



KEMENTERIAN PENDIDIKAN MALAYSIA

Pejabat Pendidikan Daerah Segamat

CEFR SPM WRITING MODULE



Segamat ELT 2022



KEMENTERIAN PENDIDIKAN MALAYSIA

Pejabat Pendidikan Daerah Segamat



FOREWORD

On behalf of Pejabat Pendidikan Daerah Segamat, I would like to extend my profound gratitude and appreciation for those involved in the production of CEFR SPM Module Series.

Since the new English Language SPM format was introduced last year, it has been a struggle for many teachers to find a good resource to help cater for the needs of language learning in the district. The different skills given the same weightage in assessment further put strife in their teaching efforts. Thus, the module series is the first endeavour from Segamat English Language teachers, a collaborative production which hopefully aid teachers and improve our students' English Language proficiency.

Pejabat Pendidikan Daerah Segamat is indeed delighted with the production of this module series. I am most grateful to the Learning Sector officials and the panel of module writers who have put their time and effort in coming up with the CEFR SPM Module Series. With confidence, this would trigger further development of English Language in Segamat especially where SPM English is concerned. Congratulations and best wishes to all.

Haji Abdul Rahman bin Haji Kechik

District Education Officer

Pejabat Pendidikan Daerah Segamat



KEMENTERIAN PENDIDIKAN MALAYSIA

Pejabat Pendidikan Daerah Segamat

MEET THE TEAM

WRITING 1119/2

CIK SHARIFAH BINTI IBRAHIM
SISC- BAHASA
PPD SEGAMAT



PUSHPA A/P KANDASAMY
SMK DATO' BENTARA DALAM



SITI ZAINORA BINTI OTHMAN
SMK SERI KENANGAN



NOOR SYAMIMI BINTI ZOLKEPLI
SMK SERI JEMENTAH



FARAH BINTI ZULKEFLY BALAN
SMK LABIS



SURIATI BINTI MOKHTAR
SMK DATO' AHMAD ARSHAD



Segamat ELT 2022

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PART 1

A) Overview

SHORT COMMUNICATIVE MESSAGE	
Question	Question 1
Suggested time	20 minutes
Marks	20 marks
Task type	Short communication message (Email with prompts)
Task format	A short response to an informal message
Word count	80 words

B) Question

You received an email from your cousin who wanted to buy a birthday present for your brother.

Hi,

Your brother's birthday is next week. I know that he is a gadget freak but I can't decide what to get him?

What do you think I should buy for him and why? How much do you think I should spend?

After all, you are his brother. I believe you know him better than I do.

Thanks in advance.

Andy.

3

2 & 4

3

1

Now write an email to your cousin in about 80 words. Write your answer below.

C) Task Requirement

1. The main task
– **write an email**
2. The purpose of the email
– **give suggestions**
3. Who I am writing to
– **my cousin, Andy**
4. The prompts that must be answered
– **suggestions for a suitable birthday present that Andy can buy, why he should buy the present and how much he should spend for the present**

D) Steps

1. Understand the question

-read the question carefully and underline the important points (refer to task requirement)

2. Plan what to write for your reply

-if the question asks for your opinions, make sure to justify them properly

-if the question is an invitation, justify why you can or cannot accept the invitation.

* *You will have to answer **all** the prompts.*

3. Organise your content

-make sure to have all these items accordingly written in your email for Part 1:

i) greeting

ii) opening statement

iii) body paragraph(s)

iv) closing statement

v) signing off

4. Write your email

-after steps 1 - 3 are completed, you can now start writing your essay happily. 😊

E) Outline

To :	
Subject :	
Dear	<p>Greeting</p> <p>Opening statement/s</p> <p>Body paragraph</p> <p>Closing statement</p> <p>Signing off</p>
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.....	
Bye for now.	
Amir.	

