



KEMENTERIAN PENDIDIKAN MALAYSIA  
Jabatan Pendidikan Wilayah Persekutuan Labuan



KEMENTERIAN PENDIDIKAN MALAYSIA  
Jabatan Pendidikan Negeri Sabah



Katakan Tidak Kepada No. 16  
Katakan Ya Kepada 10 Terbaik

English Language Task Force PPD Lahad Datu  
English Language Task Force JPWP Labuan  
**COLLABORATION PROJECT 2021**

# Writing 101 (CEFR-Aligned) 2021

for  
upper  
secondary



**Writing 101 (CEFR-Aligned) 2021 for Upper Secondary**

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## PART 1: E-MAIL

### Task 1: Format and Technical Aspects

You will learn the important parts of an e-mail. Label them correctly.

You received an e-mail from your cousin, Kevin, who wanted to play badminton.

Hi Alex,

The school holidays is coming soon. I am thinking about spending the weekend at your place. We can play badminton together. Have you been practising? Can you suggest a place where we can play? What is the equipment I need to bring?

Kevin

To: kevin34@gmail.com

Subject: Let's Play Badminton

Hi Kevin,

I hope you're well. I have not seen you since January. Okay, you are always welcome to stay. I can't wait to play badminton with you again!

I have been practising with my best friend, Sam. We have been playing at the local badminton court near Jalan Segama. So, we can just play there.

I think you need to bring your own badminton racket. Do not worry about the shuttlecocks because I have some. See you soon. Bye!

Alex

1.

2.

3.

4.

5.

### Labels

Receiver's e-mail address	Title/Topic	Sender's name
Receiver's name		Reply/Response

### Task 2: Content Identification

When you write your e-mail, remember to answer all the questions.

Did your e-mail answer these questions?

1) Have you been practising?

2) Can you suggest a place where we can play?

3) What is the equipment I need to bring?

4) How many paragraphs do you see in this e-mail?

5) What is the e-mail about?

### Task 3: Connectors and Discourse Markers

Complete your e-mail by using suitable connectors and cohesive devices.

Your friend, Samantha is learning to play tennis at her new school. Complete your e-mail by using suitable connectors and cohesive devices.

Hi Karen,

Since I have transferred to a new school, I've been thinking of trying to play tennis. I need some opinions from someone who is familiar with the game and I cannot think about anyone better than you! Is it hard to play tennis? What are the equipment that I need to have? Where can I play tennis?

Samantha

Fill in the blanks with the suitable connectors and cohesive devices given below.

Then	So	In addition	Since
But	First and foremost	Also	and

To: samantha123@gmail.com

Subject: I love tennis too!

Hello Samantha,

I hope you are well with your family. If you want my opinion, of course, I will say tennis is fun \_\_\_\_\_ it is the best sport in the world!

\_\_\_\_\_, it is similar to badminton. \_\_\_\_\_, it is not that difficult. The game \_\_\_\_\_ need racket to play.

\_\_\_\_\_, the only difference is that the racket is heavier. \_\_\_\_\_, you will need to use tennis ball instead of shuttlecock.

\_\_\_\_\_, you need to play in a tennis court \_\_\_\_\_ it can be dangerous to play in the field. I hope this sharing can make you interested to try tennis. Hope to hear from you soon. Bye.

Karen

**Task 4: Write a reply to his e-mail in about 80 words.**

Your cousin, Alex is joining a table tennis club at his new neighbourhood.

Hi Jason,

My neighbourhood recently formed a table tennis club. I decided to join the club because I love to try new things. Since you can play table tennis, maybe you can tell me a bit about it. How do we play table tennis? What are the equipment needed for table tennis?

Alex

Use these guiding words to help you write your e-mail.

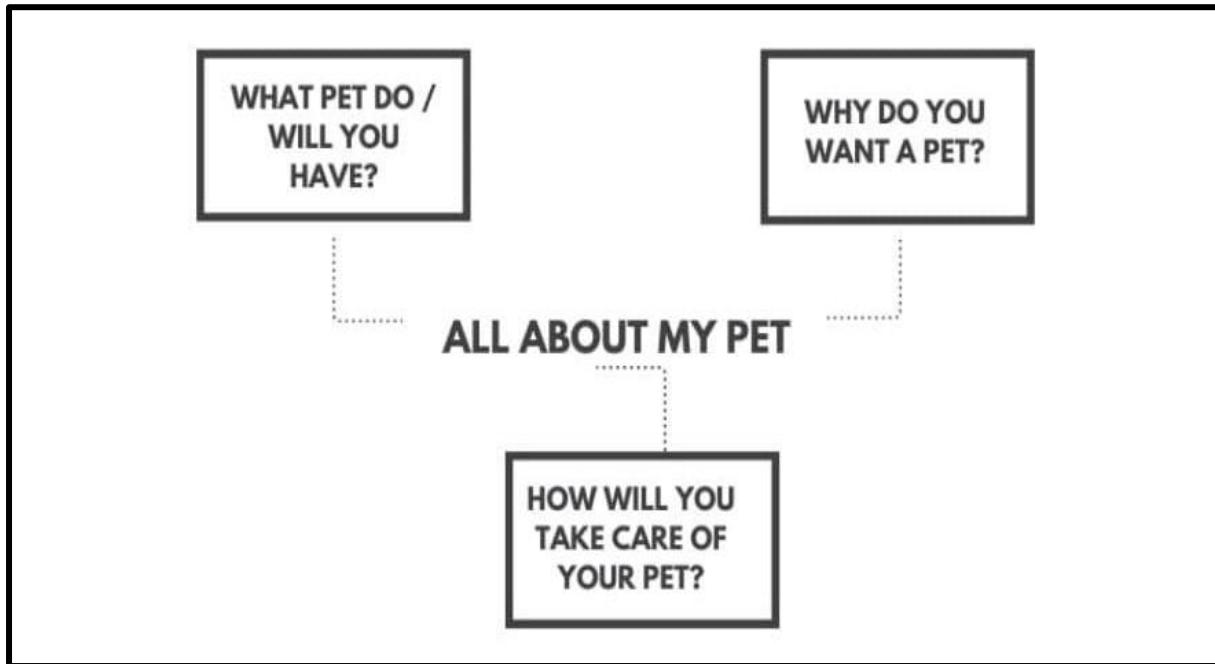
Name of racket sports	Equipment / place (venue) to play	Skills in racket sports
Badminton	Badminton rackets Net Shuttlecock Badminton court	
Tennis	Tennis rackets Net Tennis ball Tennis court	Service Return Hit Smash
Table tennis	Table tennis bats Net Table tennis ball Table tennis table	

To: alex93@gmail.com  
Subject: Join a table tennis club

## PART 2: ESSAY

In your class, you have been talking about having a pet. Your teacher has asked you to write an essay about having a pet and the benefits of having it.

Use the information given below to write your essay.



Write your essay **in at least 125 - 150 words** in an appropriate style.

Task 1: Vocabulary Build-Up

## PETS VOCABULARY MULTIPLE CHOICE TEST

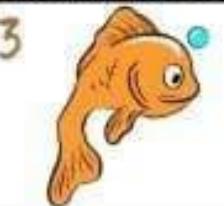
Look at the pictures, choose and circle the correct option.



