



Write with confidence!



GICCS Formula:

Part 6 UASA English



Email / Message Writing

by Ms Hasya ♥

1 Greetings



- Dear [name],
- Hi [name],
- Hello [name],

2 Intro

- How are you? I hope you're doing well.
- I am writing this email to tell / share / invite you to [TOPIC]
- How have you been? I am extremely thrilled to tell / share about [TOPIC].
- I hope you are in good health. I would love to tell / share / invite about [TOPIC].

3 Content

Stating Time,
Location &
Event Details

- The [trip / event / celebration] will take place
- at [location on / day/time].
- Furthermore, there is / are [activities/performances] ...

Describing &
Explaining
(Hobbies, Books,
Pets, Experiments)

- First and foremost, you must [action/step] ...
- I am excited about [hobby/experiment] because...
- It is about [main plot/description] ...

Listing Materials,
Supplies & Items
to Bring

- We will need [materials/items] for it.
- Don't forget to bring [camera / snacks / item].
- Can you bring [dessert / snacks] ?

Giving Recommendations
& Making Suggestions

- I highly recommend [trying / reading / joining] ...
- You should [give a try / read it / join the race]!
- We can [activity] together.

4 Closure

- I eagerly look forward to hearing from you soon.
- Please let me know if you can make it.
- I can't wait to hear your response. Bye for now.
- Feel free to ask me if you need further details.

5 Sign off

- Warm regards,
- Your friend / cousin,
-
- Best regards,

PART 6: (10 MARKS)

QUESTION 1

Your friend, Danial, wants to start eating healthier meals. Write an email to him.

In your email, tell him

- what healthy food he should eat
- why he should avoid junk food
- what healthy drink he can choose

Write about 30 – 50 words.

To	danial@ymail.com
Subject	Eating Healthy Meals

ANSWER

1

PART 6: (10 MARKS)

QUESTION 2

Your friend, Alvin, often stays up late playing video games and feels tired at school. Write an email to him.

In your email, tell him

- how many hours of sleep he needs
- why sleeping early is important
- one thing he should do before going to bed

Write about 30 – 50 words.

To	alvin@ymail.com
Subject	Importance of Good Sleep

ANSWER

[illegible]

PART 6: (10 MARKS)

QUESTION 3

Your friend, Raj, wants to try a new sport this weekend. Write an email to him.

In your email, tell him

- what sport he should try
- what equipment he needs
- why this sport is fun

Write about 30 – 50 words.

To	raj@ymail.com
Subject	Trying a New Sport

ANSWER

[illegible]

PART 6: (10 MARKS)

QUESTION 4

Your friend, Hafiz, wants to know the basic rules of badminton before playing with you. Write an email to him.

In your email, tell him

- what equipment you need to play
- one important rule of the game
- where you can play together

Write about 30 – 50 words.

To	hafiz@zmail.com
Subject	Badminton Practice and Rules

ANSWER

[illegible]

PART 6: (10 MARKS)

QUESTION 5

Your friend, Ken, wants to know about your ambition when you grow up. Write an email to him.

In your email, tell him

- what job you want to have in the future
- why you chose this ambition
- what you will do to achieve it

Write about 30 – 50 words.

To	ken@ymail.com
Subject	My Future Ambition

ANSWER

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PART 6: (10 MARKS)

QUESTION 6

Your cousin, Adam, wants to know how you have changed since you were in Year 1. Write a message to him.

In your message, tell him

- one way your appearance has changed
- a new skill or hobby you have learned
- how you feel about growing up

Write about 30 – 50 words.

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PART 6: (10 MARKS)

QUESTION 7

Your friend, Nurul, is going camping in the national park and asks for advice on what to pack. Write a message to her.

In your message, tell her

- two important items she must pack
- why she needs these items
- one safety tip while camping

Write about 30 – 50 words.

MESSAGE

PART 6: (10 MARKS)

QUESTION 9

Your cousin, Lucas, wants to visit an interesting place in Malaysia during the next school holidays. Write an email to him.

In your email, tell him

- which destination he should visit
- what famous attraction is there
- why he will enjoy visiting this place

Write about 30 – 50 words.

To	lucas@ymail.com
Subject	Holiday Destination Suggestion

EMAIL

PART 6: (10 MARKS)

QUESTION 9

Your friend, Mei Ling, wants to learn how to prepare a simple healthy snack at home. Write an email to her.

In your email, tell her

- what healthy snack she can make
- what ingredients she needs
- why it is good for her body

Write about 30 – 50 words.

To	meiling@zmail.com
Subject	Simple Healthy Snack

ANSWER
