



# The Guide to Chinese Writing Formats

Xavier School IB Diploma Programme

XS

**To Xavier IBDP Batch 2013,**  
For Being There Always

**To He LaoShi, Zhou LaoShi, and of course, Li LaoShi,**  
For Being By Our Side

**To Jess,**  
For Bringing Us This Far

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## Explanatory Note

27 February 2012

Hello guys!

Time flies, and here we are at our last stretch of the first year!

So, this is my way of saying **thank you** to you guys who have made this year extra special for me, as well as, for everyone else!

Thanks for being so open, and being so helpful especially when I, and many of us, didn't understand the lessons. You may not know it, but it really meant a lot!

This is still a work in progress, and when we learn more things next year, I'll just populate the list even more for all of us!

So once more, thank you!

Yours truly,  
**Patrick Wee**

## **Use of Chinese Essay Writing**

So, why do you need to know how to do this? Here's why.

### **Paper 2**

According to LaoShi and the IBDP Guide, paper 1 will be reading comprehension, whilst paper 2 will be essay-writing, or something to that effect, both in the Xavier Exams and the Real IB External Exams, hence, you'll need to know it.

### **External Exams**

From a sample External Exam I saw, one part of the external exam would be you have to read a story, poem or essay, and then choose one from the choices, and write about it, depending on the prompt, so yes, this will also help you out come External Exams!

So, yes, here are the two basic reasons why you'll need it!

## General Rules for Chinese Writing Formats

So, the general rules for Chinese Essay Writing is actually a little bit easier than English, given that they have, up to a certain extent, general rules for many aspects of Chinese writing. Here are some of the "doctrines" of Chinese Essay Writing.

### One Word Per Box;

Always have one word per box. No exceptions.

		我	叫	黄	世	钦	。	我	今	年	十	五
--	--	---	---	---	---	---	---	---	---	---	---	---

### One Box Per Punctuation

All punctuations, whether, periods, semi-colons, colons, commas, whatever, have one box each. In Chinese, they are somewhat considered words.

		我	叫	黄	世	钦	。	你	怎	么	了	？
--	--	---	---	---	---	---	---	---	---	---	---	---

### Skip 2 Boxes for New Paragraphs, then Follow Through

Whenever you're going to write new paragraphs, always remember to skip 2 boxes, before starting to write. After that, though, for the next line, just simply follow through, without skipping 2 boxes.

This follows for all types of writing: letters, essays, etc. It only doesn't work, as of now, for advertisements, where you don't skip boxes.

		我	叫	黄	世	钦	。	你	怎	么	了	？
今	天	是	我	的	生	日	。	你	想	去	吗	？

**Start at the Topmost Line**

Always start at the topmost line for your essay. Do not skip lines anywhere for aesthetic purposes. You will get subtractions for that in your format.

**When Starting a New Paragraph, Do Not Skip a Line**

Just start the next paragraph on the next line, skipping two boxes, and following through. Even though your "paragraph" only contains 2 words, or one sentence, start with a fresh line, without skipping any lines.

## Specific Rules for Specific Types of Writing

### Diary Entry

#### Specifics

Dissimilar from the normal way we write our diaries, in writing our diary entries in Chinese, you start with 3 things: the complete date, the day of the week, and the Weather. The specifics for each are listed below.

- **Complete Date**  
Place the complete date, starting with year, month, then day like this: 二〇一二年二月二十二日
- **Day of the Week**  
Simply place the day of the week. Do it something like this: 星期二
- **Weather**  
Simply write the weather. You could use the following:
  - 晴天 which means sunny day.
  - 阴天 which means cloudy day.
  - 刮风 which means windy.
  - 台风 which means typhoon.

Separate each of these 3 with a blank box. You may check the sample in the next page.

Also, remember that for this, you will have to just continue writing below the topmost format thing.

Just continue writing. Nothing will be needed to end the dairy.

#### Sample

二	〇	一	二	年	二	月	五	日		星	期	一		晴	天		
		我	今	天	参	加	了	我	们	学	校	的	汉	语	演	讲	比
赛	。	我	跟	我	的	朋	友	玩	了	。							
		那	个	比	赛	真	难	忘	。								



## Letter

### Specifics

The Chinese letter has 6 distinct parts which you have to remember. I've listed them down below.

- **Salutation**

All letters start with this salutation. Depending on the person you are talking to, it will differ. Always end salutations with a colon ( : ).

Some examples are written below.

  - **尊敬的... :** , this salutation is used for people with authority over you, and for most formal letters.
  - **亲爱的... :** , this salutation is used for someone close, say, a friend, or someone you care for. This is friendlier.
- **Greetings**

The greeting can be two words or a whole sentence. Do not forget to skip 2 boxes before beginning. You may use the following.

  - **你好!** , for people younger than you, or friends your age.
  - **您好!** , for people of authority.
- **Main Body**

In the main body, just type what you have to say. Here, expose whatever you have to expose. Remembering to skip 2 boxes before the start of each paragraph.
- **Goodbye**

The goodbye depends very much for whom you are writing the letter for, but you have to be careful with this. The format of this is quite tricky. Though you may use the following words below. (The | denoted next line. You will see what we mean with this in the sample.)

