



**Week 28**  
**Primary P5/6**

**The Write Tribe**

**Theory Test**



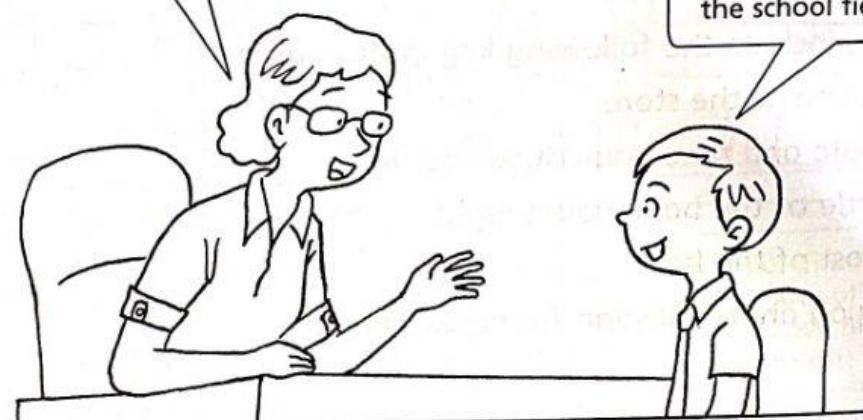
Using the phrases above, describe the scene of bus accident. You are allowed to add some of your own phrases too. You can add dialogues, similes, metaphors etc.



At the principal's office in Summer Primary School

Wali, we're planning for our annual school funfair this year and we're thinking of renting the Red Hall in Landers Community Centre for the event.

I see. I always thought the funfair is held on the school field.



That's right. Unfortunately, this year, there will be construction work done on the field to build a running track for the pupils.

That will be wonderful. Please let the person-in-charge know that our budget for rental fees is \$2000 and we would like to rent the Red Hall on 28 May 2019 from 8 a.m. to 5 p.m.

If you like, I can write a letter to the person-in-charge of Landers Community Centre on the school's behalf.



### Your Task

Imagine you are the boy in the pictures.

**Write a letter to the person-in-charge of the community centre to ask about renting the Red Hall for your school's annual funfair.**

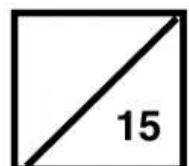
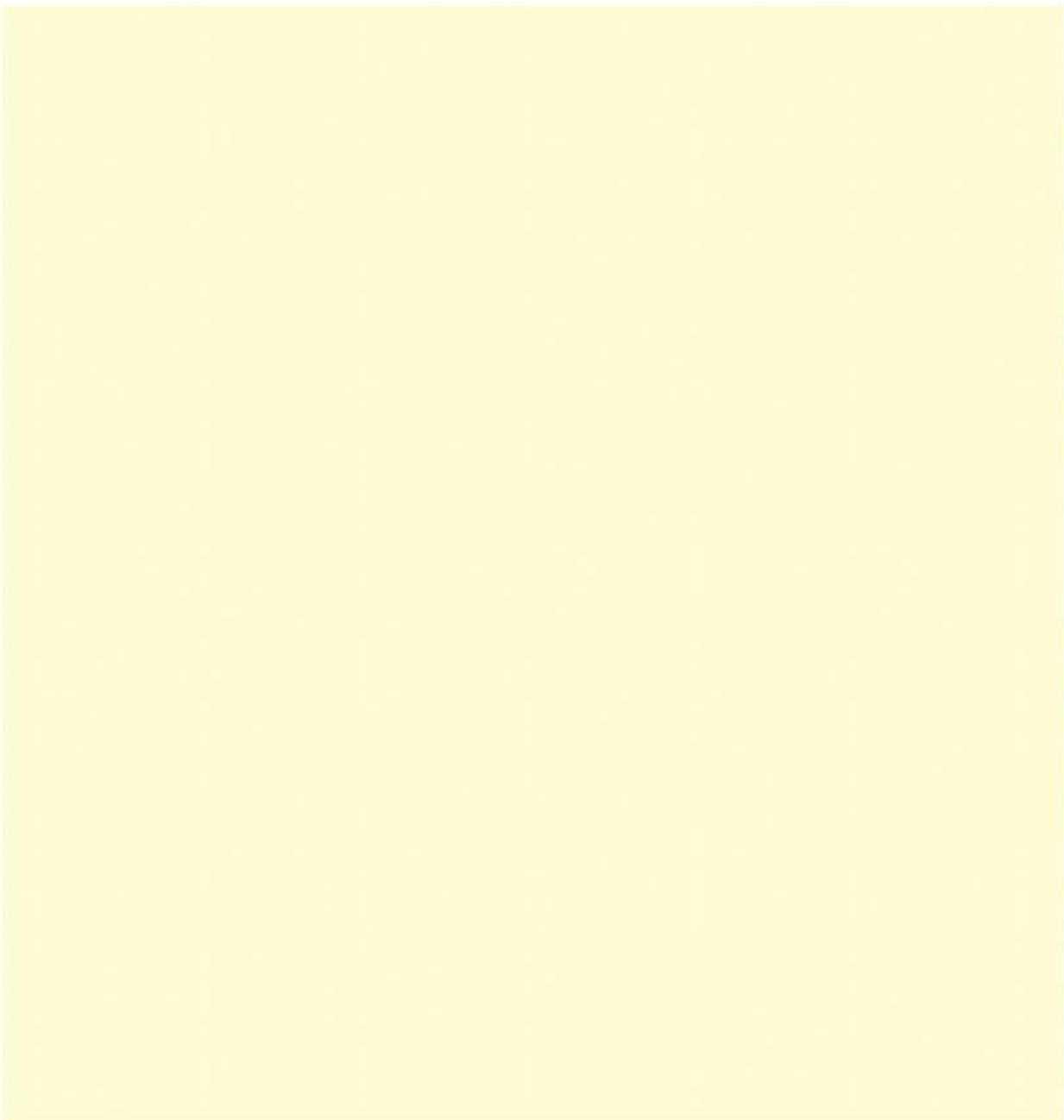
You are to refer to the pictures and information on the facing page for your letter.

