



FOR FORM 5 STUDENTS

# SPM WRITING MODULE

ENGLISH LANGUAGE 1119  
PAPER 2 - PART 1  
SHORT COMMUNICATIVE  
MESSAGE

WRITTEN BY  
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**PRACTICE 1**

You received an email from your cousin, Jessica who doesn't know how to cook.

Dear cousin,

I know you're always good at cooking. So, you've got to help me this time. My class will organise a potluck party this weekend and every student has to bring one home-cooked meal. I have no idea what to prepare. Can you suggest one simple dish? Please don't forget to share the ingredients and the steps as well.

I look forward to hearing from you. Thanks!

*Jessica*

Now write an email to your cousin in **about 80 words**. Write your answer below.

The image shows a screenshot of an email composition window. At the top, there is a dark header bar with the text "New Message" and window control icons (minimize, maximize, close). Below the header, there are fields for "To" (with "Cc Bcc" options) and "Subject". The main body of the window is a large text area with horizontal lines for writing. At the bottom, there is a rich text editor toolbar with icons for undo, redo, font face (Sans Serif), font size (T), bold (B), italic (I), underline (U), text color (A), background color, bulleted list, numbered list, link, unlink, quote, insert link, and insert image. Below the toolbar is a blue "Send" button and a row of icons for text color, link, unlink, emoji, insert image, and insert video. A vertical ellipsis and a trash icon are visible in the bottom right corner.

[20 marks]

**PRACTICE 2**

You received an email from a friend after you moved to another town.

Dear Sam,

How are you? I hope all is well with you in the new town. It's been a while since you left. Everything is so different since you're no longer in our class. How's your new school? Have you found any new friends? Hope to hear from you soon.

**Andrew**

Now write an email to your friend in **about 80 words**. Write your answer below.

The image shows a screenshot of an email composition window. At the top, there is a dark header bar with the text "New Message" and window control icons (minimize, maximize, close). Below the header, there are three main sections: "To" with a "Cc Bcc" link on the right, "Subject", and a large text area. The text area is filled with horizontal lines for writing. At the bottom of the text area, there is a rich text editor toolbar with icons for undo, redo, font face (Sans Serif), font size (12), bold (B), italic (I), underline (U), text color (A), background color, bulleted list, numbered list, link, unlink, quote, insert link, and insert image. Below the toolbar is a "Send" button and a row of icons for text color, attachments, links, emojis, images, and a pencil icon. On the far right of the bottom bar, there are three vertical dots and a trash can icon.

[20 marks]



**PRACTICE 4**

You received an email from your cousin, June who lives in Singapore.

Kathy,

What have you been up to? The last year has been a terrible one with the Covid-19 pandemic creating havoc around the world. It's better here now as things are under control, more or less. Infection rate is falling. What's it like in your place? What are the rules you have to abide by?

Take care and stay safe.

*June*

Now write an email to your cousin in **about 80 words**. Write your answer below.

The image shows a screenshot of an email composition window. At the top, there is a dark header bar with the text "New Message" and window control icons (minimize, maximize, close). Below the header, there are fields for "To" (with "Cc Bcc" options on the right) and "Subject". The main body of the email is a large text area with horizontal lines for writing. At the bottom, there is a rich text editor toolbar with icons for undo, redo, font face (Sans Serif), font size (11), bold (B), italic (I), underline (U), text color (A), background color, bulleted list, numbered list, link, unlink, quote, insert link, and insert image. Below the toolbar is a blue "Send" button, followed by icons for text color, link, unlink, emoji, insert image, and insert video. On the far right, there are vertical ellipsis and trash icons.

[20 marks]



**PRACTICE 6**

You received an email from your friend, Kamal.

Hi,

The holidays are here again. I was wondering if we could do some useful activities together. How about going to the gym or playing futsal? Maybe we should pick up running? Which activity do you think would suit us best? Let me know what you think. Looking forward to your reply.

*Kamal*

Now write an email to your friend in **about 80 words**. Write your answer below.

The image shows a screenshot of an email composition window. At the top, there is a dark header bar with the text "New Message" and window control icons (minimize, maximize, close). Below the header, there are three main sections: "To" with a "Cc Bcc" link on the right, "Subject", and a large text area. The text area is filled with horizontal lines for writing. At the bottom of the text area, there is a rich text editor toolbar with icons for undo, redo, font face (Sans Serif), font size (12), bold (B), italic (I), underline (U), text color (A), background color, bulleted list, numbered list, link, unlink, quote, insert link, and insert image. Below the toolbar is a "Send" button and a row of icons for text color, attachments, links, emojis, images, and a pencil icon. On the far right, there are vertical ellipsis and trash icons.

[20 marks]





**PRACTICE 9**

You received an email from your younger sister who is worried about her weight gain.