F) Useful Expressions

i. GREETING

- Greet the person you are writing to
 - Hello Siti,
 - Hi Mum,
 - Dear Uncle Muthu,
 - Dearest Lim,

ii. OPENING PARAGRAPH

- Begin your email and say why you are writing. Use phrases like:
 - How are you (keeping)?
 - How are things? I hope everything's okay.
 - Thanks for your email.
 - Sorry I haven't written for so long, but...
 - It's taken me ages to reply, but...
 - I've been meaning to get back to you, but...
 - It's great to hear from you again.
 - I'm writing to tell you / let you know...

iii. BODY PARAGRAPH

- Mention everything you want to include in your email. **Answer all the prompts.**

iv. CLOSING PARAGRAPH

- State everything you want to emphasise and end your email. Use phrases like:
 - I must go now.
 - Well, that's all for now.
 - Write back soon.
 - Waiting for your email / reply.
 - I look forward to hearing from you.
 - Say hello to...
 - Give my love / regards to everyone.
 - Keep in touch.

v. SIGNING OFF

- Use a signature ending and put your first name below it.
 - Yours _____,
 - Bye for now.
 - Best wishes.
 - Hugs and kisses.
 - Take care.

Full Blast, (2020)

G) Tips / Samples

➤ **Samples given are with errors**

i) *A sample of a weak answer script (0 - 4 marks)*

To : Cousin															
Subject : Birthday Present															
<p>Hi,</p> <p>I just read your email. I think you must buy <u>My brother will happy and me.</u></p> <p><u>He get big gift.</u> Bye.</p>															
<p>COMMENTS :</p> <p>C = Target reader is not informed – No suggestion was given</p> <p>CA = Produces isolated short units about simple and concrete matters, not always communicating successfully.</p> <p>O = Production unlikely to be connected, though punctuation and simple connectors (e.g. and) are used on occasion. Under length.</p> <p>L = Produces few simple grammatical forms with only limited control.</p>															
<p>MARKS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Content</td> <td style="padding: 2px; text-align: center;">C</td> <td style="padding: 2px; text-align: center;">0</td> </tr> <tr> <td style="padding: 2px;">Communicative Achievement</td> <td style="padding: 2px; text-align: center;">CA</td> <td style="padding: 2px; text-align: center;">1</td> </tr> <tr> <td style="padding: 2px;">Organization</td> <td style="padding: 2px; text-align: center;">O</td> <td style="padding: 2px; text-align: center;">1</td> </tr> <tr> <td style="padding: 2px;">Language</td> <td style="padding: 2px; text-align: center;">L</td> <td style="padding: 2px; text-align: center;">1</td> </tr> <tr> <td style="padding: 2px; text-align: right;">TOTAL</td> <td style="padding: 2px;"></td> <td style="padding: 2px; text-align: center;">3/20</td> </tr> </table>	Content	C	0	Communicative Achievement	CA	1	Organization	O	1	Language	L	1	TOTAL		3/20
Content	C	0													
Communicative Achievement	CA	1													
Organization	O	1													
Language	L	1													
TOTAL		3/20													

ii) A sample of a mediocre answer script (10-12 marks)

To : Andy

Subject : Suggestion for birthday present

Hi Andy,

I have received your e-mail what you should buy a gift for my brother birthday. Can you buy a digital camera? My brother camera have problem you know. But, you can give my brother a wireless headphones too because my brother really like to hear music. It not expensive

That's all from me. See you soon.

Your cousin,
Amir

COMMENTS :
 C = Target reader is on the whole informed. Minor omission i.e., the amount of money Andy should spend.
 CA = Produces a text that communicates simple ideas in simple ways.
 O = Text is connected using basic, high frequency connectors. Under length.
 L = Uses simple grammatical forms with some degree of control.

MARKS:

Content	C	3
Communicative Achievement	CA	3
Organization	O	2
Language	L	3
TOTAL		11/20

iii) A sample of an excellent answer script (16-20 marks)

To : andy@gmail.com

Subject : Ali's Birthday Present Suggestions

Hi Andy.

I received your email last night. I couldn't reply immediately because I was swamped with schoolworks.

L

Anyway, regarding your question, I think a pair of wireless headphones would be a perfect gift for my brother since he never owns them before. Moreover, he enjoys listening music a lot and his current earphones are so old that they'd hurt his ears everytime he uses them.

Although he is obsessed with smart watches, he already owns four. So it might not be something that he really needs at the moment.

C

I believe you shouldn't buy something that is too expensive and for a 12-year-old like him. You should not spend more than RM100. I think it can be somewhere ranging from RM50-Rm100.

O

All points considered, I personally feel that buying him wireless headphones would be the best option.

Okay, I've got to go. Hugs and kisses to Uncle Mat and Aunt Ju

Bye for now.

