

Worksheet: Writing Practice (Form 3)

Topic: Formal and Informal Writing

Section A: Formal vs. Informal Sentences (5 marks)

Rewrite the following informal sentences in a formal way.

1. Informal: I want to ask you something about the project.

Formal: _____

2. Informal: Sorry, I cannot make it to the meeting.

Formal: _____

3. Informal: This report has a lot of information about the topic.

Formal: _____

4. Informal: Let us meet and discuss the issue.

Formal: _____

5. Informal: She is going to send the email later.

Formal: _____

Section B: Email Writing (10 marks)

You are a class monitor, and you need to write an email to your English teacher to request an extension for a group assignment deadline.

Your email should include:

- A polite greeting
- The reason for the request
- A suggested new deadline
- A closing statement

Write your email below (50-80 words):

Section C: Writing a Message (5 marks)

Your friend forgot to attend an important group discussion. Write a short WhatsApp message reminding them about what was discussed and what they need to do next. (30-50 words)

Section D: Short Writing Task (10 marks)

Write a short formal notice for your school noticeboard informing students about a school cleanup campaign. Include the following details:

- Title of the notice
 - Date and time of the event
 - Purpose of the campaign
 - Instructions for students (e.g., what to bring)
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Instructions for Submission:

- Complete the worksheet and submit it in Google Classroom by [insert deadline].
- Ensure your answers are clear and well-structured.