Dear sister,

How are you? I hope everything is fine for you, your husband and newborn baby. I realised I have recently eaten too much and gained weight. I've tried to lose weight but end up gaining more weight. How can I reduce my weight? I know you have maintained your weight after giving birth to your baby. Can you please share your secrets?

*Amber*

Now write an email to your younger sister in **about 80 words**. Write your answer below.

The image shows a screenshot of an email composition window. At the top, there is a dark header bar with the text "New Message" and window control icons (minimize, maximize, close). Below the header, there are fields for "To" (with a "Cc Bcc" link on the right) and "Subject". The main body of the email is a large text area with horizontal lines for writing. At the bottom of the text area is a rich text editor toolbar with icons for undo, redo, font face (Sans Serif), font size (T), bold (B), italic (I), underline (U), text color (A), background color, bulleted list, numbered list, link, unlink, quote, insert link, and insert image. Below the toolbar is a blue "Send" button and a row of icons for text color, attachments, links, emojis, insert image, and insert video. In the bottom right corner, there are three vertical dots and a trash can icon.

[20 marks]

**PRACTICE 10**

You received an email from your friend, Aiman who needs some suggestions from you.

Hi!

I hope you're having a wonderful day. As for me, I am currently busy since it's my father's retirement tomorrow and the whole family is preparing a feast for him. I'm planning to buy him a special gift but I am unable to make a decision about it. I hope you could help to provide some suggestions on a suitable gift. I know you had bought a retirement gift for your father last year and you mentioned that he liked it. I do hope you can help me out.

Take care.

**Aiman**

Now write an email to your friend in **about 80 words**. Write your answer below.

The image shows a screenshot of an email composition window. At the top, there is a title bar that says "New Message" with standard window control icons (minimize, maximize, close) on the right. Below the title bar, there are three main sections: "To" with a "Cc Bcc" link on the right, "Subject", and a large text area. The text area is currently empty and has horizontal lines for writing. At the bottom of the text area, there is a rich text editor toolbar with icons for undo, redo, font face (Sans Serif), font size (11), bold (B), italic (I), underline (U), text color (A), background color, bulleted list, numbered list, link, unlink, quote, insert link, and insert image. Below the toolbar, there is a blue "Send" button, a link icon, a smiley face icon, a paper plane icon, and a trash can icon. On the far right, there are three vertical dots and a trash can icon.

[20 marks]

## SUGGESTED ANSWERS

### PRACTICE 1

To: [jessica@gmail.com](mailto:jessica@gmail.com)  
Subject: A simple dish for you

Hi, Jessica.

I'm delighted to help you coming up with a dish to bring to your event. I think the simplest dish to prepare is egg sandwich. Not only it is scrumptious, it is also healthy.

The ingredients you need to prepare are a bread loaf, 5 to 6 eggs, a cucumber (sliced), some butter, a tablespoon of mayonnaise as well as some salt and pepper. You can reduce or increase the quantity depending on the number of people you are serving.

First and foremost, boil the eggs for about 20 minutes. While waiting, spread some butter onto the bread. Once the eggs are boiled, chilled, and peeled, mash them with a fork while adding in the mayonnaise. Sprinkle some salt and pepper and combine well. Next, spread the eggs onto the bread and place some sliced cucumbers before sandwiching them. You may then cut the sandwich according to the shape you desire.

Hope this helps you. Let me know how the party goes.

*Jasmine*

### PRACTICE 2

To: [andrew@gmail.com](mailto:andrew@gmail.com)  
Subject: My new school

Hi, Andrew.

I'm fine in Johor Bharu. Everything is well here but I really miss our laughter in the class. I'm studying at SMK Tinggi, a prestigious boys' school here. The new school is located about 2 kilometres from my home, so I ride my motorbike to school. The school compound is very large and spacious. In the middle of our school building, there is a big auditorium hall. It is used for our school assembly and various school purposes like celebrating events, festivals, and for other extracurricular activities.

Most of the boys here are smart students. They are excellent in academic and extra-curricular activities. Some of them represent the school for state and national level competitions. I feel so inferior as I'm not as capable as them. One of my classmates, Chong Wei, has become my best friend here. He often lends me his notes and helps me out as I am quite behind in studies. I am fortunate to have a friend like him.

However, I still miss our school and our time together. Andrew, I really wish to go back to see you and the others. But my circumstance doesn't allow me to do so. Anyway, take care there. Goodbye.

*Sam*

### PRACTICE 3

To: [mike@gmail.com](mailto:mike@gmail.com)  
Subject: Can't wait for the holidays!

Hi, Mike.

I can't wait to visit you in Pahang too. I am eagerly counting the days. I love being outdoors. I can't stand being cooped up at home.

Highlands or islands? Islands, of course. I love activities like swimming, snorkelling and paddle-boarding. I have read that Pahang has some nice beaches. I hope you'll take me to one of the beautiful beaches that has crystal clear waters, beautiful corals, and white sandy beaches. See you soon.