Your cousin,
Amir

COMMENTS :

C = All content is relevant to the task and target reader is fully informed

CA = Produces a text that communicates ideas using the conventions of the communicative task appropriately.

O = Uses connectors and cohesive devices appropriately.

L = Uses vocabulary appropriately. Uses grammatical forms with good degree of control.

MARKS:

Content	C	5
Communicative Achievement	CA	5
Organization	O	5
Language	L	5
TOTAL		20/20

H) Hands-on Practice

You received an email from your uncle who wanted to buy a new computer for his son.

Hi Aizat,

I'm thinking of buying a new computer for Andrew to help him with his online classes. The one that we have at home could be considered an antique already.

However, I don't know which brand should I buy? What are the things that I should consider before buying the computer? How much should I spend for the computer?

Since Andrew is of your age, I believe you can help me to make the best choice.

Thanks.

Uncle Chin.

In about **80 words**, write an email to your uncle to respond to his question.

To :

Subject :

Dear

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PART 2

A) Overview

	GUIDED WRITING
Question	Question 2
Suggested time	30 minutes
Marks	20 marks
Task type	Guided writing (essay)
Task format	A longer text based on a text stimulus
Word count	125 - 150 words

B) Question

Your class has been discussing a topic on saving money. Your teacher has asked you to write an essay about saving your money.

1

2

In your **essay**, you should write about:

- where you get your money from
- how you can save your money
- why it is important for teenagers to save money

Prompt 1

Prompt 2

Prompt 3

3

Write your **essay** using all the notes given and give reasons for your point of view.

C) Task Requirement

1. The main task
 - ***write an essay***
2. The main topic
 - ***saving money***
3. The three prompts that must be answered in this essay
 - ***where you get your money from***
 - ***how you can save your money***
 - ***why it is important for teenagers to save money***

D) Steps

1. Analyse the question

- ✓ Read and understand what is required by the task.
- ✓ Underline the keywords in the situation given.
- ✓ Highlight the three prompts.
- ✓ Note the tense used in the stimulus and the prompts.

2. Plan your responses

- ✓ Decide on appropriate style :
Examples:
 - Explain advantages and disadvantages of ideas, plans or arrangements.
 - Explain the main points for and against an idea or argument.
 - Express and respond to real or imagined opinions and feelings.
- ✓ Decide what to write for the introduction.
- ✓ Make notes using keywords or in point form.
- ✓ Provide supporting details / reasons where necessary.

3. Write your essay

- ✓ Write in appropriate style (expository / descriptive / persuasive).
- ✓ Write a brief introduction.
- ✓ Write in at least three paragraphs.
- ✓ Begin with a short introduction followed by points for the first, second and third prompts.
- ✓ Use connectors and cohesive devices.
- ✓ Use the correct tense consistently.
- ✓ End with a short conclusion.

E) Outline

INTRODUCTION
—
BODY PARAGRAPH
BODY PARAGRAPH
BODY PARAGRAPH
CONCLUSION

F) Useful Expressions

To present opinions
<ul style="list-style-type: none">• From my perspective, ...• As far as I am concerned, ...• In my point of view, ...• I hold the view that ...• It is generally accepted that ...• In my eyes, ...• I would like to point out that ...• I suppose ...• I am of the opinion that ...• Personally, I believe ...
To justify reasons
<ul style="list-style-type: none">• The main reason I feel this way is ...• There are many facts in favour of my opinion. First of all, ... Moreover,• I take this stand for this main reason...• The facts tell us that ...• I would save my money because / for / as ...• To justify my choice, I will present three ...• This decision is made due to the fact that ...

To explain advantages / disadvantages

ADVANTAGES

- The first / second / next advantage is ...
- The positive points include ...
- One of the positive aspects of ... is that ...
- The most outstanding benefit is ...

DISADVANTAGES

- The main downside of ... is ...
- A frequent criticism of ... is ...
- The drawbacks of ... are ...
- One of the flaws is ...

To agree / disagree / partially agree

AGREE

- I could not agree more ...
- I second that ...
- I wholeheartedly agree with the proposal.

DISAGREE

- It is difficult for me to accept the fact that ...
- I could not get along with the suggestion.
- I see things rather differently.

