WRITING

Global Warming

You are a member of the Environment Club in your school. The club has conducted a survey on some anti - eco - friendly activities which are contributing to global warming. These are the results of the survey:

1. Students waste paper - write on one side only - no recycling project
2. Gardeners - burn rubbish - air pollution
3. Canteen vendors - use Styrofoam cups & plates - bad for the environment
4. Trees in school - cut down - contribute to global warming

LIVEWORKSHEETS

WRITING

Complaint Letter Format

Syafiqa Rizal,
45, Jalan Permai 9,
Taman Permai,
47190 Puchong,
Selangor.

Sender's name and address

Insert a line

The Director,
Maju Municipal Council,
56, Jalan Maju,
47190 Shah Alam,
Selangor.

Recipient's designation and address

25 APRIL 20XX

Date

Dear Sir,

Formal salutation

Complaints about Clogged Drains

Subject reference

I am writing on behalf of the residents of Taman Permai, Puchong. We wish to complain about the poor drainage system in our residential area due to inefficient rubbish disposal.

2. For the past three months, rubbish has not been collected regularly. The waste disposal truck comes only once a week. The uncollected garbage has attracted not only flies and mosquitoes but also stray dogs. These stray animals also scatter the rubbish and make the roads dirty and smelly. Furthermore, plastic bags of rubbish eventually end up in drains and block the water from flowing rapidly.

3. These blocked drains have caused flash floods in our housing area. When there is heavy rain, water overflows from the clogged drains onto roads and enters houses. The residents are very frustrated and unhappy with the situation as their daily routines have been affected.

4. We would appreciate it if the Municipal Council collects rubbish according to schedule. This will definitely stop flash floods from occurring in our housing area.

State your complaints.
- Rubbish has not been collected
- Blocked drains

Give suggestions

Conclude the letter

Thank you.

Thank you note

Yours faithfully,

Complimentary close

Syafiqa

Signature

(SYAFIQA RIZAL)

Name in capital letters

TIPS

Useful expressions:

To complain

I would like to make a complaint about … .
I want to complain about … .
We would like to bring your attention to the problem of … .
We would like to highlight the problem of … .

To conclude

I hope the relevant authorities would … .
The Municipal Council ought to take immediate action to … .
We would appreciate if the Municipal Council would … .

LIVEWORKSHEETS