*Jason*

### PRACTICE 4

To: [june@gmail.com](mailto:june@gmail.com)  
Subject: The Covid-19 cases in Kuala Lumpur

Hi, June.

I'm glad to receive your email. The number of cases is still high here. We have classes online. Wearing masks and social distancing has become the new norm for us. For now, with the movement control order, interstate travel is restricted as well.

Ignorant people refuse to abide by the standard operating procedures. Hence, the spike of cases over the recent months. Hope things will take a turn for the better soon here as I can't wait to get back to school. Take care and stay safe.

*Katy*

## PRACTICE 5

To: [miko@gmail.com](mailto:miko@gmail.com)  
Subject: Handling exam stress

Hi, Miko.

I understand how you feel. I am nervous whenever exams are around the corner. I have tried these simple methods to reduce my anxiety before I am sitting for the examinations. Why don't you try these methods out?

Don't stay up too late. You need to get enough sleep to stay alert for the next day. Getting enough sleep also helps you learn better. Besides that, keep your studying time to the day and evening. Remember to take regular breaks.

Exercising also helps you to relax and reinvigorate yourself so that you will be ready for the revision. Good luck!

*Katy*

## PRACTICE 6

To: [kamal@gmail.com](mailto:kamal@gmail.com)  
Subject: Holiday activity

Hi, Kamal.

I think it's a good idea for us to do something useful this holiday. I'm quite keen on the idea of running. It's the cheapest activity of the three and it's something we can carry out quite easily.

We both already have sports shoes we can use so we just need the discipline to go out and get running. Running is good exercise and I'm sure we will be able to improve our health and stamina.

Let's commit to it and run as long as the weather is fine.

*Roy*

## PRACTICE 7

To: [asha@gmail.com](mailto:asha@gmail.com)  
Subject: Mum's 50<sup>th</sup> birthday party

Hi, Asha.

I think having it at home is a much better idea. Everyone will be more comfortable, and it would also mean that we can spend the whole evening together. If you rent a venue or have it at a restaurant, we will have to leave at a certain time, and we can't spend much time together.

At home, you can cater food and keep the costs lower as well. If you like, you can even ask everyone to bring a dish. You can decorate your house too with your family so it will be a much more meaningful day for your mother.

*Debbie*

## PRACTICE 8

To: [karthik@gmail.com](mailto:karthik@gmail.com)  
Subject: Helping En. Halim's family

Hi, Karthik.

In my opinion, we should collect donations from our classmates. But we need to ask permission from our school principal. We can buy things for them and give them some cash too.

En. Halim and his wife will be lonely during the festive season. So, we can invite them to our house on the first day of Hari Raya. I can ask my father to pick them up. What do you think of this idea?

We can also visit them with our classmates on the second and third days of Hari Raya. I am sure they will be happy to see us. We can bring some fruits and food that they like. Let me what you have decided.

*Imran*

## PRACTICE 9

To: [amber@gmail.com](mailto:amber@gmail.com)  
Subject: Ways to lose weight

Hi, Amber.

I'm glad to hear from you. I'm fine here, busy looking after your little cute nephew. Yes, I lost about 10 kilograms of weight after my confinement. Let me share my tips with you.

Firstly, you need to cut down carbohydrates. If you eat a carbohydrate-rich meal (lots of pasta, rice and bread), it creates more fat cells for storing everything that your body can't burn off. As a result, you gain weight.

Secondly, eat more proteins and fibres. High-fibres foods such as fruits, vegetables, beans, and whole grains are higher in volume and take longer time to digest. Thus, the feeling of fullness will stay with you much longer and it helps you to eat less.

Lastly, doing exercise is also a key to losing weight. Exercise can also increase your metabolism and improve your outlook.

Well, Amber, these are my tips of losing weight. I'm sure with determination, patience, commitment, and discipline, you can also lose weight like what I did. All the best!

*Annie*

## PRACTICE 10

To: [aiman@gmail.com](mailto:aiman@gmail.com)  
Subject: A retirement gift

Hi, Aiman.

I hope you are doing well. I am glad to hear that Uncle Azman will be retiring tomorrow. It's time for him to take a good break after three decades of being a teacher. Regarding your request about his retirement gift, I shall help you give a few suggestions.

My first suggestion is a hydroponic gardening set to grow plants and vegetables which is what I had bought for my father as his retirement gift. I decided to buy the hydroponic set as my father likes gardening.

Besides that, you can also consider buying a luggage bag as I know Uncle Azman likes travelling and so the bag will be very useful to him. Your decision on what to buy depends on your budget and the interests of your father.

I do hope you will consider these factors when you finally decide on the gift. Take care and hope your father has a great retirement party.

*Jason*