PARTIALLY AGREE

- The idea is acceptable to some extent.
- I am not in complete agreement with the plan.
- I agree up to a point but ...

To compare/contrast

COMPARE

- In the same way, ...
- At the same time, ...
- Similarly, ...
- Likewise, ...

CONTRAST

- On the contrary, ...
- However, ...
- On the other hand, ...
- Nevertheless,

To express certainty
<ul style="list-style-type: none"> • Undoubtedly, ... • Of course, ... • I am absolutely sure that ... • I have no doubt that ... • I am convinced that ... • I am positive that
To show cause / effect
<p style="text-align: center;"><u>CAUSE</u></p> <ul style="list-style-type: none"> • Due to this, ... • Owing to ... • The boy has to accept his failure since he was so lazy to study. • He was punished because he was late. <p style="text-align: center;"><u>EFFECT</u></p> <ul style="list-style-type: none"> • Consequently, ... • For this reason, ... • The café was dirty so it was fined.

G) Tips/ Samples

➤ **Samples given are with errors**

i) *A sample of a weak answer script (0-4 marks)*

I have money. I buy house. I get money from ban. I save money. I save money on emergency. I save money can to help family.

COMMENTS :

- C** = Irrelevances and/or misinterpretation of task may be present.
CA = Produces a text that communicates simple ideas in simple ways.
O = Text is not connected using any basic, high frequency connectors.
L = Uses basic vocabulary reasonably.
= Uses simple grammatical forms with some degree of control.

MARKS:

Content	C	1
Communicative Achievement	CA	1
Organization	O	0
Language	L	1
TOTAL		3/20

ii) A sample of a mediocre answer script (10-12 marks)

My class has been discussing about saving money. My teacher has asked me to write an essay about ways to save my money. When I have a lot of money, I will buying a big house and taking my parents for Haji to make parents happy.

Firstly, I save my money with planning my budget what need to buy or not. In addition, I have shopping list. However, have save emergency money in my bank. Because bank is good. When someone sick can use the money.

In my opinion, it is important because it can help family and friends. We can save money anytime. Every day I must save money.

COMMENTS :

- C** = Minor irrelevances and/or omissions may be present.
= Target reader is on the whole informed.
= The candidate does not answer the first question.
- CA** = Produces a text that communicates straightforward ideas using the conventions of the communicative task reasonably appropriately.
- O** = Text is connected using basic, high frequency connectors with limited cohesive devices.
- L** = Uses basic vocabulary appropriately.
= Uses simple grammatical forms with some degree of control.

MARKS:

Content	C	3
Communicative Achievement	CA	2
Organization	O	2
Language	L	2
TOTAL		9/20

iii) A sample of an excellent answer script (16-20 marks)

Buying a bungalow, Ferrari and diamond ring would be a reality when I have a lot of money. Since I am not rich, I have to save money and spend them wisely.

To start off, I earn my money from my parents. They give me money around RM5 to RM10 whenever I help them doing house chores especially during weekends.

Next, there are various ways to save our money. Personally, I plan my budget monthly. Hence, I keep track of my spending so that I do not overspend. In addition, investing money on stocks can help to keep our money growing.

Last but not least, it is vital for teenagers to save money because we can live a comfortable life in the future if we are financially stable. Besides, we can pursue our education using the money we have saved.

In conclusion, I believe saving money can guarantee us a better future. Therefore, save money for a rainy day!

COMMENTS :

C = All content is relevant to the task.
= Target reader is fully informed.

CA = Uses the conventions of the communicative task and communicate straightforward ideas appropriately but does not hold the target reader's attention.

O = Text is generally well-organised and coherent, using a variety of cohesive devices.

L = Uses a range of everyday vocabulary with simple and some complex grammatical forms with a good degree of control

MARKS:

Content	C	5
Communicative Achievement	CA	4
Organization	O	5
Language	L	4
TOTAL		18/20

H) Hands-on Practice

Your class is discussing a topic on spending your money wisely and your teacher has asked you to write an essay about how you spend your money.

In your essay, you should write about:

- the things you spend your money on
- where you would buy these things
- how you save money when you shop

Write your essay using all the notes and giving reasons for your point of view.

