

Sample Answers for 2022 SPM Trial Questions (Part 3) - REPORT

TERENGGANU

Question 5

Your club has organised 'The Merdeka Month Carnival'. Your teacher advisor has asked you to write a report about the carnival. In your report, include:

- the aim of the event
- the activities carried out
- suggestions to improve it

Write your report.

C1 – Aim of the event? – raise awareness and patriotism

C2 – Activities? – 1. Singing patriotic songs competition / 2. Treasure hunt

C3 – Suggestions to improve? – 1. Add more fun activities / 2. Give prizes for all students

To : Teacher Advisor
From : Zainon bin Ramly
Subject : Report on The Merdeka Month Carnival

Introduction

This report focuses on the activities carried out during The Merdeka Month Carnival and suggestions to improve it in the future.

The Merdeka Month Carnival

The Merdeka Month Carnival is an annual event carried out in the month of August every year. The aim of this event is to raise awareness and patriotism among students and school staff members. Many activities were carried out during the carnival. The first activity is singing patriotic songs competition. The teacher in charge was Mr. Azahar Mustafa and this competition involved students from Form 1 to Form 5. The winner was Haziq Ismadi bin Shahrin from 5 Bio. The other activity is treasure hunt. It was organised by Merdeka Committee and involved representatives from each class. The winner was Mat Kilau team from 5 Bio.

Recommendations

The activities went smoothly. However, there were rooms for improvement. The first recommendation is to add more fun activities such as fashion show and TikTok creative video competition. The next recommendation is to give prizes for all students who participated. This can help attract more students to be involved.

Conclusion

In brief, this year's Merdeka Month Carnival was a success but it could be even more remarkable if new elements are introduced. It is hoped that the recommendations above will help to improve this event in the future.

SEBERANG PERAI SELATAN 2

Question 3

As the Head Prefect of your school, your principal has asked you to write a report for the school magazine on why students lack interest in English Language and suggest ways how they can excel in the language.

Write your report in about 200 to 250 words.

C1 – Why students lack interest? – 1. Not their mother tongue / 2. Lack the opportunities to use the language / 3. Unconducive environment

C2 – Suggestions? – 1. Organising campaigns / 2. Spreading awareness via social media

To : Principal
From : Fadhliana Farihin binti Muhd Ayuni
Subject : Lack of Interest In English Language Among Students

Introduction

This report aims to highlight the reasons for students' lack of interest in English Language and suggestions to ensure their excellence in the subject.

English Language and Our Students

English Language is one of the core subjects in Malaysian curriculum. However, many of our students still lack interest in this subject. From a survey conducted by the Student Council recently, we found a number of reasons for this issue. The main reason is due to the fact that English Language is not their mother tongue. Since they do not need to use English in their daily activities, they become unmotivated to use it. Moreover, they also lack the opportunities to use the language as their family and friends do not speak English. Lastly, they live in an environment that is not conducive to learn and practise the language. This makes them fear and lack the confidence to use the language.

Suggestions

In order to encourage students to love and use the language, several measures can be taken. The most effective way is by organising campaigns. In the campaign, the committee can plan fun activities such as treasure hunt, scrabble and even English Camp if the budget permits. Another effective solution is by spreading awareness via social media such as Instagram and TikTok. As it is well-known that teenagers spend a lot of time on their phone, this is a sure-fire method to ensure our students' excellence in this subject.

Conclusion

In conclusion, our school must take necessary actions in order to develop students' interest and motivation to learn and use English Language. It is hoped that the abovementioned suggestions would be of help.

PERAK SET 1

Question 3

You have attended a Green Energy Saving conference organised by the City Council. You have been asked to write a report about the conference.

Your report should include:

- details of the conference
- activities at the conference
- suggest suitable activities that can be done at school to save energy

Write your report.

