

**Talent Academy 2022**  
**Preparation Notes and Checklist for Year 1 Literary Arts**  
**Applicants DSA-Secondary (PSLE Applicants)**

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**TALENT ACADEMY 2022****Checklist for Submission of Supporting Documents to be uploaded via the TA Portal**

Apply online via the TA Portal between 8 April 12:00 noon to 17 May 2022, 5:00 pm (SGT).

No	Document Title (to be uploaded directly to the TA Portal)	Maximum File Size	File Type
1	<p><b>Applicant's Identification Document</b></p> <p><u>Singaporeans</u> Birth Certificate or Citizenship Certificate</p> <p><u>Singapore Permanent Residents</u> Passport and Re-Entry Permit</p> <p><u>Foreigners residing in Singapore</u> Passport and Dependant or Student Pass</p>	1 MB	PDF
2	<p>1 recent passport-sized colour photograph</p> <ul style="list-style-type: none"> <li>• Should be taken against plain white background</li> <li>• <u>Do not</u> upload a full-length photograph</li> </ul>	2 MB	JPEG, JPG
3	<p><b>Academic Results</b></p> <p><b>A. DSA-Secondary Applicants</b> <u>8 April to 17 May</u> For <b>all</b> applicants: Primary 5 End-of-Year results.</p> <p><u>June (date to be confirmed)</u> For <b>Shortlisted</b> applicants only:</p> <ul style="list-style-type: none"> <li>• Log in to the TA Portal and upload your Primary 6 mid-year result</li> <li>• Please make a photocopy of your results before returning your report book to your primary school. If you did not make a copy, you may request for one from your school. The General Office is open during the school term break.</li> </ul> <p><b>B. DSA-Secondary (Non-MOE) Applicants</b> <u>8 April to 17 May</u> For <b>all</b> applicants: Grade 5 end-of-year results and any latest results if any. All original transcripts not in English should be accompanied with a translated document.</p> <p><u>June (date to be confirmed)</u> For <b>Shortlisted</b> applicants only: Log in to the TA Portal and upload your Grade 6 mid-year or any latest 2022 results (if any). All original transcripts not in English should be accompanied with a translated document. You may skip this step if you do not have any latest results to upload.</p>	2 MB	PDF
4	<p><b>DSA-Secondary Applicants Only</b> (if applicable):</p> <ul style="list-style-type: none"> <li>• Mother Tongue Language In-Lieu Letter issued by MOE</li> <li>• Mother Tongue Language Exemption Letter issued by MOE</li> </ul>	1 MB	PDF

**Note:**

- It takes about 45 minutes to 1 hour to complete the entire application for **ONE** (1) artform, provided that the portfolio submission and all supporting documents have been prepared in advance
- Applicants are advised to submit their applications early, as the TA Portal may experience slower connectivity due to high traffic towards the close of the application period
- Incomplete applications will be disqualified. Appeals for late submissions will not be considered
- The TA Portal opens from 8 April 12:00 noon to 17 May, 5:00 pm (SGT). There will be no extension of deadline for submission of application. Do ensure you have ample time to complete and submit your application.

## TALENT ACADEMY 2022

### Preparation Notes for Portfolio Submission in Literary Arts (for all applicants)

Literary Arts is the integrative discipline of literary appreciation and creative writing. Literary Arts students will have the opportunity to appreciate and learn the creative process behind literary and non-literary forms such as the short story, poetry, the play, the novel, non-fiction, and multimodal texts.

To apply to Literary Arts, you will need to demonstrate a strong interest in writing and a willingness to experiment with different writing forms. You are expected to be skilled in writing and expressing yourself in English. You should also have a love for reading and a curiosity to discover more about yourself, others, and the world you live in. The auditions are structured to allow you to express your passion for writing as well as to demonstrate your potential and suitability for the Literary Arts Programme.

Knowledge of, and an appreciation for, different writing forms would be an advantage. You should have explored writing either in your primary school, or on your own.

#### What to Submit for Literary Arts Portfolio

Item	Description
Creative Writing Portfolio	<ul style="list-style-type: none"><li>• <b>4-6</b> original literary works (excluding non-fiction, argumentative or expository pieces) completed within the last 12 months</li><li>• English Language compositions done in primary school are acceptable, up to a maximum of 2 pieces</li><li>• Works produced during writing courses/workshops are acceptable</li><li>• Personal creative writing is encouraged</li><li>• Works that cover a wide range of writing forms* and genres** are preferred</li><li>• Portfolio must comprise a maximum of 10 pages. Only the first 10 pages will be assessed.</li><li>• All works must be typed, 1.5 spaced, 12 pt - Arial font</li></ul> <p>*Examples of writing forms include the short story, poetry, play **Genres refer to the sub-categories of the writing forms, e.g., realist, fantasy, science fiction, horror, mystery</p> <p><u>Instructions:</u></p> <ul style="list-style-type: none"><li>• Each submitted work should be clearly labelled with:<ul style="list-style-type: none"><li>○ <b>Title</b> of work and <b>date</b> completed</li><li>○ <b>Source</b> (e.g., English Language Primary 6, personal creative writing, Creative Writing Course conducted by XXX)</li></ul></li><li>• <b>Document type:</b> .pdf, .doc or .docx</li></ul>
Personal Statement	<ul style="list-style-type: none"><li>• <b>In not more than 500 words</b>, write a personal statement elaborating on how you have grown as a writer over the past few years.</li><li>• You need to write about how you first got interested in creative writing, how you learnt more about it, the challenges you faced, and how you tried to develop your skills and understanding.</li><li>• Personal Statement must be typed, 1.5 spaced, 12 pt – Arial font.</li><li>• Document type: .pdf, .doc or .docx</li></ul>