PART 3

Overview

	EXTENDED WRITING
Question	Question 3
Suggested time	40 minutes
Marks	20 marks
Task type	Extended writing task
Task format	A choice of three questions. Candidates choose one of a/an: <ul style="list-style-type: none">• review• report• story• article
Word count	200 - 250 words

PART 3 [REVIEW - PLACE]

A) Question

You recently saw this notice in a travel magazine.

We are interested to know about a famous restaurant that you have dined in recently. State the name and location of the restaurant. Tell us about the atmosphere and what makes the menu special. Would you recommend the restaurant to others? Why?

The best review will be published in our magazine.

Write your review. review → 1

B) Task Requirement

1. **The main task**
 - write a review of a restaurant

2. **The purpose of the review**
 - To share information about a famous restaurant

3. **The prompts that must be answered in your review**
 - State the name and location of the restaurant. P1 → Prompt 1
 - Tell us about the atmosphere. P2 → Prompt 2
 - What makes the menu special? P3 → Prompt 3
 - Would you recommend the restaurant to others? Why? P4 → Prompt 4

C) Steps

1. Understand the question

- Read the question carefully.
- Identify / circle the genre.

2. Plan what to write in your review

- Identify the prompts found in the question.
- Label the prompts as P1, P2, P3 and P4.
- State the prompts and explain / elaborate.

