

SECTION B: TRANSACTIONAL TEXT

QUESTION 2: LETTER

2.1 FRIENDLY LETTER

Choose ONE of the following topics and write about it in the format given.

- Write 2–3 paragraphs of about 100 words.
- Use the correct **language, spelling, punctuation marks and tense.**

2.1.1 Write to your parent/parents to tell her/him/them that she/he/they are the best.

- Why is your parent/ are your parents the best?
- Write about the happiest moments you shared together.
- How are you going to make him/her/them proud?

[15]

2.1.2 Write to your friend to tell him/her you have won a competition.

- What was it about?
- When and where was it held?
- What have you won (the prize)?

[15]

2.2 FORMAL LETTER

Write a complaint to the store manager about the **poor service** you have received. You may write about the following as well as your own ideas:

Provide details:

- The date and time you visited the store.
- You called to find out about the store hours.
- Why you visited the store.
- The way you were treated/ the attitude of the staff.
- Did you buy anything or not?

[15]