  - **祝你 | 身体健康, 万事如意!** , pretty much, wishing the person whatever you want .
  - **致 | 礼!** , for more formal people, use this instead.
  - **此致 | 敬礼!** , for even more formal people, use this instead.
- **Signing Your Name**

This is aligned to the left. TIP: Start writing from the right towards the left. It will be a ton easier. First, with your name, then your position or relationship. Sometimes, you could also choose to just write your name only. The way of doing this varies, but here's some examples.

  - **你的学生: \* \* \*** , for less formal letters you could simply write, your student.
  - **学生会主席: \* \* \*** , for more formal letters, state your position, then your name.

- **Date**

For the date, it is also aligned to the right. Just simply write the date.  
For example: : 二〇一二年二月二十二日

### Sample Formal Letter

尊	敬	的	校	长	先	生	:											
		您	好	!														
		我	很	高	兴	得	告	诉	你	我	今	天	打	算	做	得	东	
西	。	那	个	比	赛	真	难	忘	。									
		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
*	*	*	*	*	*	*	*	。										
		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
*	*	*	*	*	*	*	。											
		此	致															
敬	礼	!																
										学	生	会	主	席	:	高	血	压
										二	〇	一	二	年	五	月	三	日

### Sample Informal Letter

亲	爱	的	小	明	:													
		你	好	!														
		我	很	高	兴	得	告	诉	你	我	今	天	打	算	做	得	东	
西	。	那	个	比	赛	真	难	忘	。									
		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
*	*	*	*	*	*	*	*	。										
		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
*	*	*	*	*	*	*	。											
		祝	你															
身	体	健	康	!														
										你	的	朋	友	:	高	血	压	
										二	〇	一	二	年	五	月	三	日

## Debate Script and Speeches

### Specifics

This is one of the simpler ones with only 4 distinct parts:

- **Greeting**

In English, this is the "Beloved Father Ismael Zuluoga, S.J., Chairman of the Board of Trustees".

In Chinese, it is similar, but you start with the position of the person in case you want to specifically name the person. If you don't need to, then just let it be, and say the group of people, or their positions.

**Do not forget to place a colon after the greeting. Also, rank by position, from most to least important. Finally, do not forget, if it is a debate, to name your co-debaters.** Do not indent for this line.

Indent for everything else.

Some examples include:

- 尊敬的主席，评委，正方代表，在座的老师们，同学们：，so, here, the general names are used, and the debaters from the other side are given recognition.
- 尊敬的中学学生会主席，高血壓，尊敬的中学学生会副主席，高血脂，正方代表，在座的老师们，同学们：，so here, the specific names are used, and the other side is given recognition.

- **Salutation**

This is just a one line after that. Say either good morning, good night, good day, whatever. The most common one used is 大家好！ Skip 2 boxes before writing the words.

- **Body**

Simply write the body, remembering to skip 2 boxes before each line. So, for this kind of writing, only the first line, the salutation is not indented.

- **Ending**

For the ending, simply write your 谢谢大家! on the last line of your speech.

So, this is how to write a speech or debate. A sample is found on the next page.

Sample

尊	敬	的	学	生	会	主	席	,	各	位	同	学	们	:			
		大	家	好	!												
		我	很	高	兴	得	告	诉	你	我	今	天	打	算	做	得	东
西	。	那	个	比	赛	真	难	忘	。								
		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
*	*	*	*	*	*	*	*	*	。								
		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
*	*	*	*	*	*	*	。	谢	谢	大	家	!					

## Plain Essays

### Specifics

For plain essays, it's pretty plain. Just remember 2 things:

- **Title**  
Align the title to the center of your article or essay.
- **Body**  
Remember to just skip 2 boxes for everything. That's it.

Of course, do not forget to not skip lines between paragraphs. A sample is found below.

### Sample

						电	脑	和	网	络							
		你	知	道	了	妈	?										
		我	很	高	兴	得	告	诉	你	我	今	天	打	算	做	得	东
西	。	那	个	比	赛	真	难	忘	。								
		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
*	*	*	*	*	*	*	*	。									
		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
*	*	*	*	*	*	*	。	谢	谢	大	家	!					

## E-mail

### Specifics

An e-mail is basically a letter (see above) with a header on top that includes the following:

- Receiver (收信人)
- Sender (发信人)
- Subject (主题)

Please check the sample below for more information. This is the only time you can skip a line. You can do this after the header.

### Sample

收	信	人	:	高	血	压												
发	信	人	:	高	血	脂												
主	题		:	北	京													
亲	爱	的	小	明	:													
		你	好	!														
		我	很	高	兴	得	告	诉	你	我	今	天	打	算	做	得	东	
西	。	那	个	比	赛	真	难	忘	。									
		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
*	*	*	*	*	*	*	*	。										
		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
*	*	*	*	*	*	*	。											
		祝	你															
身	体	健	康	!														
										你	的	朋	友	:	高	血	压	
										二	〇	一	二	年	五	月	三	日