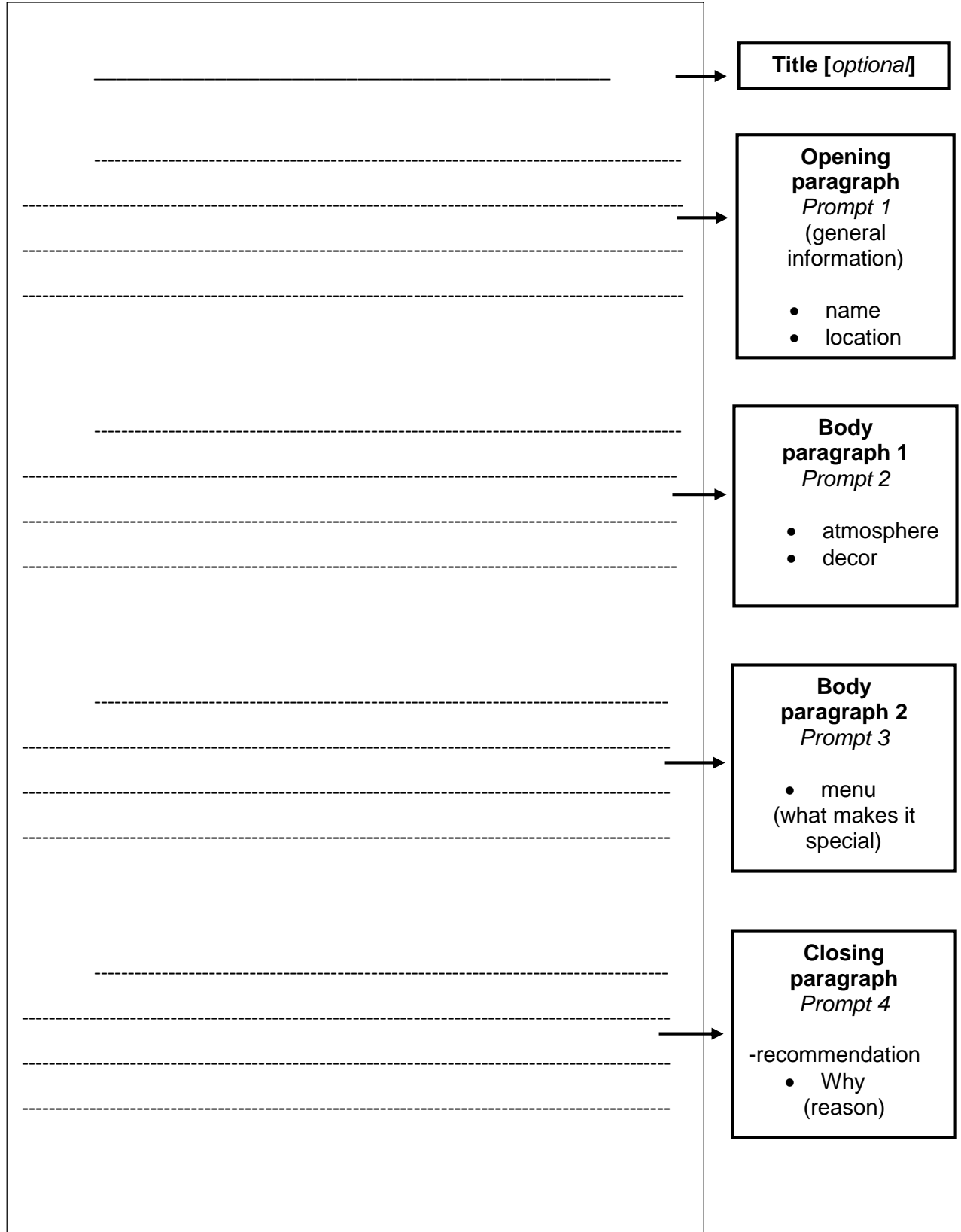
3. Organise your review

- Organise your review based on the prompts identified.
- Make sure to have all these elements accordingly written in your review.
 - *opening paragraph (general information: **Prompt 1**)*
 - ❖ *[name / location]*
 - *body paragraph 1 (**Prompt 2**)*
 - ❖ *[atmosphere / décor]*
 - *body paragraph 2 (**Prompt 3**)*
 - ❖ *[menu – what makes it special]*
 - *closing paragraph (**Prompt 4**)*
 - ❖ *[recommendation & why – reason]*

4. Write your review

- Once steps 1 to 3 are done, you can now start writing your review happily 😊.
- You may provide a title for your review.
- Be sure to answer all the prompts.
- Follow the suggested time limit [40 minutes].

C) Outline



D) Useful Expressions

i. OPENING PARAGRAPH

- You may start with an introduction of what you are reviewing.
- Use phrases like:
 - *One of my favourite restaurants is...*
 - *The restaurant is located in / at...*
 - *You can get to the restaurant...*

ii. BODY PARAGRAPHS

- You should write about the prompts. The write up can either be what you liked or disliked. Give reasons and elaborate. Remember, the points must be relevant to the prompts given.
- Use phrases like...

What I liked

- *What I liked most was ...*
- *The thing I liked most was ...*
- *I was pleasantly surprised by ...*
- *... would appeal to ...*
- *If you get a chance to ...*
- *One of the things I love about the restaurant is...*

What I disliked

- *What I disliked most was ...*
- *I was disappointed by ...*
- *I was disappointed with ...*
- *I was very disappointed by ...*
- *I was very disappointed with ...*

iii. CLOSING PARAGRAPH

- End your review with your recommendation. Would you recommend it or not? Give a short explanation for your recommendation.
- Use phrases like:
 - *I truly recommend this restaurant because...*
 - *I would strongly encourage you not to miss...*
 - *I would definitely recommend having a meal ...*
 - *Although I enjoyed the food, I would not recommend it as...*
 - *I would strongly encourage you not to waste your money on...*

Useful words / phrases

Atmosphere	Food	Service	Price
<ul style="list-style-type: none"> wonderful ambience gorgeous crowded dark unbeatable bright grand big luxurious romantic contaminated disappointing dirty disgusting faulty 	<ul style="list-style-type: none"> delicious exquisite fresh handmade homemade local nutritious organic perfect regional savoury traditional juicy crispy appetizing cheesy buttery sweet creamy 	<ul style="list-style-type: none"> nice up to the standard complimentary well presented intrusive attentive pretentious enjoyed the waiter 	<ul style="list-style-type: none"> pricey high-end expensive inexpensive cheap affordable reasonable

Examples of food descriptions:

- **artichoke dip** – tender artichoke hearts layered between beds of baby spinach, covered with five Italian cheeses
- **beef stew** – comforting stew featuring tender beef chunks simmered in a thick, peppery gravy with fresh red potatoes and carrots.
- **chicken strips** – juicy chicken tenders, dipped into a spicy seasoned batter and deep fried until crispy.
- **chocolate cheesecake** – rich and decadent, yet airy, texture chocolate cheesecake.
- **lemon butter curd** – cool, citrusy delight with a creamy texture, glazed in honey.
- **summer squash** – refreshing grilled yellow squash and zucchini, lightly tossed in avocado oil and seasoned with fresh basil and sea salt.

E) Tips/ Samples

➤ Samples given are with errors

i) A sample of a weak answer script (0-4 marks).