1  
a) dog  
b) lizard  
c) parrot  
d) duck



2  
a) canary  
b) snake  
c) frog  
d) cat



3  
a) rabbit  
b) hamster  
c) fish  
d) iguana



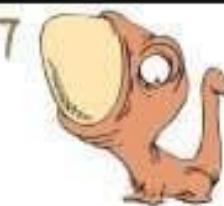
4  
a) turtle  
b) mouse  
c) chameleon  
d) pigeon



5  
a) mouse  
b) turtle  
c) canary  
d) frog



6  
a) hamster  
b) dog  
c) rabbit

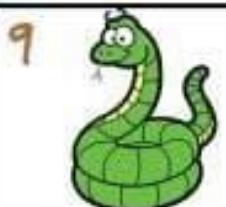


7  
a) cat  
b) lizard  
c) parrot



8  
a) chameleon  
b) fish  
c) snake  
d) duck

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9  
a) duck  
b) mouse  
c) snake  
d) hamster



10  
a) canary  
b) parrot  
c) fish  
d) duck



11  
a) iguana  
b) hamster  
c) dog  
d) turtle



12  
a) lizard  
b) cat  
c) rabbit  
d) pigeon



13  
a) cat  
b) iguana  
c) hamster  
d) rabbit



14  
a) snake  
b) lizard  
c) pigeon  
d) dog



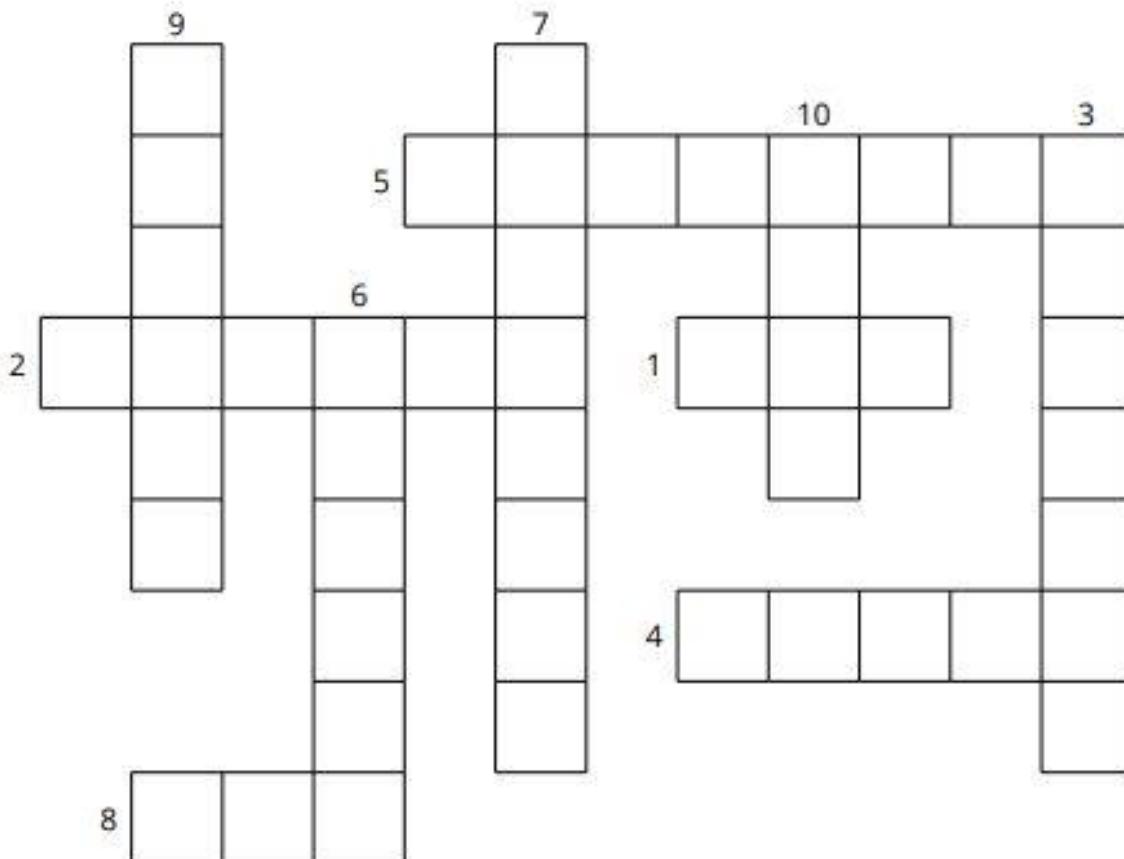
15  
a) mouse  
b) chameleon  
c) snake  
d) duck



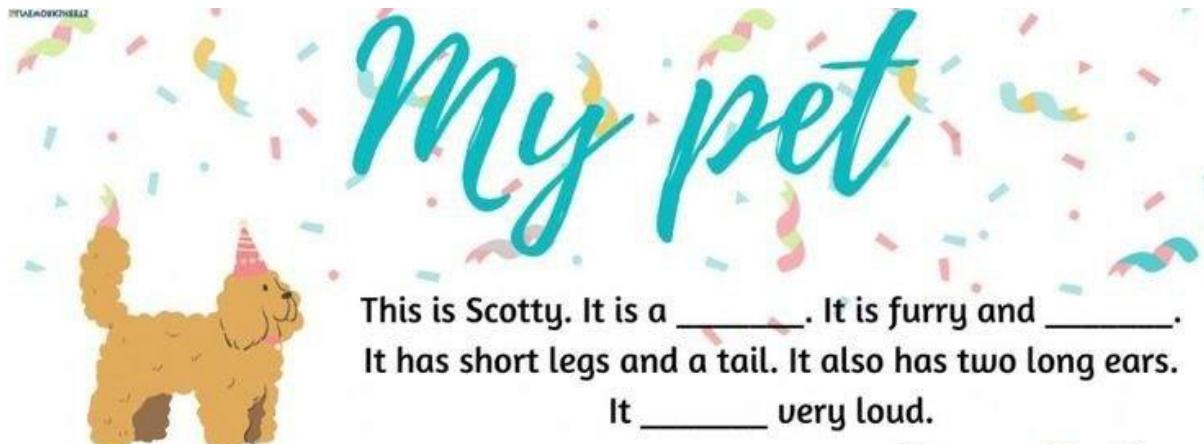
16  
a) frog  
b) fish  
c) canary  
d) parrot

**Pets Crossword Puzzle**

Name: \_\_\_\_\_



1. A guard that barks.
2. A bird that repeats your words.
3. A burrowing rodent with large cheek pouches.
4. A reptile that goes SSSSS
5. An orange fish.
6. Also known as a bunny.
7. It carries its house everywhere.
8. It meows loudly if it's hungry.
9. A type of lizard.
10. Usually green and hops everywhere.



This is Scotty. It is a \_\_\_\_\_. It is furry and \_\_\_\_\_. It has short legs and a tail. It also has two long ears. It \_\_\_\_\_ very loud.

I am a little \_\_\_\_\_. I have two \_\_\_\_\_ and two \_\_\_\_\_. I also have a \_\_\_\_\_. I can jump from tree to tree. I love \_\_\_\_\_.



Hi! My name is Canario. I am \_\_\_\_\_. I have two \_\_\_\_\_ legs and two \_\_\_\_\_. I can \_\_\_\_\_ and I like singing.

He is Garfield. He is a \_\_\_\_\_. He is \_\_\_\_\_ with black spots. He has \_\_\_\_\_ and short \_\_\_\_\_. He likes fish.

