Task 1: You are the secretary of English Language Society. Label correctly the formal letter of requesting permission to visit a bread factory. (drag and drop)

English Language Society
Sekolah Kebangsaan Sungai Piong,
Jalan Piong,
53100 Kuala Lumpur. →

22th August 2021 →

Nutribread Factory
Lot 11A, Jalan Perusahaan, →
47810 Kota Damansara,
Selangor.

Dear Sir/Madam, →

Permisson to Visit Nutribread Factory →

On behalf of the English Language Society, I would like to ask permission to visit your bread factory. →

2. Our group consist of twenty-five pupils and two teachers. We would like to visit your factory on 30th August 2021 (Monday) from 10.00 a.m. 12.00 noon. We would like to visit your bread factory because we want to know the process of bread making. At the same time, we also wanted to see how the machines function in bread making process. →

3. I hope to get a favourable reply from you as soon as possible. Thank you. →

Your faithfully, →

Daniel Ammarudin →

Daniel Ammarudin →

Secretary, →

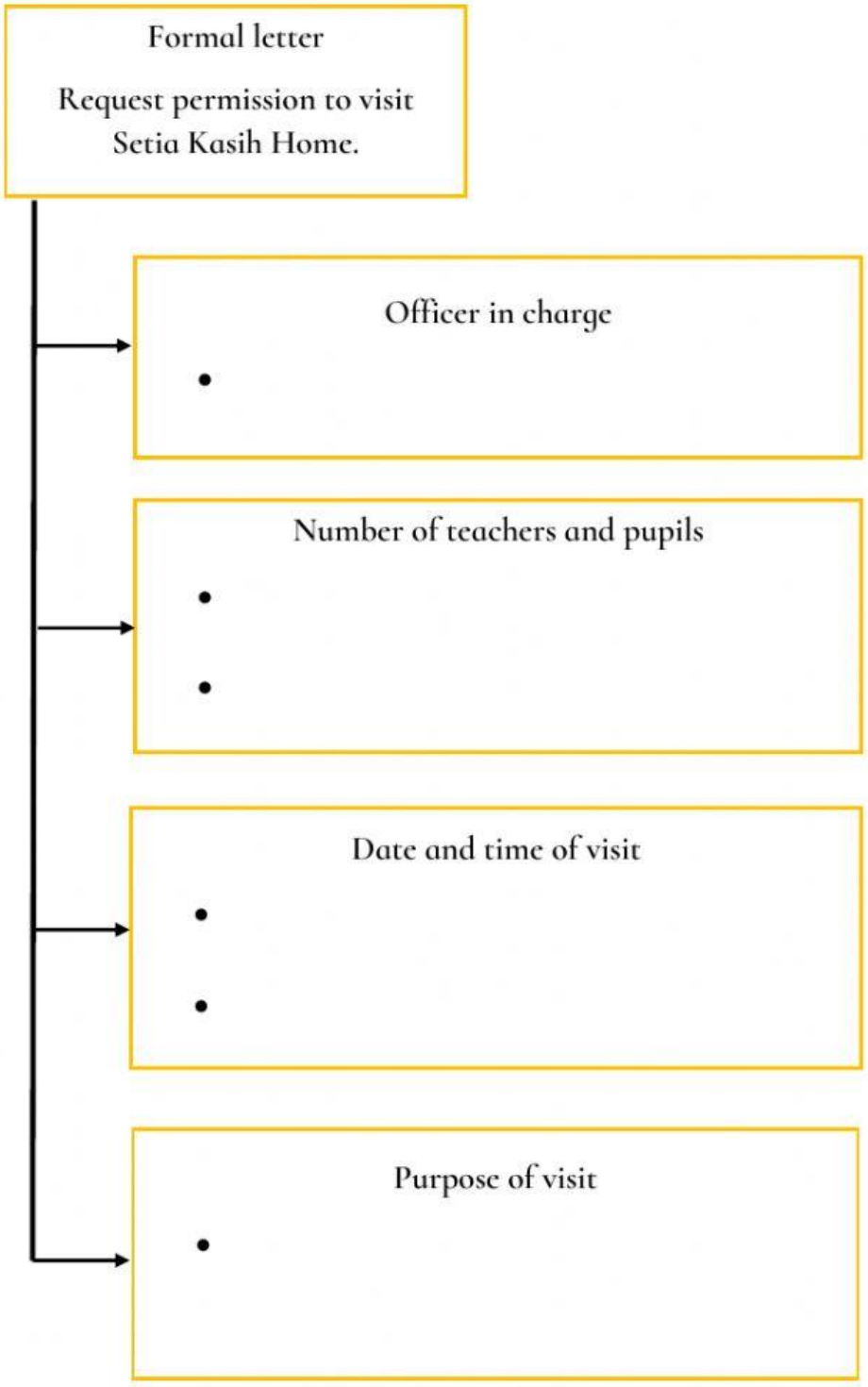
English Language Society →

Sender's address	date	Body 1	Body 2	Signature	position	Subject	Body 3
Salutation	Receiver's address	Complementary closure	Sender's name	Name of soceity			

LIVEWORKSHEETS

Task 2: 6 Robotics plan to visit Setia Kasih, the home for elderly. Brainstorm the ideas given below to request permission from the officer in charge to visit the home.

A. Complete the outline given.



LIVEWORKSHEETS

B. Write the letter. You may use the formal letter in task 1 as an example.

LIVEWORKSHEETS