



THE RAFFLES ENGLISH STUDIO · FREE RESOURCE

Situational Writing – Quick Reference

Coach Carlyne's Tips, Distilled

Decode **PAC** before you write. Elaborate – don't copy – while you write. Layer in **AFOREST** for the AI edge.

PAC – Decode Every Task First

P	Purpose – to persuade, almost always. Nearly every SW task needs persuasive language and a clear Call to Action.
A	Audience – let the recipient set your tone: relaxed for a friend, zero contractions for a formal letter or email.
C	Context – the situation behind the task (a school event, a community issue) frames everything you write.

Don't Just Copy – Elaborate

!	Examiners reward extrapolation, not checklist-copying of the stimulus. Weak: "The resort has a pool." Strong: "The Olympic-sized pool will be perfect for our team-building races."
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AFOREST – Persuasive Techniques for the AI Edge

A	Anecdotes – a brief personal story that builds connection.
F	Facts & Figures – ground your argument in the stimulus data.
O	Opinion from Expert – frame suggestions as expert-backed.
R	Rhetorical Questions – engage the reader's reflection.
E	Emotive Language – words that provoke a strong reaction.
S	Superlatives – emphasise the scale of the benefit.
T	Triples – ideas in threes are more memorable.

Refer to this whenever you write an SW practice – and watch your marks soar.

WANT MORE TIPS?

Email/WhatsApp Coach Carlyne for tips on Situational Writing –
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