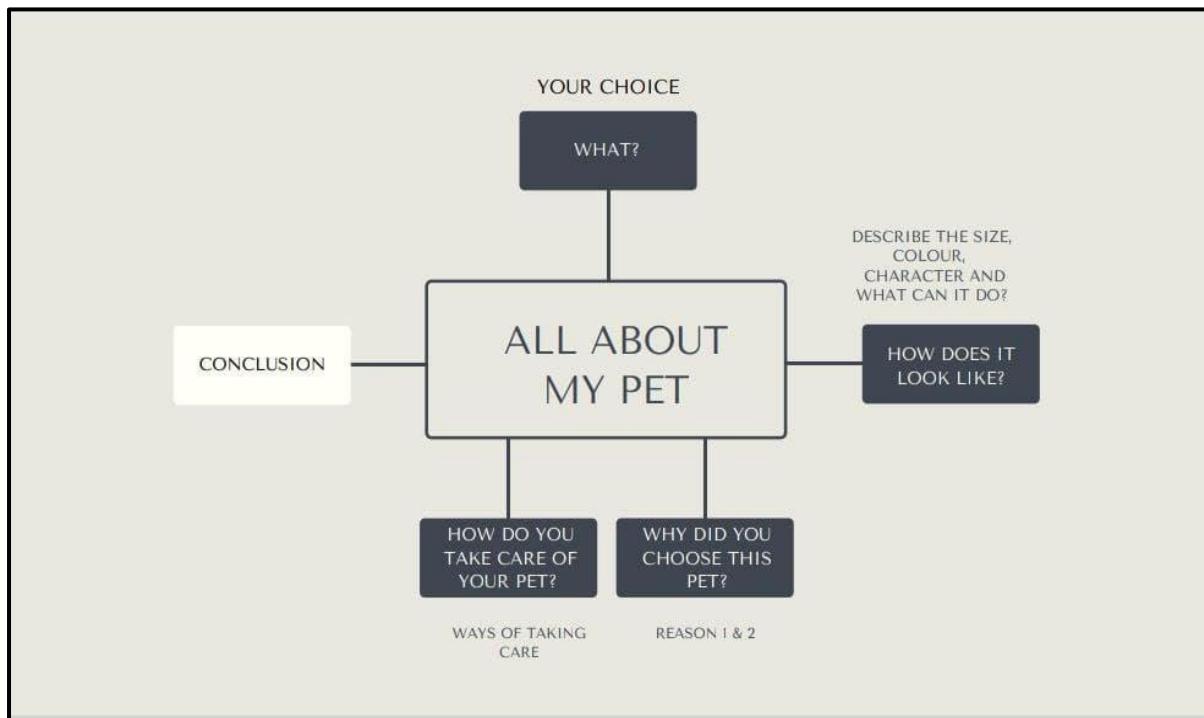


I am Hoppy. I am a little \_\_\_\_\_. I have \_\_\_\_\_ long ears and a small \_\_\_\_\_. I can \_\_\_\_\_ but I can't fly.

yellow      barks      short      tail

monkey    jump    cat    rabbit    brown    whiskers    legs    ears  
gray    dog    wings    two    arms    nose    bananas    fly

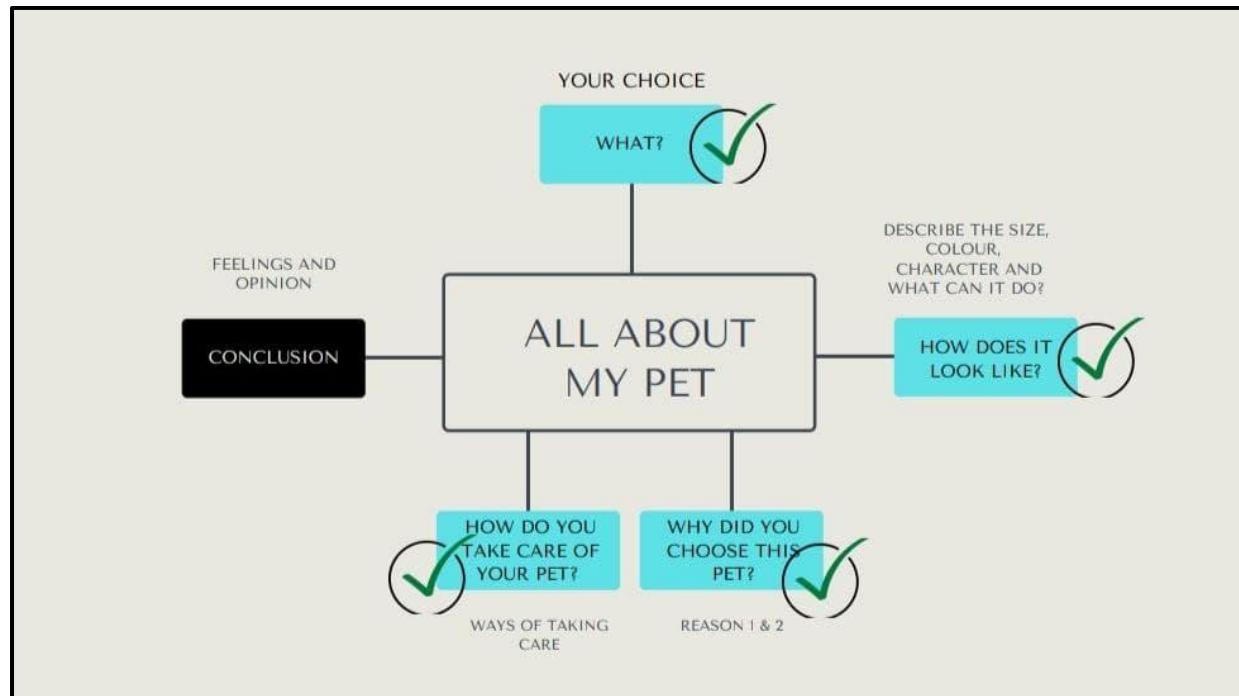
Task 2: Create Ideas



<b>INTRODUCTION</b>	<p>The fast pace of life makes people feel stress. Consequently, we should do something that can relax us. For instance, we can try keeping pets. Keeping pets can bring us a number of benefits. Therefore, today I would like to share with you the benefits of keeping pets.</p>	
<b>WHAT?</b> <ul style="list-style-type: none"> <li>• <b>What pet do you have?</b></li> </ul> <b>HOW DOES IT LOOK LIKE?</b> <ul style="list-style-type: none"> <li>• Size</li> <li>• Colour</li> <li>• Character</li> <li>• What can it do?</li> </ul>	<p>I have always wanted _____ as my pet. On my birthday, my mother bought a / an _____ as my birthday present. It was the most adorable _____ with_____</p>	<p>Short / long tail, fluffy, white, grey, black spots, whiskers, Fly, swim, roll over, jump, barks</p>
<b>WHY DID YOU CHOOSE THIS PET? / BENEFITS (2 reasons)</b> <ul style="list-style-type: none"> <li>• As friend / companion</li> <li>• Reduce my stress</li> <li>• Occupy my free time</li> </ul>	<p>The first benefit of having pet is _____      _____      _____      _____      _____      _____      _____</p>	<p>and, also, even, again, moreover, further, furthermore, similarly, in addition, as well as</p>

<b>HOW TO TAKE CARE OF THE PET?</b> <ul style="list-style-type: none"> <li>• Veterinary</li> <li>• Food</li> <li>• Vitamins</li> <li>• Hygiene</li> <li>• Cage</li> </ul>	<p>Taking care of pets is a difficult and time-consuming job and must be done with dedication and love. We must know how to take care of them. Firstly, we can bring them to the veterinary for vaccines and treatments. Secondly, _____</p> <hr/> <hr/> <hr/>	firstly, secondly, thirdly, next, then, following, now, at this point, after, after this,
---	--	---

### Task 3: Giving Opinion and Making Conclusion



<b>CONCLUSION</b>	<p>In conclusion, having pets is truly a _____. People of all ages can benefit from the experience of just being around their pets. I am very _____ to have _____ as my pet.</p>	in brief, on the whole, in sum, to sum up, thus
-------------------	--	---

#### Task 4: Ready to write.

## PART 3: ARTICLE

Task 1: Complete the following exercises.

### Healthy Lifestyle

#### Healthy lifestyle

H	C	O	N	F	I	D	E	N	C	E	D	P	X	E	K	O	Y
E	E	A	M	G	Y	K	G	N	B	R	U	R	Z	F	I	I	P
Y	X	A	C	U	R	A	X	K	O	E	K	O	U	F	M	M	R
D	Q	C	L	C	S	O	Q	B	N	Q	H	T	I	I	P	M	O
N	K	O	E	T	O	C	W	V	E	U	A	E	N	C	A	U	V
F	O	C	U	S	H	M	L	T	S	I	F	C	C	I	C	N	I
X	K	V	N	U	S	Y	P	E	H	R	F	T	R	E	T	E	D
E	N	H	A	N	C	E	L	L	N	E	E	I	E	N	W	D	E
T	T	P	R	O	T	E	C	T	I	I	C	O	A	T	H	C	W
V	E	N	E	R	G	Y	H	R	U	S	T	N	S	X	Z	P	F
S	Q	N	M	I	M	P	R	O	V	E	H	W	E	I	C	M	W
B	M	A	K	E	X	S	Y	S	T	E	M	G	F	L	I	G	Z

Find the following words in the puzzle.

Words are hidden → ↓ and ↘ .

