

YEAR 6 ENGLISH WRITING PRACTICE WORKSHEET

Topic: Writing an Email to a Neighbour (Guided 60–80 Word Writing Exercise)

Name: _____ Class: _____ Date: _____

WRITING STIMULUS / ADVERTISEMENT PROMPT

Read the advertisement prompt below and write an email to your neighbour, **Jill**, informing her about the children's swimming program.

- **Location:** Outdoor Pool Setia Alam
- **Days & Schedule:** Daily except Tuesdays
- **Age Group:** Children aged 7 to 12 years old
- **Fee:** RM 50 per class (All skill levels welcome)
- **Contact Person:** Mr. Lim (Phone: 012-3456789)
- **Task Requirement:** Write a message of **60 to 80 words**.

SECTION A: EXTRACT THE KEY INFORMATION (FACT CHECKLIST)

Fill in the missing details below based on the advertisement prompt:

Key Information Needed	Your Answer / Detail from Advertisement
1. Name of the neighbour (Recipient)	_____
2. Venue / Location of swimming pool	_____
3. Days classes are held (and day closed)	_____
4. Target age group and fee per class	_____
5. Contact person and phone number	_____

SECTION B: PLANNING YOUR EMAIL STRUCTURE

Email Part	Purpose	Useful Sentence Starter / Phrase
1. Salutation	Friendly greeting to neighbour	Dear Jill, / Hi Jill,
2. Opening	State the purpose of your email	I am writing to tell you about...
3. Main Body	Provide key details (where, when, fee, contact)	The classes are held at... It costs... You can contact...
4. Closing & Sign-off	Polite concluding remark & signature	Hope this helps! / Warm regards, [Your Name]

SECTION C: WRITING TASK — WRITE YOUR EMAIL

Write your final email to Jill using the notes from Page 1. Remember to keep your word count between **60 and 80 words**.

To: jill@neighbournet.com

Subject: Invitation: Kids Swimming Classes

PUPIL SELF-CHECKLIST	STATUS
1. I greeted Jill politely (e.g. <i>Dear Jill</i> ,)	☐ Ticked
2. I included the location (<i>Outdoor Pool Setia Alam</i>)	☐ Ticked
3. I mentioned the schedule (<i>Daily except Tuesdays</i>)	☐ Ticked
4. I stated the fee (<i>RM50 per class</i>) and age group (<i>7-12 years</i>)	☐ Ticked
5. I included contact info (<i>Mr. Lim at 012-3456789</i>)	☐ Ticked
6. Word count is within 60 – 80 words (My word count: _____ words)	☐ Ticked

SECTION D: SAMPLE MODEL ANSWER (TEACHER'S BENCHMARK)

Subject: Children's Swimming Classes

Dear Jill,

I am writing to share details about the kids' swimming classes at Outdoor Pool Setia Alam. The lessons are held daily except Tuesdays for children aged seven to twelve, costing RM50 per session. All skill levels are welcome. If you would like to enrol your children, please contact Mr. Lim at 012-3456789. Hope to see them there!

Best regards,

[Your Name] (Word count: 68 words)