In your letter, include the following key information:

- the name of your school
- the venue that you would like to rent
- the date and time of the event
- why the event cannot be held at the school this year
- the budget for rental fees

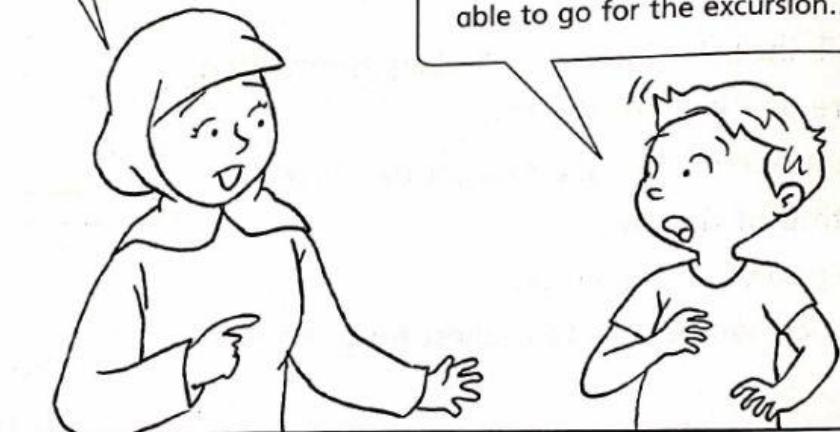
You may reorder the points. Remember to write in complete sentences.

## Formal letter



Taufiq, isn't the class excursion to the zoo on 23 September 2019? Wouldn't that clash with the national storytelling competition organised by the Singapore Library Board that you're taking part in?

Oh no, you're right! I won't be able to go for the excursion...

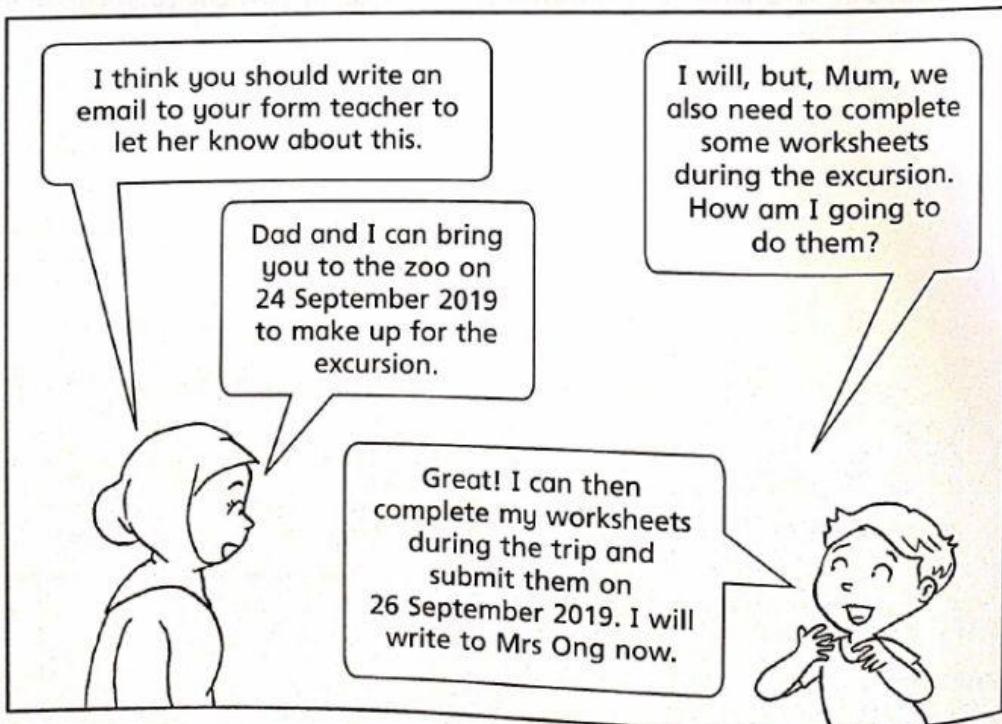


I think you should write an email to your form teacher to let her know about this.

Dad and I can bring you to the zoo on 24 September 2019 to make up for the excursion.

I will, but, Mum, we also need to complete some worksheets during the excursion. How am I going to do them?

Great! I can then complete my worksheets during the trip and submit them on 26 September 2019. I will write to Mrs Ong now.



**Your Task**

Imagine you are the boy in the pictures.

**Write an email to your form teacher to explain why you are unable to go for the excursion.**

You are to refer to the pictures and information on the facing page for your letter.

In your email, include the following key information:

- the purpose of the email
- when the excursion is
- where the excursion is to
- why you are unable to make it for the excursion
- how you plan to complete the worksheets
- when you plan to submit the worksheets

You may reorder the points. Remember to write in complete sentences.

## Formal email



# Formal report

