

PERSONAL WRITING - English Form 3 Functional Writing Notes

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[Reminders](#)

- We keep track of everything we need to do.
- Your reminder will help you get things done by including relevant information like phone numbers.
- A reminder helps one remember important occasions and appointments.

[Sample Reminder 1](#)

REMINDER	
APPOINTMENT WITH MR. KANJIRA	
DATE: 11th February, 2016	
TIME: 4.15 p.m.	
PLACE: Staffroom	
I will be having an appointment in the staffroom with Mr. Kanjira. To carry with me are:	
<ul style="list-style-type: none"> • Two pens (blue and black) • Notebook 	
I should be punctual.	

[Sample Reminder 2](#)

MY REMINDER				
DAY	DATE	TIME	EVENT	PLACE
Saturday	13 th March	3.00 pm	Psychology Lectures	Room 45
Friday	19 th March	2.00 pm	Appointment with Dr James	St Joseph's Hospital
Monday	22 nd March	8.00 am	Guidance and counselling lesson	College chapel
Tuesday	23 rd March	4.30 pm	Shopping	TRM