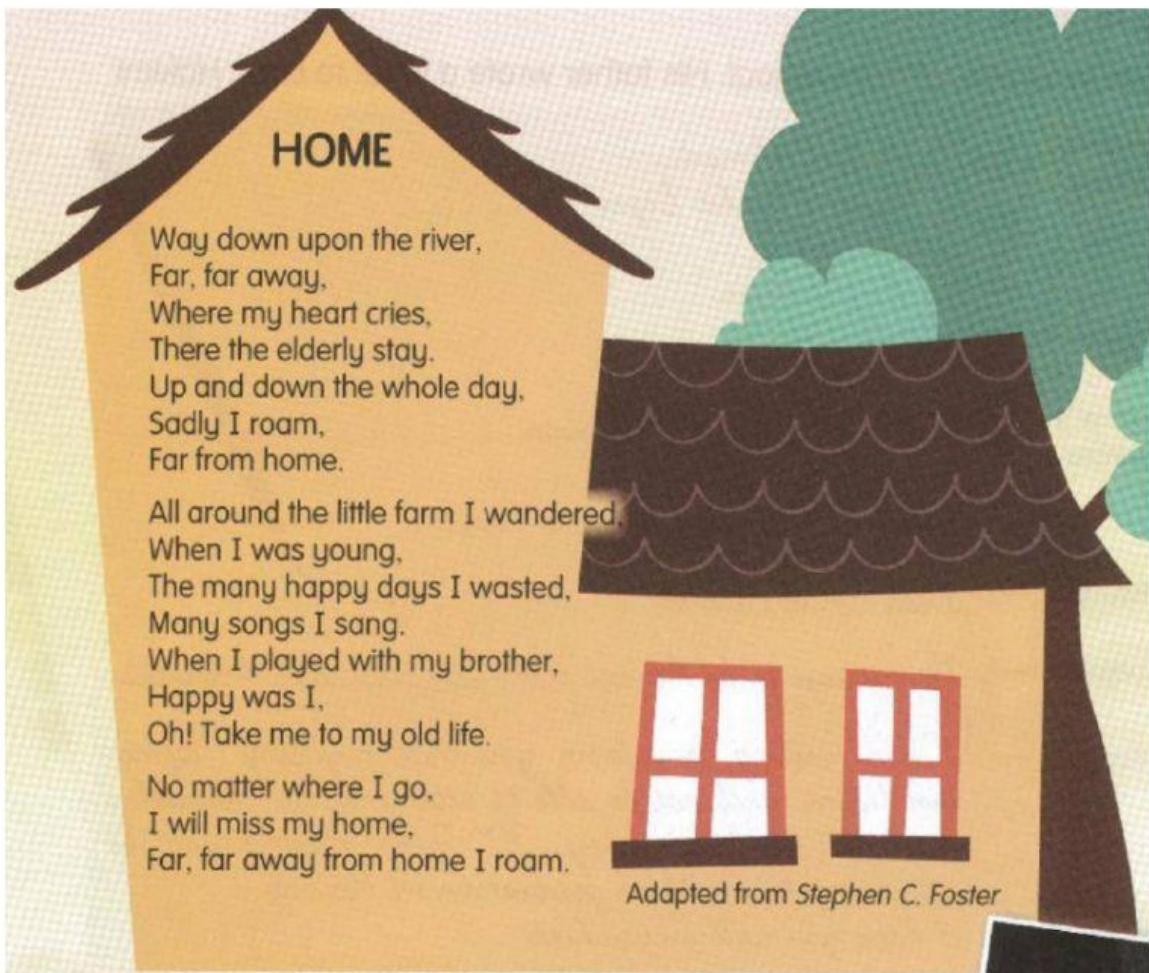


A HEART OF GOLD (PART 2)

NAME:

CLASS:



Answer the questions.

1. What do you think the poem is about?
 - A. The poem is about the poet's house.
 - B. The poem is about missing home.
 - C. The poem is about a river.
 - D. The poem is about family.
2. Why did the poet say, 'Oh! Take me to my old life'?
 - A. It is because the poet wants to be old.
 - B. It is because the poet misses the happy times he had at home with his family.
 - C. It is because the poet is happy.
 - D. It is because the poet don't want to grow old.

Writing Formal Letter

A formal letter is a letter written in formal language with a specific structure and layout. We write formal letters to a teacher, a bank, a company or the local council. We write formal letters to seek permission, to complain or to apply for jobs.

Najmee was absent from school. His father wrote a letter to Encik Hakimi.

Sender's address → Naim bin Ahmad,
17, Taman Bukit Segar,
56100 Cheras,
Kuala Lumpur.

Date → 8 June 20__

Receiver's address → Encik Hakimi bin Razman,
6 Robotics,
Sekolah Kebangsaan Tunas Cipta.

Salutation → Dear Encik Hakimi.

Subject → Permission to be Absent from Co-curricular Activities

Body → I am writing to inform you that my son, Najmee bin Naim, will not be able to attend the co-curricular activities on Wednesday, 20th June. Najmee will be attending his brother's graduation in Penang.
I hope you will excuse him.

Complementary closure → Yours sincerely,

Signature → 

Sender's name → Naim bin Ahmad

If you use a name such as Encik Hakimi, close with 'Yours sincerely'. For an unknown recipient, use 'Dear Sir or Madam' and close with 'Yours faithfully'.

Rearrange the information below to form a formal letter.

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

Tasty Chocolate Factory,
Jalan SS16/4,
47500 Subang Jaya,
Selangor.

5 May 20__

Dear Sir,

Yours faithfully,
Kamini

We, a group of twenty students and two teachers, would like
to visit your factory on 10 July 20__ from 10:00 a.m. to 1:00 p.m.

Permission to Visit Chocolate Factory

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

I hope to get a reply as soon as possible.

6 Robotics plans to visit Setia Kasih, The home for the elderly. Write a formal letter to request permission from Mr. Yazid bin Junaidi, the officer in charge, to visit the home. You may refer to the formal letter sample introduced earlier.

6 Robotics

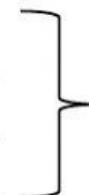


Your school addresses (you may use google search engine)



Today's date

Mr. _____



Setia Kasih addresses (you may make up your own addresses)

Dear _____,

As the secretary of 6 Robotics of Sekolah Kebangsaan _____

Yours _____,

.....



Your name