volunteering benefit you personally? State all the benefits one by one.

Second, I've become more (second benefit)

Finally, (third benefit)

Ken, (closing)

Show expectation and ask for a reply from the receiver.

(close),

Cherry