ACCOMPLISH  
AFFECT  
BONES  
CONFIDENCE  
EFFICIENT  
ENERGY  
ENHANCE  
EXCESS

FOCUS  
GROWTH  
HEALTHY  
IMMUNE  
IMPACT  
IMPROVE  
INCREASE  
MAKE

MUSCLE  
PROTECT  
PROTECTION  
PROVIDE  
REQUIRE  
SYSTEM

**Match the words from Column A to Column B.**

**Balanced Diet**

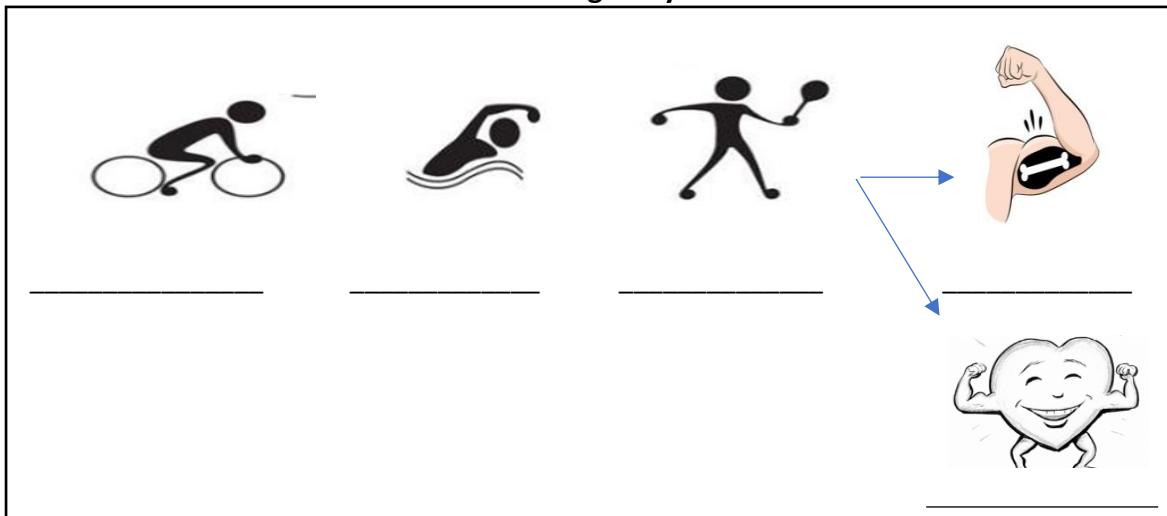
Column A	Column B
carbohydrates	growth
proteins	energy
vitamins	protection

Fill in the blanks with suitable words.

1. \_\_\_\_\_ is required for growth and repair our body.
2. \_\_\_\_\_ provide our body with energy.
3. \_\_\_\_\_ and minerals protect our body from various diseases.

**Look at the pictures and fill in the blanks with suitable words. Then use these words to complete the sentences below.**

**Exercise Regularly**

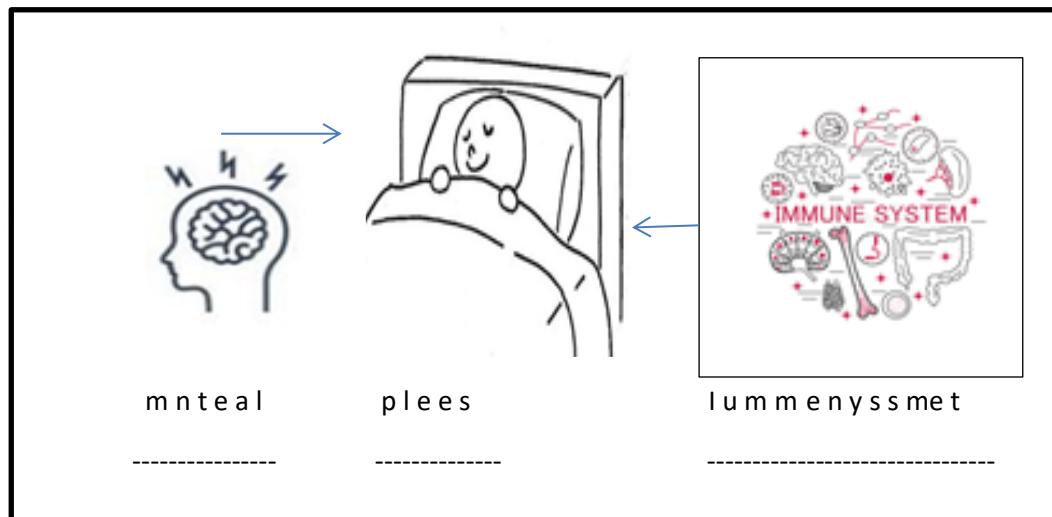


1. We should ..... 3 times a week.
2. We can do several activities such as ..... and .....
3. Exercise is important for building strong ..... and muscles.

4. Exercise can strengthen our ..... A healthy ..... leads to a healthy mind.

**Look at the pictures and fill in the blanks with suitable words. Then use these words to complete the sentences below.**

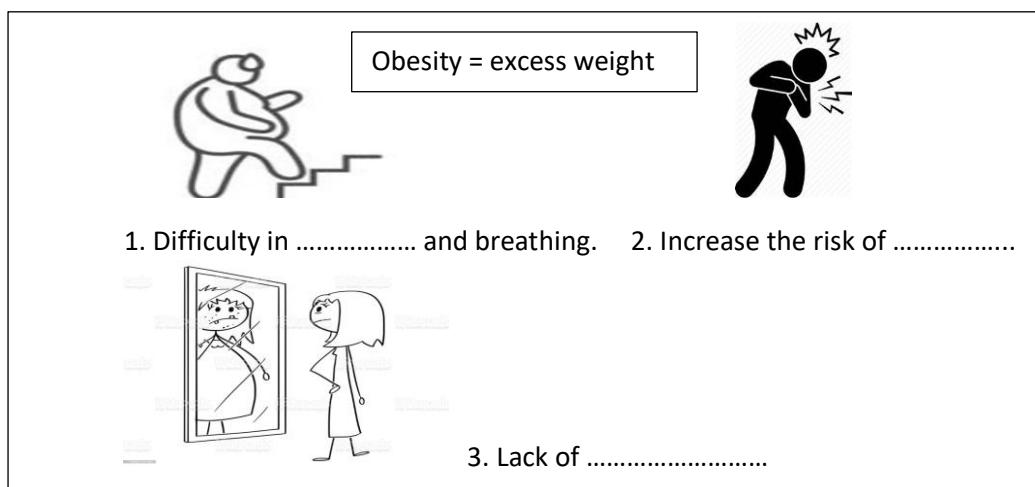
**Sleep**



1. We have to ..... at least 7 to 8 hours per day.
2. We should go to ..... at a regular time.
3. A good night sleep makes our ..... stronger.
4. Sleep can improve our ..... health.

**Look at the pictures and fill in the blanks with suitable words. Then use these words to complete the sentences below.**

**Obesity**



1. ..... can have a serious impact in your life.

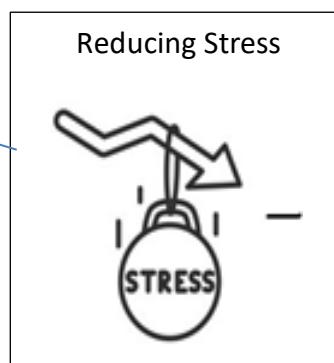
2. Excess ..... can cause difficulty in moving and breathing.
3. Obesity can increase the risk of diabetes and .....
4. Obesity can affect your mental health, including lack of ..... and issues with body image.

**Look at the pictures and fill in the blanks with suitable words. Then use these words to complete the sentences below.**

### Reducing Stress



accomplish t\_s\_



h\_p\_r\_en\_io\_

1. A healthy lifestyle is proven to reduce .....
2. Reducing stress improves sleep, lessen anxiety and .....
3. Living in a less stressful environment helps you to stay focused and you are able to accomplish your ..... efficiently.

