



Write with
confidence!



GICCS Formula:

Part 6 UASA English



Email / Message Writing

by Ms Hasya ♥

1 Greetings



- Dear [name],
- Hi [name],
- Hello [name],

2 Intro

- How are you? I hope you're doing well.
- I am writing this email to tell / share / invite you to [TOPIC]
- How have you been? I am extremely thrilled to tell / share about [TOPIC].
- I hope you are in good health. I would love to tell / share / invite about [TOPIC].

3 Content

Stating Time,
Location &
Event Details

- The [trip / event / celebration] will take place
- at [location on / day/time].
- Furthermore, there is / are [activities/performances] ...

Describing &
Explaining
(Hobbies, Books,
Pets, Experiments)

- First and foremost, you must [action/step] ...
- I am excited about [hobby/experiment] because...
- It is about [main plot/description] ...

Listing Materials,
Supplies & Items
to Bring

- We will need [materials/items] for it.
- Don't forget to bring [camera / snacks / item].
- Can you bring [dessert / snacks] ?

Giving Recommendations
& Making Suggestions

- I highly recommend [trying / reading / joining] ...
- You should [give a try / read it / join the race]!
- We can [activity] together.

4 Closure

- I eagerly look forward to hearing from you soon.
- Please let me know if you can make it.
- I can't wait to hear your response. Bye for now.
- Feel free to ask me if you need further details.

5 Sign off

- Warm regards,
- Your friend / cousin,
-
- Best regards,

PART 6: (10 MARKS)

QUESTION 1

Your friend, Danial, wants to start eating healthier meals. Write an email to him.

In your email, tell him

- what healthy food he should eat
- why he should avoid junk food
- what healthy drink he can choose

Write about 30 – 50 words.

To	danial@ymail.com
Subject	Eating Healthy Meals

ANSWER

[illegible]

PART 6: (10 MARKS)

QUESTION 2

Your friend, Alvin, often stays up late playing video games and feels tired at school. Write an email to him.

In your email, tell him

- how many hours of sleep he needs
- why sleeping early is important
- one thing he should do before going to bed

Write about 30 – 50 words.

To	alvin@ymail.com
Subject	Importance of Good Sleep

ANSWER

ANSWER

PART 6: (10 MARKS)

QUESTION 3

Your friend, Raj, wants to try a new sport this weekend. Write an email to him.

In your email, tell him

- what sport he should try
- what equipment he needs
- why this sport is fun

Write about 30 – 50 words.

To	raj@ymail.com
Subject	Trying a New Sport

ANSWER

[illegible]

PART 6: (10 MARKS)

QUESTION 4

Your friend, Hafiz, wants to know the basic rules of badminton before playing with you. Write an email to him.

In your email, tell him

- what equipment you need to play
- one important rule of the game
- where you can play together

Write about 30 – 50 words.

To	hafiz@zmail.com
Subject	Badminton Practice and Rules

ANSWER

[illegible]

PART 6: (10 MARKS)

QUESTION 5

Your friend, Ken, wants to know about your ambition when you grow up. Write an email to him.

In your email, tell him

- what job you want to have in the future
- why you chose this ambition
- what you will do to achieve it

Write about 30 – 50 words.

To	ken@ymail.com
Subject	My Future Ambition

ANSWER

[illegible]

PART 6: (10 MARKS)

QUESTION 6

Your cousin, Adam, wants to know how you have changed since you were in Year 1. Write a message to him.

In your message, tell him

- one way your appearance has changed
- a new skill or hobby you have learned
- how you feel about growing up

Write about 30 – 50 words.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

PART 6: (10 MARKS)

QUESTION 7

Your friend, Nurul, is going camping in the national park and asks for advice on what to pack. Write a message to her.

In your message, tell her

- two important items she must pack
- why she needs these items
- one safety tip while camping

Write about 30 – 50 words.

MESSAGE

PART 6: (10 MARKS)

QUESTION 9

Your cousin, Lucas, wants to visit an interesting place in Malaysia during the next school holidays. Write an email to him.

In your email, tell him

- which destination he should visit
- what famous attraction is there
- why he will enjoy visiting this place

Write about 30 – 50 words.

To	lucas@ymail.com
Subject	Holiday Destination Suggestion

EMAIL

PART 6: (10 MARKS)

QUESTION 9

Your friend, Mei Ling, wants to learn how to prepare a simple healthy snack at home. Write an email to her.

In your email, tell her

- what healthy snack she can make
- what ingredients she needs
- why it is good for her body

Write about 30 – 50 words.

To	meiling@zmail.com
Subject	Simple Healthy Snack

ANSWER