Prompt 1
C=1

Yummy restaurant is famous in small town. The restaurant is at the Segamat. The restaurant is good. The restaurant is good eating. My family go the restaurant. The restaurant is very nice. Got many people at there. The food is nice. I order food at there. I order tom yam the restaurant. My mother can order tom yam. Oh, she like tomyam. The tom yam eat so many people like it so much. Suddeny tom yam not nice. My mother is very angry. My father order mee teow. My mother want also. There she go order one more mee teow. My mother eat mee teow nice. She is very happy. She call freind want to come restaurant Yummy. The recommendation my friend go there.

COMMENTS:

- C** = Target reader is minimally informed.
= Prompt 1 [*name and location*] are mentioned.
- CA** = Produces a text that communicates straightforward ideas
= Does not allow smooth reading due to frequent errors.
- O** = Performance below Score 1.
= Hardly uses any connectors and cohesive devices.
= No paragraphing
- L** = uses basic vocabulary.
= noticeable errors but meaning can still be determined.
= some grammatically correct simple structures.

MARKS:

Content	C	1
Communicative Achievement	CA	1
Organization	O	0
Language	L	1
TOTAL		3/20

ii) A sample of a mediocre answer script (10-12 marks)

The Yummy Tummy Restaurant

Prompt 1

The 'Yummy Tummy' restaurant is situated in the heart of a small village called Indahcity. It is the favourite hangout place for people around the neighbourhood.

Prompt 2

When you enter, you will see a beautiful atmosphere, a lovely set of furniture. You have a wonderful view of the superly decorated kitchen from any angel. You can see the chefs are working. If you are waiting, there is a comfortable family room with some relaxing chairs and pictures of their food on the walls.

Prompt 3

The menu is very special because they prepare a variety of delicious meals. I tried the white asparagus and boiled eggs. My friend try the triple cheese and spicy fried mushrooms. They are wonderful. Their special menu included a fantastic veggy pie with sweet potato mash and creamy lasagne. We also enjoy a scoop of vanilla ice cream for dessert. All the products were fresh and the dishes had the style of home-made food. We were very happy because the menu there is very special. The chefs are very good in selecting the best quality ingredients.

Prompt 4

I enjoyed our experience. The waiters and waitresses did took the time to make the table ready and the main course was good too. I had a lovely dining experience with tasty food and the nice atmosphere. For this reason I highly recommend others to go to the 'Yummy Tummy' restaurant.

COMMENTS:

- C** = All content is relevant to the task.
= Target reader is fully informed.
- CA** = Uses the conventions of the communicative task to hold the reader's attention
= Communicates straightforward ideas effectively.
= Fulfils all communicative purposes.
- O** = Text shares features of Scores 1 & 3
= Sentences are generally well-organised and coherent within a paragraph but coherence in between paragraphs is not prevalent.
= Uses connectors and limited cohesive devices.
- L** = Text shares features of Scores 1 & 3
= Uses a range of everyday vocabulary
= Uses a range of simple and complex grammatical forms, however, tenses are inconsistent.

MARKS:

Content	C	5
Communicative Achievement	CA	3
Organization	O	2
Language	L	2
TOTAL		12/20

iii) A sample of an excellent answer script (16-20 marks)

The Yummy Tummy Restaurant

The 'Yummy Tummy' is a restaurant situated in the heart of a small village between three national forests and close to the horse's capital city, Chantilly. It is the favourite hangout place for people from the polo, horse races, and golf world.

Prompt 1

As you enter the place you are welcomed by a magnificent setting, a delightful marriage of antique cut stones and the luxuries of modernity. Sitting in any table you have a wonderful view of the workshop-like kitchen where you can see the chefs working. For those who do not book a table and are waiting, there is a cosy lounge with aged leather armchairs and pictures of polo players displayed on the walls.

Prompt 2

The menu offers a wide variety of mouth-watering starters. I had the white asparagus accompanied by a mousseline sauce and poached eggs, while my friend tried the zucchini carpaccio served with sundries tomatoes and a mozzarella strudel. They were exquisite. The main course consisted in a risotto with scallop cooked in cream and a cassiole of coley with mussels, which really thrilled us. It all was followed by a delicious apple pie served with a scoop of vanilla ice cream for dessert. All the products were fresh and the dishes had the warmth of home-made food. The chefs take great care in selecting the best quality ingredients and this has made the menu special. The restaurant also caters for all tastes by providing a large selection of the best beverages, which are pricy but worth sampling.