**Task 2: Fill in the blanks by building sentences.**

<b>Healthy Lifestyle</b>	Healthy lifestyle is ..... (reason)	<b>Linking words /phrases</b> <b>Listing /adding points</b>
Why it is important?	.....	Firstly Besides Furthermore In other words First of all Apart from that Moreover
Keep maintaining our health	.....	
<b>Balanced Diet</b>	A balanced diet .....	
How? Provides nutrients for our body	It is important ..... (linker) (reason 1 ) .....	<b>Cause / Reason</b> as because because of due to so as a result cause lead to
Why it is important? Carbohydrates: Proteins: Vitamins:	..... (linker) (reason 2 ) ..... (linker) (reason 3) .....	
<b>Exercise</b>	..... we ..... (linker) (to suggest) ..... We can ..... (activity 2) (linker) ..... It is important because (activity 3) ..... (reason 1) (linker) (reason 2) .....	<b>Modal Verbs</b> <b>Give suggestions</b> could should ought to <b>Ability</b> will can
How? 3 times a week Cycling, jogging and playing badminton	.....	
Why is it important? Improve heart health Stronger bones and muscles	.....	

		Linking words /phrases
<b>Sleep</b>		<b>Listing /adding points</b>
How ?  Sleep at least 7 to 8 hours daily Go to bed at a regular time	..... we ..... (linker) (to suggest) ..... We ..... (to suggest) ..... It is important ..... (reason 1) (linker) ..... (reason 2)	Firstly Besides Furthermore In other words First of all Apart from that Moreover
Why is it important?  Avoid negative thoughts Improve mental health		<b>Cause / Reason</b> as because because of due to so as a result cause lead to
Why we must practice a healthy life style?  Avoid obesity and relief stress		
<b>Obesity</b> Serious impact in our life  Why is it important? Lack of confidence Difficulty in moving and breathing Diabetes, heart attacks	....., obesity ..... (cause and effect) ..... It is important because ..... (reason 1) In addition, ..... (linker) (reason 2) ..... (linker) (reason 3) .....	<b>Modal Verbs</b>  <b>Give suggestions</b> could should ought to  <b>Ability</b> will can
<b>Reduce stress</b>  Improve your mood  Why is it important?  Live happily Accomplish task efficiently	Apart from that, a healthy lifestyle ..... (elaboration) ..... Last but not least, it is important because ..... and ..... (elaboration)	
<b>Conclusion</b>  health is wealth	In conclusion, having a healthy lifestyle is essential to our health, as health is .....	

**Task 3: Familiarize with the format of an article.**

Importance of a Healthy Lifestyle

By Nurshaz Ariana

(Introduction)

.....  
.....  
.....

(Body 1)

.....  
.....  
.....

(Body 2)

.....  
.....  
.....

(Body 3)

.....  
.....  
.....

(Conclusion)

.....  
.....  
.....

#### **Task 4: Write your article in about 200 – 250 words.**

## Title : Importance of a healthy lifestyle

- What are some ways to live healthily?
- Why we must practice a healthy lifestyle?

## PART 3: REPORT

A report is written as a formal account of an event or a situation. There are several types of reports.

- Report for a school magazine or newsletter
- Book report
- Report for a club, society or organisation
- Report to the principal, teacher advisor or manager

In this lesson, you will learn to write a report for a school magazine.

### ONLINE SHOPPING



Nowadays,  
there's a new  
trend in  
shopping.  
What is it  
called?

Why are  
consumers  
opting  
for online  
shopping?

What kind  
of items  
can be  
purchased  
online?

How do  
you make a  
purchase on  
the internet?  
eg. How to  
order/ pay/  
collect the  
product?

What are the  
risks of online  
shopping?  
Name some  
precautions a  
consumer  
should take.

Before you start writing, you may scan these QR Codes to get some ideas about Online Shopping.

			
YouTube Video: Online Shopping Lesson Video from Form 4 Full Blast Unit 3	Infographic Video: Online Shopping: The New Lifestyle and Trend	Sample of an Online Shopping Essay	An online article and survey report about Who Are Malaysia's Online Shoppers?

### **Essay Question:**

Online shopping refers to the way of buying things online.

You have been asked to write a report for your school magazine about online shopping.

#### **Online Shopping**

- What is online shopping?
- Pros (advantages) and cons (disadvantages) of online shopping.
- What do you usually buy?

Your report will be published in the school magazine.

Write your report in at least **200 – 250 words** in an appropriate style.

**Task 1: Complete the following exercises.**

**Useful Vocabulary.**

(i) Match the words given with their meanings.

	WORD	MEANING
1	buy / purchase	activities to advertise something
2	easy	near or easy to get to, easy to do or easy to use
3	convenient	24 hours a day, seven days a week; all the time
4	variety	the act of taking goods or parcels to people's houses or offices
5	promotions	to get something by paying money for it
6	24/7	things for sale or the things that you own
7	damaged	needing a little effort; not difficult
8	scammer	different types of something
9	goods	someone who makes money using illegal method
10	delivery	spoiled or ruined

(ii) Now, fill in the blanks using all the words that you have learnt from Exercise (i).

- 1 The supermarket is having some \_\_\_\_\_ and they were giving away free bags of rice.
- 2 The museum displays a \_\_\_\_\_ of bird species living near the mangrove forest.
- 3 Gillian sells leather \_\_\_\_\_ such as wallets, purses and bags.
- 4 The \_\_\_\_\_ fee is RM15 for postages to Sabah, Sarawak and Labuan.
- 5 Surprisingly, the Mathematics test is \_\_\_\_\_. I thought it was going to be difficult.
- 6 Be careful when you are surfing online and don't be tricked by any \_\_\_\_\_.

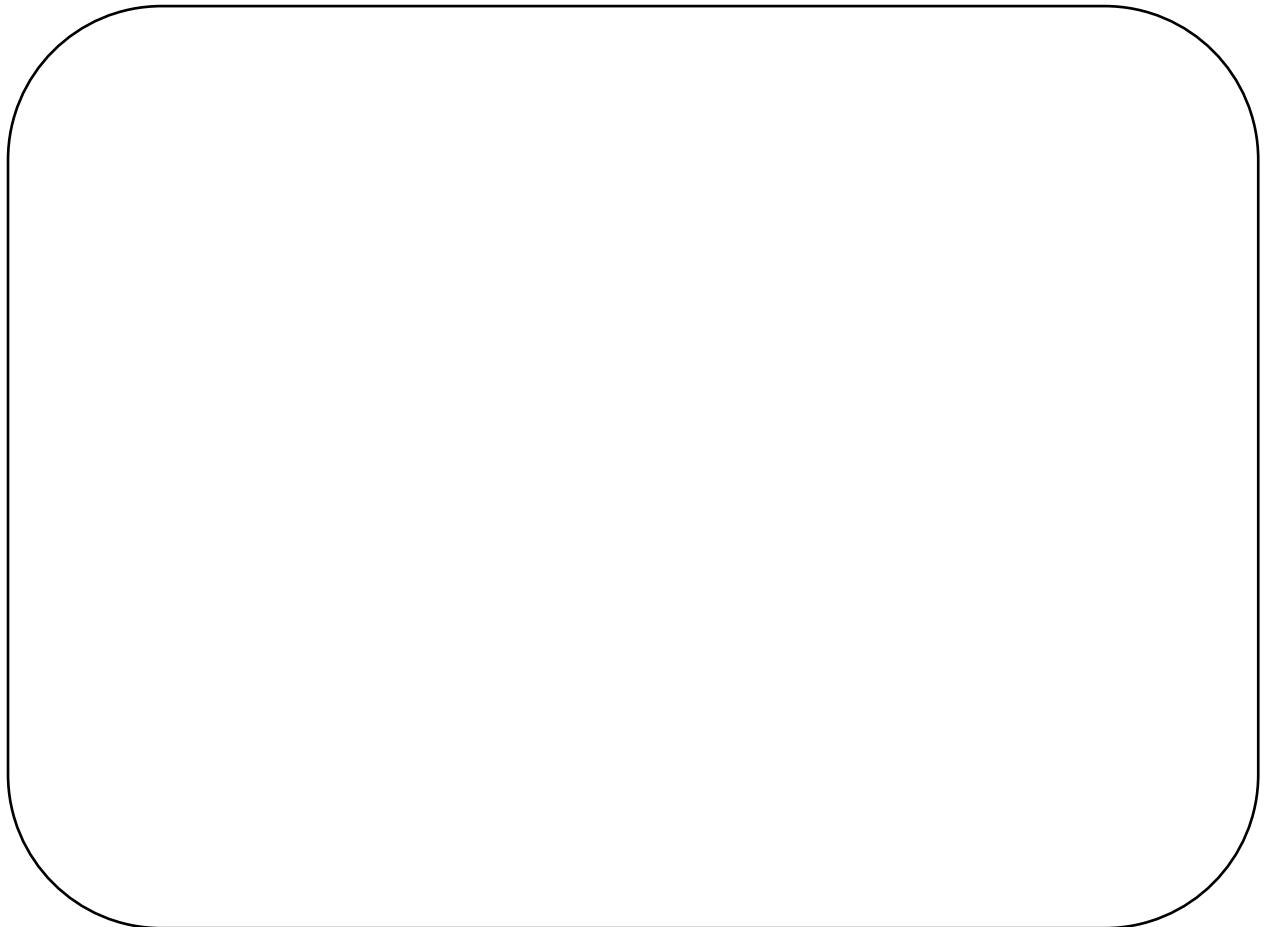
- 7 They are selling off \_\_\_\_\_ goods at reduced prices as some of them are almost expired.
- 8 That cybercafé is open \_\_\_\_\_ and offers fast internet access.
- 9 Last year, she had saved enough money to \_\_\_\_\_ a small car.
- 10 Riding a bicycle is a very \_\_\_\_\_ way of getting around this small town.