C1 – Details of the conference? – 5 June 2023 – Environment Day / at Tunku Putra Hall

C2 – Activities? – 1. Panel discussions / 2. Table teams

C3 – Suitable activities at school to save energy? – 1. Use sensors for lights / 2. Post signs about saving energy

To : Principal
From : Umi Hanina binti Husin
Subject : The Green Energy Saving Conference

Introduction

This report focuses on the Green Energy Saving conference and suggestions to save energy at school.

The Green Energy Saving Conference

For your information, the Green Energy Saving conference was an effort by Padang Terap City Council to spread awareness about the importance of going green while saving the environment. This conference was held at Tunku Putra Hall on June 5, 2023, in conjunction with Environment Day. Upon registration, every guest received a goodie bag that contains Go Green button badge and a reusable bag. The event commenced with a little gimmick and an opening speech by the director of Padang Terap City Council, Dato' Luqman Hakim bin Haziq Ismadi.

There were many fun and interesting activities conducted throughout the 4-hour session. The most notable one was panel discussion. Padang Terap City Council invited Mr. Chang Lih Kang, Malaysian Minister of Science and Technology and Greta Thunberg, a famous environment activist as panellists. Dr. Siti Safrina binti Irfan, a lecturer from Universiti Sains Malaysia was invited to act as moderator. Another interesting activity was Table Teams. During this activity, we were asked to discuss with our table mate about ways to save energy at our schools.

Suggestions

From the conference, I learnt that there are a few things we can do in order to save energy at our school. The most effective way to save electricity is by using sensors for lights around our school especially for areas not frequently visited. It is because students usually forget to turn off lights in these areas. Another way is by posting signs about saving energy at every switch board and in every class. This is a good way to spread awareness to the school community.

Conclusion

In conclusion, the Green Energy Saving conference successfully achieved its goal. It is also hoped that the abovementioned suggestions would be of help for our school to save energy.

PENANG SET 1

Question 4

Your school has decided to encourage entrepreneurship among students by starting a student-run cafeteria. You have been asked to write a report for the school principal.

Your report should include:

- the qualities of students that could be chosen as organizing committees
- reasons why the students should be chosen
- the types of food and drinks that could be sold, and reasons why

Write your report.

C1 – Qualities of students? – 1. Diligent / 2. Creative

C2 – Reasons? – 1. Get the work done / 2. Provide interesting ideas

C3 – Suggestions of what to be sold? – 1. Drinks / 2. Desserts

To : Principal
From : Norshafiqah Qistina binti Naqib Irfan
Subject : Starting A Student-Run Cafeteria

Introduction

This report focuses on the efforts to encourage entrepreneurship among students by starting a student-run cafeteria.

The Idea of Student-Run Cafeteria

For your information, the Entrepreneurship Club has planned a student-run cafeteria in our effort to encourage entrepreneurship among students. For this reason, we need to choose a number of students as the organising committee. We have decided on two main criteria: Diligence and creativity. Members of the organising committee have to be diligent. This is to ensure that all work gets done properly and promptly. We also require creativity among members of the organising committee. Creative people generate wonderful ideas and they are vital in keeping the cafeteria in trend and relevant.

Suggestions

There are a number of things planned to be sold at the cafeteria. The most important thing is drinks. It is because students need drinks to hydrate themselves during recess and also after school. There will be many choices of drink ranging from mineral water to premium blended ice. Another suggestion is desserts. We have carried out a survey and we found that many students demanded desserts as it is not sold at our canteen. They prefer something soft and sweet such as ice cream and cakes. We also plan to add other types of food and drinks in the future.

Conclusion

In conclusion, the idea of this cafeteria is important in order to encourage entrepreneurship among students. It is hoped that our suggestions would be accepted.

MELAKA

Question 3

You received this message from the teacher advisor of the English Language Club.

Dear Adam,
Please send me the report on the English Week program that was held recently.
Provide these details in your report:

- When was it held?
- What were the activities organized?
- What have the club members gained from the program?

