

# 2 Drafting

Now, you have to draft a letter to Jacky about an unforgettable match.

Text Type: Personal letter  Reader(s): Jacky 

Tone: Informal  Tense(s): Present & past tenses 

**CLASSROOM**  
Online World  
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You can download the suggested answers to this section from our website as a reference.

Greet and show your concern to the receiver.

Dear (Jacky),

How (your concern) ?

I hope you (your concern).

Since (reason),  
you may be interested to know a bit more about (event).

It was the (general description of the event).

Where and when was it held?

The match kick-started at (time & place).  
At the beginning of the match, (details of the first-half of the event).

You can recount the event in time order. Only cite the most exciting details in each time slot.

In the seventh minute, (details of the first-half of the event).

For the rest of the first-half, (details of the first-half of the event).

(details of the second-half of the event) after  
the second-half started. The defence was cut through  
finally when (details of the second-half of the event).  
However, Dragon (details of the second-half of the event).

The defensive line of the rival seemed impenetrable,  
(details of the second-half of the event).

The best chance finally came in the fifteenth minute  
when (details of the second-half of the event).

Then the ball went back and forth and the audience  
all expected overtime. Unexpectedly, (details of the climax of the event)  
when only one minute was left, scoring (details of the ending of the event).

What a (adjective) match!

Jacky, I (expectation)

(close)

*Andy*

Describe how the situation changed in the second-half. Create 'obstacles' to give a tense feeling.

How did the player score?

How did the other team fight back dramatically?

Build the climax by describing how the team snatched a victory.

Think of an adjective to describe the match.

Show expectation and ask the receiver to write back.

Step 2