**Task 2: Draw a mind-map and elaborate ideas.**

**In the box below, draw a mind-map of online shopping and think of ideas to elaborate your points.**

- *What is online shopping?*
- *Which online shopping site do you use?*
- *How often do you buy things over the internet?*
- *What do you buy?*
- *What are the steps to buy things online?*
- *Do you compare the prices/varieties/brand etc.?*
- *What are the pros (advantages) and cons (disadvantages) of online shopping?*
- *How do we shop safely online?*

**Draw your mind-map**



**Task 3: Learn the different formats of report writing.**

- Report for a school magazine or newsletter
- Book report

<u>Title</u>
Introduction
Point 1
Point 2
Point 3
Conclusion
Reported by, ..... Name (in CAPITAL LETTER) Designation / Position School/Organisation

- Report for a club, a society or an organisation
- Report to the principal, teacher advisor or manager

To: From: Date: Title:
<b>Introduction</b>
<b>Subheading</b> Point 1
<b>Subheading</b> Point 2
<b>Subheading</b> Point 3
<b>Subheading</b> Conclusion

Before you write, you may include these points in your report.

<p>Paragraph 1: Introduction:</p> <ul style="list-style-type: none"> <li>● <b>The reasons/aims you are writing this report.</b></li> <li>● <b>What is online shopping?</b> online shopping – buying / purchasing – website</li> <li>● <b>Which online shopping site do you use?</b></li> </ul>	<p><b>Suggested phrases:</b></p> <p>The aim/purpose of this report is to present/recommend...</p> <p>This report aims to...</p> <p><b>Linkers:</b> and/or/because</p> <p><b>Cohesive devices:</b> moreover/furthermore/ however/besides/though *don't repeat the same cohesive devices.</p>
<p>Paragraph 2: (Point 1)</p> <ul style="list-style-type: none"> <li>● <b>How often do you buy things over the internet?</b></li> <li>● <b>What do you buy?</b></li> </ul> <p>Use formal language to expand on your ideas based on the key ideas stated in the task, supporting them with experiences and examples.</p>	<p><b>Suggested phrases:</b></p> <p>Firstly, I always / often / frequently buy things online because...</p> <p>The first thing I would buy is...</p> <p>This is a good choice because...</p> <p>The main reason is...</p> <p>Another important reason is because...</p>
<p>Paragraph 3: (Point 2)</p> <ul style="list-style-type: none"> <li>● <b>What are the steps to buy things online?</b></li> <li>● <b>Do you compare the prices/varieties/brands etc.?</b></li> </ul>	<p><b>Suggested phrases:</b></p> <p>Next,</p> <p>Here are the steps taken to .....</p>

<ul style="list-style-type: none"> <li><b>How do you do this?</b></li> </ul> <p>Discuss the points or options. Evaluate them and make suggestions.</p>	<p>It is important to make comparisons because ....</p> <p>We can compare the prices/varieties/brands by ....</p>
<p>Paragraph 4: (Point 3)</p> <ul style="list-style-type: none"> <li><b>What are the pros (advantages) and cons (disadvantages) of online shopping?</b></li> <li><b>How do we shop safely online?</b></li> </ul> <p>Discuss the pros and cons of online shopping.</p>	<p><b>Suggested phrases:</b></p> <p>There are pros and cons of online shopping.</p> <p>An advantage would be...</p> <p>Alternatively, ...</p> <p>However, ...</p> <p>Online shopping has several disadvantages...</p> <p>However, there may be some reservations about...</p> <p>However, there may be some problems when we...</p> <p>The steps to shop safely are...</p>
<p>Paragraph 5: (Ending)</p> <ul style="list-style-type: none"> <li><b>Write a conclusion / summarise your points</b></li> </ul> <p>Bring the report to an end by summing up.</p> <p>Give your recommendation(s) or make suggestion(s) about what you think should be done.</p> <p>Check if you have answered and included all the points.</p>	<p><b>Suggested phrases:</b></p> <p>Finally, when we shop online, we should...</p> <p>To sum up, the main recommendations are...</p> <p>As can be seen from this report, ...</p> <p>For these reasons, I feel that online shopping is...</p>

## Task 4: Write your report using this template.

Reported by,

.....

## PART 3: STORIES

Theme: Consumerism and Financial Awareness

Your English teacher asked you to write a story for the English Language Society newsletter. The story must have the title:

### Something I really wanted to buy

Your **story** should include:

- Give reasons why you wanted the item
- What were the things you had to do to buy the item?

Write your story in **200-250 words**.

**Task 1: Watch the video below and complete the following exercise.**

- Pupils watch a video about a guy who won one million dollar and bought everything that he never dreamt of having.
- Youtube link: [https://youtu.be/jnep9oCly\\_E](https://youtu.be/jnep9oCly_E)



### LAST TO TAKE HAND OFF \$1MILLION WINS!

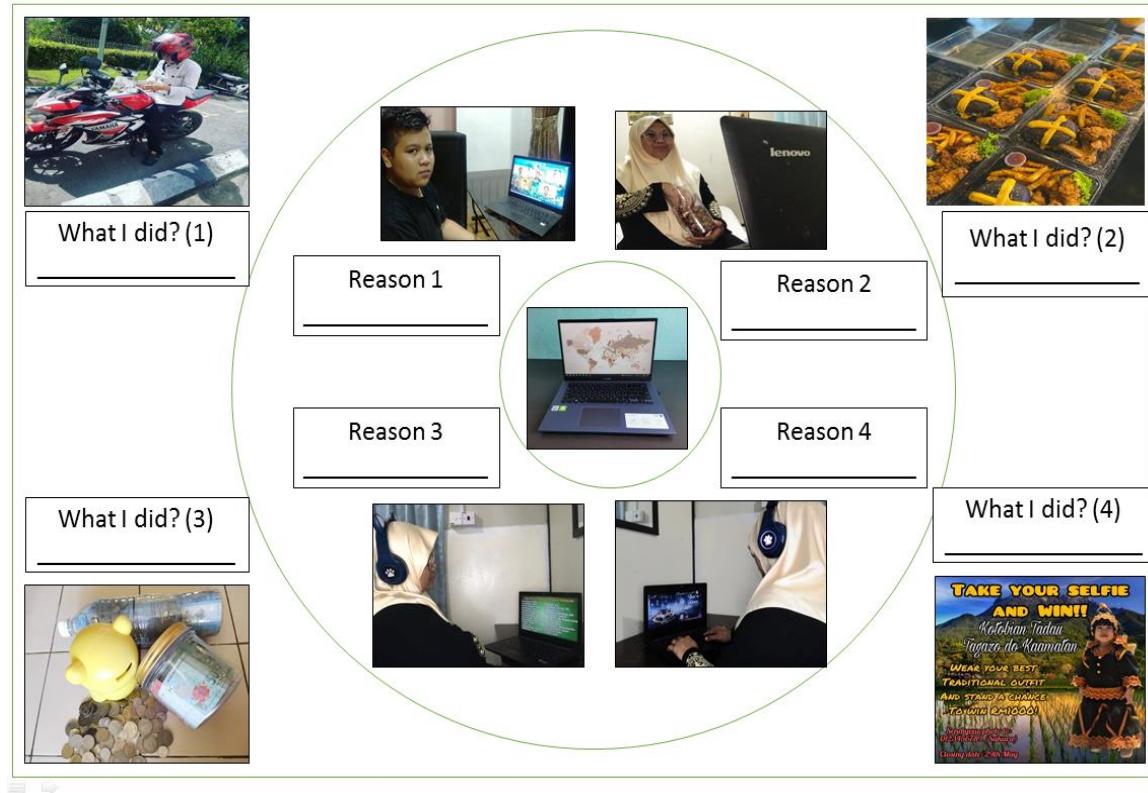
Mr Beast is a Youtuber from the USA who likes to give away money to people who completed a challenge or a task that he created. For this episode, he was giving away \$1,000,000.00 to the last person that takes his hand off the \$1million money box.