Write your report

C1 – When? – 11 to 15 June 2023

C2 – Activities? – 1. Dare To Spell / 2. Treasure Hunt

C3 – What gained from it? – 1. Learned how to organise events / 2. Forge stronger bonds

To : Teacher Advisor
From : Hajar Safiyah binti Aqeel Asraf
Subject : The Report on English Week Programme

Introduction

This report focuses on the activities organised during English Week programme and its benefits for the club members.

English Week Programme

English Week is the annual activity organised by the English Language Society. This year, this programme started on 11 June and ended on 15 June. This programme started with launching gimmick during the weekly assembly. The opening speech was delivered by our school principal.

There were activities conducted throughout this programme. The activity that received the most number of participants was Dare To Spell competitions. This activity garnered attention from students from all levels. This competition was held at the school hall. The winner for lower form was Puteri Nur Farisya binti Ahmad from 2 Alfa and the winner for upper form was Faris Iskandar bin Nazir. The most popular activity was treasure hunt. Each class had to send representatives. The winner for lower form category was group from 3 Imtiyaz and the winner for upper form category was group from 4 MPVA.

Benefits

There are many benefits gained by the club members. First, they learned new skills as well as how to organise events and conduct activities. This will help them grow into a future leader. Another benefit is this event helped to forge stronger bonds between the club members as a result from working together to make this event successful.

Conclusion

In conclusion, this year's English Week programme was a success. It is hoped that this programme will be held again next year.

JOHOR

Question 3

As the Head Prefect of the school, you have been asked to write a report to the Principal on the recent Teacher's Day celebration.

Your report should include:

- the date and time of the celebration
- the activities carried out
- future recommendations

Write your report.

C1 – Date and time? – 16 May 2023 / 8am to 1pm

C2 – Activities? – 1. Launching ceremony and performance / 2. Telematch games

C3 – Future recommendations? – 1. Song dedication / 2. Themed celebration

To : Principal
From : Amni Fatma binti Hanif Ajwad
Subject : A Report on Teachers' Day Celebration

Introduction

The aim of this report is to highlight the activities carried out during Teachers' Day celebration and provide suggestions to improve.

Teachers' Day Celebration

The Teachers' Day is celebrated every year in our country. This celebration is an annual event at our school and it is celebrated every **May 16**. This year, our celebration was held and launched at our school hall. The celebration **started at 8am** with gimmick and opening speech by the principal. It was then followed by **a number of performances by teachers and students**. There were singing performances by Aqilah binti Azman and duet by Aina Maisarah binti Zainon and Mr. Nabeel bin Kohar. There was also a poetry performance by Aina Sofea binti Ali. After the performance ended, all students headed to the school field as there were **telematch games** organised by the Form 6 students. Many teachers and students participated in this activity. It was a good opportunity to strengthen the bonds between teachers and students. The celebration **ended at 1pm**.

Suggestions

The Teachers' Day celebration this year went smoothly but there are rooms for improvement. One way to make the celebration more interesting is by **setting a theme** such as "Back to school" or "If I'm not a teacher" wherein teachers need to wear apparels that match the theme. Another suggestion is to have **song dedication** during the telematch games. This way, students can dedicate songs to their beloved teachers. Our school media team can handle this activity.

Conclusion

To sum up, this year's Teachers' Day celebration was a success. It is hoped that my suggestions would be of help to improve this celebration in the future.

KEDAH

Question 3

Recently, you conducted a survey on students' views about the school facilities.

You are required to write a report to the principal.

Your report should include:

- the aim of the report
- common problems with the facilities
- suggestions for improvement

Write your report.

C1 – Aim? – share common problems and suggest improvements

C2 – Common problems? – 1. Toilets – broken doors, leakage / 2. Fans – slow or malfunction

C3 – Suggestions? – 1. Clean-ups / 2. Sponsored money for repairs

To : Principal
 From : Zul Hamizan bin Zolkefali
 Subject : A Survey About The School Facilities

Introduction

The aim of this report is to share about the common problems with the school facilities and some suggestions to improve them.

