

ENGLISH YEAR 6
UNIT 9 : A HEART OF GOLD
(Textbook: page 89)

Task 1:

Rearrange the information below to form a formal letter.

Then, copy the letter in your exercise book.

English Language Society,
SK Tunas Cipta,
Jalan Pandan,
55100 Kuala Lumpur.

Tasty Chocolate Factory,
Jalan SSI6/4,
47500 Subang Jaya,
Selangor

Dear Sir,

5th July, 2021

Yours faithfully,
Kamini

Permission to Visit Chocolate Factory

I hope to get a reply from you as soon as possible.

We, a group of twenty students and two teachers, would like to visit your factory on 1st August, 2021 from 10.00 a.m. to 1.00 p.m.

As the Secretary of English Language Society of Sekolah Kebangsaan Tunas Cipta, I would like to ask your permission to visit your chocolate factory.

Sender (pengirim)
Sender's address
(alamat pengirim)

Receiver (penerima)
Receiver's address
(alamat penerima)

Date (tarikh)

Salutation (kata sapa)

Subject (perkara)

Purpose (tujuan)

Key information
(maklumat utama)

Closure (penutup)

Signature (Tandatangan)

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Task 2:

Complete the letter with correct information. Then, write the letter in cursive.

_____,
SK Sinar Suria,
Jalan Pandan,
55100 Kuala Lumpur.

The Manager,
_____ Old Folk Home,
Jalan SS17/5,
47500 Subang Jaya,
Selangor.

12th July, 2021

Dear Sir,

Permission to visit _____,

As the _____ of Class 6 Robotics of _____,
I would like to ask your _____ to visit your premise.

We, a _____ of twenty pupils and four teachers, would like to visit you on
24th July, 2021 from _____ to _____. We plan to carry out a
_____ during our visit. We would like to help your staffs clean the
compound and _____ rooms. After the gotong royong, we hope we can spend
time with _____.

I hope to get a favourable _____ from you as soon as possible.

_____,
Ahmad

Prepared by SirLah(SKRB)