In the video, you will get to see how the winner spend his winning in 24 hours.

## Task 2: Vocabulary Building

Look at the pictures, read the questions and complete the circle map with suitable answers.

- Give reasons why you wanted the item
- What were the things you had to do to buy the item?



watched movie	joined a contest	studied online	sold burgers
played games	became a runner	saved money	listened to music

**Task 3: Complete the table based on the answers in Task 2.**

Paragraphs	Points
<b>Paragraph 1 (Introduction)</b> 	1. What have you wanted to buy? 2. When did you buy it?
<b>Paragraph 2</b> 	<u>The reasons why I wanted the item.</u> 1. Studied online 2. ..... movies 3. ..... to music 4. ..... games
<b>Paragraph 3</b> 	<u>What I did to buy the item.</u> 1. I became a runner. 2. I ..... burgers. 3. I ..... up some money. 4. I ..... a contest.
<b>Paragraph 4 (Conclusion)</b> 	1. How do you feel when you bought a laptop for yourself? 2. Do you have any advice to share?

**Task 4: Fill in the blanks with suitable answers**

	<p><b>Paragraph 1 (Introduction)</b></p> <p>I have always wanted to buy a (laptop/television). ..... (Last/Next) year, I bought a laptop as a present for myself on my birthday.</p> <p>Footnote: Teacher introduces Simple Past Tense to students.</p>
	<p><b>Paragraph 2: The reasons</b></p> <p>The reasons why I wanted to buy a laptop were to study (sing/study) the SPM subjects online, to ..... (look/watch) movies, to ..... (listen/hear) to music and to ..... (play/make) video games.</p> <p>Footnote: Teacher explains the correct use of the words in the bracket.</p>
	<p><b>Paragraph 3: What I did to buy the item?</b></p> <p>I did a few things to get enough money to buy my laptop. I ..... (work) part time as a runner and ..... (sell) burgers. I also ..... (save) up some money and ..... (join) a contest.</p> <p>Footnote: Teacher introduces Simple Past Tense to students.</p>
	<p><b>Paragraph 4 : Conclusion</b></p> <p>I ..... (be) so proud of myself that I ..... (can) buy a laptop with my own money. If you need to ..... (buy) something you really ..... (want), you should ..... (find) a way to ..... (get) it.</p> <p>Footnote: Teacher introduces Modal Verbs to students.</p>

## Answers

### Part 1: E-mail (Racket Sports)

#### Task 1: Format and Technical Aspects

1. Receiver's e-mail address
2. Title/Topic
3. Receiver's name
4. Reply/Response
5. Sender's name

#### Task 2: Content Identification

1. I have been practising with my best friend, Sam.
2. We can play at the local badminton court near Jalan Segama.
3. I need to bring my own badminton racket.
4. There are three paragraphs in this e-mail.
5. The e-mail is about playing badminton.

#### Task 3: Connectors and Discourse Markers

To: samantha123@gmail.com

Subject: Same sport as you!

Hello Samantha,

I hope you are well with your family. If you want my opinion, I will say tennis is fun and it is the best sport in the world!

First and foremost, it is similar to badminton. But, it is not that difficult. The game also need racket to play.

Besides that, the only difference is that the racket is heavier. In addition, you will need to use tennis ball instead of shuttlecock.

Then, you need to play in a tennis court since it can be dangerous to play it outside. I hope this sharing can make you to be more interested to try tennis. Hope to hear from you soon. Bye.

Karen

#### Task 4: E-mail Writing

To: alex93@gmail.com

Subject: I am joining a table tennis club!

Hello Alex,

I hope you are fine with your family. I really support your decision and I am sure you will find that table tennis is a very interesting and challenging sport! Table tennis requires you to react really quickly since it is played in a limited area.

Table tennis is also a type of racket sport. Since you previously joined badminton club in your school, I am sure it will not be a challenge for you. You can play it single and even double with your friends.

In addition, the skills involved in the game are also not that different. You will learn how to do a service, return, hit and smash. Don't you think that it's quite familiar?

On the other hand, the equipment needed are very different. The racket for table tennis is smaller and the ball is spherical unlike what you used in the badminton game. In addition, you will play it on a special table with a small net in the middle.

I hope this sharing can motivate you more to join the table tennis club. Don't forget to write me back about your experience after trying it. Hope to hear from you soon. Bye.

*Jason*

## Part 2: Essay (My Pet)

### Task 1: Vocabulary Build-Up

#### PETS VOCABULARY MULTIPLE CHOICE TEST

1	A	5	C	9	C	13	B
2	D	6	A	10	B	14	C
3	C	7	B	11	D	15	D
4	B	8	A	12	C	16	A

#### PETS CROSSWORD PUZZLE

1. dog
2. parrot
3. hamster
4. snake
5. goldfish
6. rabbit
7. tortoise
8. cat
9. iguana
10. frog

## MY PET

This is Scotty. It is a dog. It is furry and brown. It has short legs and a tail. It also has two long ears. It barks very loud.

I am a little monkey. I have two arms and two legs. I also have a tail. I can jump from tree to tree. I love bananas.

Hi! My name is Canario. I am yellow. I have two short legs and two wings. I can fly and I like singing.

He is Garfield. He is a cat. He is grey with black spots. He has whiskers and short ears. He likes fish.

I am Happy. I am a little rabbit. I have two long ears and a small nose. I can jump but I can't fly.

### Task 2: Create Ideas

#### Suggested Answer

INTRODUCTION	<p>The fast pace of life makes people feel stress. Consequently, we should do something that can relax us. For instance, we can try keeping pets. Keeping pets can bring us a number of benefits. Therefore, today I would like to share with you the benefits of keeping pets.</p>	
WHAT? <ul style="list-style-type: none"><li>• What pet do you have?</li></ul> HOW DOES IT LOOK LIKE? <ul style="list-style-type: none"><li>• Size</li><li>• Colour</li><li>• Character</li><li>• What can it do?</li></ul>	<p>I have always wanted a cat as my pet. On my birthday, my mother bought a Persian cat as my birthday present. It was the most adorable cat with white fluffy fur. It has a short tail. I named her Fluffy. Fluffy is a very happy cat. It always welcomes me every time I come back from school. Fluffy likes to sleep but sometimes it will jump and run around the house.</p>	<p>Short / long tail, fluffy, white, grey, black spots, whiskers,</p> <p>Fly, swim, roll over, jump, barks</p>

WHY DID YOU CHOOSE THIS PET? / BENEFITS (2 reasons)	<p>The first benefit of having a pet is they can be considered as a friend or companion to us. We will never feel alone whenever they are around us. Some people talk to their pet.</p> <p>Furthermore, having a pet can reduce our stress. Playing with our cat can release all the right chemicals in the brain. There is also evidence that a cat's purr can help lower blood pressure and relax the nervous system.</p>	and, also, even, again, moreover, further, furthermore, similarly, in addition, as well as
HOW TO TAKE CARE OF THE PET?	<p>Taking care of pets is a difficult and time-consuming job and must be done with dedication and love. We must know how to take care of them. Firstly, we can bring them to the veterinary for vaccines and treatments.</p> <p>Secondly, we must give them the proper food and vitamins to make them to live healthier.</p>	firstly, secondly, thirdly, next, then, following, now, at this point, after, after this,