Common Problems

A survey was conducted by the prefects about the common problems with the school facilities. 100 students were involved in this survey. The most common problem is regarding the toilets. Not only the toilet are filthy and smelly, many doors are broken and there is leakage almost everywhere. Another concerning problem is with fans in the classroom. It was reported that many fans in the classroom are either slow or malfunctioning.

Suggestions

After a series of meeting, the prefects came up with a few solutions for the abovementioned problems. The first suggestion is to organise clean-ups to clean the toilets. This can be done during school holiday or at the weekend. In fact, it could be held monthly. As for the broken doors and malfunctioning fans, we suggest the Parents-Teacher Organisation to sponsor some money for the repairs.

Conclusion

In conclusion, there are many problems with the toilets at our school and it is affecting students' comfort and performance. It is hoped that swift actions can be taken to solve this issue.

NEGERI SEMBILAN

Question 3

You see this notice on your school notice board.

Your English teachers are starting a YouTube channel to help weak students. They want to know what pupils need to improve their English.

You have been asked to write a report for your teachers. Your report should include:

- content you prefer to watch
- why pupils watch YouTube
- suggest ways to make the channel more interesting

Write your report.

C1 – Content you prefer? – 1. Contain more visuals / 2. Short but concise

C2 – Why pupils watch YouTube? – 1. Easy and free access / 2. Easier to understand

C3 – Suggestions? – 1. Include animations with voiceover / 2. Competitions and free giveaways

To : English Teachers
 From : Nasrul Adlin Shah bin Luqman
 Subject : A Survey About YouTube Channel

Introduction

The aim of this report is to highlight pupils' preference for contents of YouTube channels and how to make it more interesting.

YouTube Channel Preference

A survey was conducted to find out the kind of contents pupils prefer to watch on YouTube. Most pupils agree that they prefer **short but concise videos** which are not preachy. This is probably due to their short attention span. They also prefer videos that **contain more visuals** and animation.

There are many reasons why pupils prefer to watch videos on YouTube. From the survey, we found that pupils prefer YouTube because it is **free and easy to access** compared to some other materials. Another reason is because contents on YouTube are **much easier to understand** as it includes how-to and step-by-step footages.

Suggestions

A YouTube channel has to be interesting in order for it to attract more viewers. Our first suggestion is for the videos to **have animations with voiceover**. Videos laden with texts are not attractive so it is best to have more visual. Another suggestion is to **organise competitions or free giveaways** to the viewers. This can be done probably once a month.

Conclusion

In conclusion, a YouTube channel has to be interesting and cater to pupils' interest. It is hoped that our suggestions would be of help to create a YouTube channel that can help pupils improve their English.

SBP

Question 3

Your school has decided to start its own radio programme for students.

Write a report for your Principal on the topic. In your report, you should:

- state the name of the programme
- describe a special feature of the programme
- explain how the programme can benefit the students

Write your report.

C1 – Name of the programme? – Victorious.FM

C2 – Special feature? – 1. Slot for discussion or debate / 2. Song request

C3 – How it benefits students? – 1. Increase knowledge / 2. Good entertainment

To : Principal
 From : Asna Adlyna Nabilah binti Hazim Akif
 Subject : A Report on School Radio Programme

Introduction

The aim of this report is to suggest a radio programme for our school.

School Radio Programme

Our school has decided to start a radio programme and a committee has been established to plan and prepare for it. From our first meeting, we have decided to name this programme as **Victorious.FM**. This name was chosen so as to symbolise our school's goal which for every student to emerge victorious academically and beyond.

Suggestions

For your information, Victorious.FM will have a number of special features. The most essential one is slots for learning. We agreed that we should slots dedicated for **debates and academic discussions**. Student leaders will be invited as panellists. This is important for students so they could **increase their knowledge** about academic topics as well as current issues. Another suggestion is to have **song request and dedication** slot during recess. This can be a **good entertainment** for students who are already stressed out with their studies and a good way for them to forge stronger bonds with their friends and teachers.

Conclusion

In brief, Victorious.FM will serve as medium to help students learn as well as their source of entertainment. It is hoped that our suggestions will be approved.