<p>Reference List of Published Works (Optional)</p>	<ul style="list-style-type: none"> <li>• You may also submit photocopies of published works.</li> <li>• Publications in school magazines or newsletters are acceptable.</li> <li>• Include a reference list of all published works stating: <ul style="list-style-type: none"> <li>○ Name/ Title of Publication</li> <li>○ Published Date</li> </ul> </li> <li>• Format for Reference List: typed, 1.5 spaced, using 12 pt – Arial font</li> </ul>
<p>Instructions</p>	<ul style="list-style-type: none"> <li>• <b>Review and sign</b> the Declaration of Authenticity (refer to Annex A)</li> <li>• <b>Save</b> all works and Annex A into 1 <b>folder</b></li> <li>• <b>Upload</b> document to <b>Google drive</b></li> <li>• <b>Privacy Setting:</b> ensure that it is set to 'Anyone with the link'</li> <li>• <b>Paste</b> the shared link on the TA Portal in the 'Uploaded to External Site URL' field</li> </ul>
<p>Note</p>	<ul style="list-style-type: none"> <li>• Supporting documents, portfolios, and photographs submitted for shortlisting will be retained for the school's records.</li> <li>• Certificates, achievement records, testimonials, recommendation letters are <b>not</b> required.</li> </ul>

**Annex A**

**TALENT ACADEMY 2022  
LITERARY ARTS  
DSA-SEC / DSA-SEC (NON-MOE) APPLICANTS**

**DECLARATION OF AUTHENTICITY**

**Instructions**

- a) To be completed by the applicant's parent or legal guardian
- b) **Complete and sign** the Declaration of Authenticity
- c) **Save** all works and Annex A into 1 folder
- d) **Upload** document to Google drive
- e) **Privacy Setting**: ensure that it is set to 'Anyone with the link'
- f) **Paste** the shared link on the TA Portal in the 'Uploaded to External Site URL' field

**Applicant's Full Name:** \_\_\_\_\_  
(As per birth certificate/Re-Entry Permit/Passport/Student Pass)

<b>Creative Writing Portfolio (4 to 6 original works)</b>			
<b>SN</b>	<b>Completion Date</b>	<b>Title of Work</b>	<b>Source</b> (Composition task for school/name of competition/writing class etc)
1			
3			
4			
5			
6			

I hereby declare that the following works submitted\* for my child/ward's application via the TA Portal were 100% written and completed by my child/ward.

**Works Submitted:**

Creative Writing Portfolio       Personal Statement       Published Works (optional; please tick if applicable)

\*as described on page 3 and 4 of the Preparation Notes and Checklist for Literary Arts DSA-Sec and DSA-Sec (Non-MOE) applicants.

Parent/Guardian's Full Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

## **Annex B**

Guide to uploading and compressing videos and/or documents for submission via the TA Portal

### **1. How do I upload videos and files to Google drive?**

You may refer to the [Google Support page](#) for assistance

#### **Direct Link:**

<https://support.google.com/drive/answer/2424368?co=GENIE.Platform%3DDesktop&hl=en>

#### **Google Search Engine**

In google search engine, type the following keywords: How to upload files or folders to google drive

### **2. How do I upload videos to YouTube?**

You may refer to the [YouTube Support page](#) for assistance

#### **Direct Link:**

[https://support.google.com/youtube/answer/57407?hl=en&ref\\_topic=7505892](https://support.google.com/youtube/answer/57407?hl=en&ref_topic=7505892)

#### **Google Search Engine**

In google search engine, type the following keywords: How to upload video to YouTube

### **3. How do I convert, compress or merge documents to PDF?**

There are many free online websites you can use. Below are a few suggestions. Please note that SOTA is not affiliated to any of these sites. The links below will bring you to an external website not hosted by SOTA.

#### **Convert word document to pdf document**

- a. [www.freepdfconvert.com](http://www.freepdfconvert.com)
- b. <https://smallpdf.com/word-to-pdf>

#### **Compress / Resize pdf documents**

- a. [http://www.ilovepdf.com/compress\\_pdf](http://www.ilovepdf.com/compress_pdf)

#### **Merge individual pdf documents into 1 document**

- b. [http://www.ilovepdf.com/merge\\_pdf](http://www.ilovepdf.com/merge_pdf)