### Task 3: Giving Opinions and Making Conclusions

CONCLUSION	<p>In conclusion, having pets is truly a blessing. People of all ages can benefit from the experience of just being around their pets. I am very happy to have Fluffy as my pet.</p>	in brief, on the whole, in sum, to sum up, thus
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## Part 3: Article (Healthy Lifestyle)

### Task 1: Vocabulary Exercises

#### Balanced Diet

Carbohydrate – energy

Protein – Growth

Vitamins – Protection

1. Carbohydrate
2. Proteins
3. Vitamins

#### Exercise Regularly

Cycling

Swimming

Playing badminton

Strong bones and muscle

Strengthen our hearts

1. exercise
2. cycling, swimming, playing badminton (accept any suitable answer)
3. bones
4. heart, body

## **Sleep**

Mental

Sleep

Immune System

1. Sleep
2. Bed
3. Immune system
4. Mental

## **Obesity**

1. Moving
2. Heart attack
3. Confidence

1. Obesity
2. Weight
3. Heart attack
4. Confidence

## **Reducing Stress**

Accomplish task

Hypertension

1. Stress
2. Hypertension
3. Tas

Suggested Answer for Task 2, 3 and 4:

Healthy Lifestyle  Why is it important?  Keep maintaining our health	Healthy lifestyle is important to maintain our health	<b>Linking words /phrases</b>  <b>Listing /adding points</b>
<b>Balanced Diet</b>  How? Provides nutrients for our body  Why it is important? Carbohydrates: Proteins: Vitamins:	A balanced diet will provide nutrients for our body. It is important because protein is required for growth and repair our body, carbohydrates provide our body with energy and vitamins and minerals protect our body from various diseases.	Firstly Besides Furthermore In other words First of all Apart from that Moreover
<b>Exercise</b>  How? 3 times a week Cycling, jogging and playing badminton  Why is it important?  Improve heart health Stronger bones and muscles	In addition, we should exercise 3 times a week. We can do several activities such as cycling, jogging and playing badminton. It is important because exercise can improve our heart health and strengthen our bones and muscle.	<b>Cause/reason</b> As Because Because of Due to So As a result Cause Lead to  <b>Modal Verbs</b>  <b>Give suggestions</b> Could Should Ought to  <b>Ability</b>  Will can

<p><b>Sleep</b></p> <p>How?</p> <p>Sleep at least 7 to 8 hours daily Go to bed at a regular time</p> <p>Why is it important?</p> <p>Avoid negative thoughts Improve mental health</p>	<p>Moreover, we have to sleep at least 7 to 8 hours per day.</p> <p>We should go to bed at a regular time. It is important to avoid negative thoughts and improve our mental</p>	<p><b>Linking words /phrases</b></p> <p><b>Listing /adding points</b></p> <p>Firstly Besides Furthermore In other words First of all Apart from that Moreover</p>
<p>Why we must practice a healthy life style?</p> <p>Avoid obesity and relief stress</p>	<p>It is important for us to practice healthy lifestyle as we can avoid obesity and relief our stress.</p>	<p><b>Cause/reason</b></p> <p>As Because Because of Due to So As a result Cause Lead to</p>
<p><b>Obesity</b> Serious impact in our life</p> <p>Why is it important? Lack of confidence Difficulty in moving and breathing Diabetes, heart attacks</p>	<p>In addition, obesity can have a serious impact in our life.</p> <p>Excess weight can cause difficulty in moving and breathing. It is important because obesity can affect your mental health, including lack of confidence and issues with body image. It also can increase the risk of diabetes and heart attack</p>	<p><b>Modal Verbs</b></p> <p><b>Give suggestions</b></p> <p>Could Should Ought to</p> <p><b>Ability</b></p> <p>Will can</p>
<p><b>Reduce stress</b></p> <p>Improve your mood</p> <p>Why is it important? Live happily Accomplish task efficiently</p>	<p>Apart from that, a healthy lifestyle is proven to reduce stress. Last but not least, reducing stress improves sleep, lessen anxiety and hypertension and living in a less stressful environment helps you to stay focused and you are able to accomplish your task efficiently.</p>	
<p><b>Conclusion</b></p> <p>health is wealth</p>	<p>In conclusion, having a healthy lifestyle is essential to our health as health is wealth</p>	

### Part 3: Report (Online Shopping)

#### Task 1: Useful Vocabulary

Suggested Answers:

Task 1 (i)	Task 2 (ii)
1. to get something by paying money for it 2. needing a little effort; not difficult 3. near or easy to get to, easy to do or easy to use 4. different types of something 5. activities to advertise something 6. 24 hours a day, seven days a week; all the time 7. spoiled or ruined 8. someone who makes money using illegal method 9. things for sale or the things that you own 10. the act of taking goods or parcels to people's houses or offices	1. promotions 2. variety 3. goods 4. delivery 5. easy 6. scammer 7. damaged 8. 24/7 9. buy 10. convenient

Suggested answer for Task 4: Report Writing

#### Online Shopping

This report aims to inform readers about online shopping, its advantages and disadvantages. Online shopping is the act of buying things on a website. People usually go online shopping on websites like Shopee or Lazada. They can shop anytime and anywhere as virtual stores are open 24/7.

People usually buy a variety of things like clothes, shoes, gadgets or order take-away food when they do online shopping. They regularly do online shopping as it is easy and convenient. They do not need to go out of their homes as they can purchase things directly from their mobile phones or laptops at a click of a button. The main reason people shop online particularly during festive seasons is to avoid long lines at the shopping complexes or supermarkets.

Here are some steps you can take if you want to buy things online. First, go to the website that sells the things you want to buy. Next, type the item that you want in the search bar. You can compare the prices or brands. You can make comparisons of the items by reading reviews from past buyers. After you have decided on your item, add the item into your shopping cart and finally make a payment using your debit or credit card. Your items will be sent to you promptly by a delivery service.

However, there are some advantages and disadvantages of online shopping. Apart from the convenience of being able to shop 24/7, you can get a cheaper price as the seller usually offers special promotions. You can also find and buy products from all over the world if it is not available in Malaysia. On the other hand, online shoppers sometimes face scammers if they are not careful. Many shoppers are unaware of hacker attacks or phishing scams. Sometimes, the goods that you have ordered may arrive late or damaged.

Finally, it is important to note that although online shopping is convenient and cheap, there are some security risks that some online shoppers may face. Online shoppers need to always be wise internet users when they purchase things online.

Reported by,  
Amirul Asyraff  
(AMIRUL ASYRAFF)  
President of Commerce Club  
SMK Taman Perumahan Bedaun

**Part 3: Story.**

Task 1: Watch the video.

Task 2: Vocabulary Building

Reason 1	studied online
Reason 2	watched movies
Reason 3	listened to music
Reason 4	played games
What I did? (1)	became a runner
What I did? (1)	sold burgers
What I did? (1)	saved money
What I did? (1)	joined a contest

Task 3: Complete the table based on the answers in task 2.

Paragraph 1	1. A laptop 2. On my birthday.
Paragraph 2	1. to study 2. to watch 3. to listen 4. to play
Paragraph 3	1. became 2. sold 3. saved 4. joined
Paragraph 4	1. Proud 2. If you need to buy something you really want, you should find a way to get it.

Task 4: Fill in the blanks.

Paragraph 1	1. laptop 2. last
Paragraph 2	1. watch 2. listen 3. play
Paragraph 3	1. worked 2. sold 3. saved 4. joined
Paragraph 4	1. am 2. could 3. buy 4. want 5. find 6. get

Suggested answer:

### **Something I really wanted to buy**

I have always wanted to buy a laptop. Last year I bought a laptop as a present for myself on my birthday.

The reasons why I wanted to buy a laptop were to study the SPM subjects online, watch movies, listen to music and play video games.

I did a few things to get enough money to buy my laptop. I worked part time as a runner and sold burgers. I also saved up some money and joined a contest.

I am so proud of myself that I could buy a laptop with my own money. If you need to buy something you really want, you should find a way to get it.

**(119 words)**

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**“Nothing is  
IMPOSSIBLE.**

**The word itself says  
‘I’M POSSIBLE!’”**