Prompt 3

However, it is a bit disappointing that the service does not accompany the high quality of the cooking. You can hardly get a smile out of the waitresses. Thankfully the owner and hostess, a middle-aged charming woman, is always around and willing to exchange some kind words with all her clients. Despite the high price of the food and the not so attentive waiters' service, I had a pleasant dining experience with food of the most exquisite flavours. For this reason I highly recommend going to the 'Yummy Tummy' restaurant.

Prompt 4

COMMENTS:

- C** = All content is relevant to the task.
= Target reader is fully informed.
- CA** = Uses the conventions of the communicative task effectively to hold the target reader's attention.
= Fulfils all communicative purposes.
- O** = Text is well-organised and coherent.
= Uses a variety of cohesive devices with generally good effect.
- L** = Uses a range of vocabulary, including less common lexis, appropriately.
= Uses a range of simple and complex grammatical forms with control.

MARKS:

Content	C	5
Communicative Achievement	CA	5
Organization	O	5
Language	L	5
TOTAL		20/20

Adapted from: <http://cpesamplewritings.blogspot.com/p/how-to-write-review-of-restaurant.html>
This script is categorised as C1 Advanced

F) Hands-on Practice

You recently saw this notice in a local newspaper.

Reviews needed

We are interested in finding out about a popular restaurant in your area. State the name and location of the restaurant. Tell us about the food and what makes their service special. Would you recommend the restaurant to others? Why?

The best review will be published in our newspaper.

Write your **review**.

PART 3 [REPORT]

A) Question

As the secretary of the English Language Society, you have been asked to write a report by your teacher advisor on the society's recent trip to an interesting place in Malaysia.

Your report should include:

- the aim of the visit
- the activities carried out
- what students have learned and your recommendations

Write your report in **200-250 words**.

(adapted from Module: Write Better – A guide to SPM English 1119/2)

B) Task Requirement

1. The main task
 - Write a report on the society's recent trip
2. The purpose – to write about the society's recent trip to an interesting place in Malaysia
3. Who am I writing to - the society's teacher advisor
4. **Prompts** to be included–
 - P1** the aim of the visit
 - P2** the activities carried out at the place visited
 - P3** what students have learned
 - P4** give recommendations or suggestions

C) Steps

1. Understand the question
 - ❖ Read the questions carefully and underline the key words and phrases.
2. Plan what you want to write
 - ❖ Decide what facts and information you will need to include.
 - ❖ Decide on the subject – based on the task.
 - ❖ Divide your ideas up under headings.
 - ❖ Organise your paragraphs according to the headings.
 - ❖ Think about what your opinion is and how you will use the notes provided.
 - ❖ Decide what your recommendations or suggestions are.
3. Organise your prompts
 - Write the following at the top:
To :
From :
Subject/Title :
 - **Introduction**
 - State what the report is about / What you are going to write in your report.
 - **Main Part** (Paragraphs 2 - 4)
 - This is the main body of your report.
 - Give information and use formal language to expand the points, support each point with examples.
 - **Make sure** you use a **heading** for each paragraph.
 - **Conclusion** (Paragraph 5)
 - Give **recommendations** or make **suggestions** about what you think should be done.
4. Write your report.
 - present the information in a formal way (note the use of Passive Voice for some sentences)
5. Check for errors - spelling, grammar and punctuation

(Full Blast and Download)

D) Outline

To :
From :
Subject/Title :

Introduction

.....
.....
.....

Aim / purpose of the visit / duration/ date / place / participants

[Heading 1]

.....
.....
.....

Paragraphs 2 - 4
Activities carried out

[Heading 2]

.....
.....
.....

Conclusion

.....
.....
.....
.....

What students have learned from the trip and recommendations

E) Useful Expressions

1. Introduction

State what the report is about.

- The aim / purpose of this report is to....
- This is a report on.....
- This report describes / focuses on / deals with...

2. Main part (Paragraphs 2 - 4)

- The main reason is... / Another important reason...
(remember to use connectors like because, but, for, since, and, or, etc. and cohesive devices like):
 - Firstly, ...
 - Furthermore, ...
 - Moreover, ...
 - In addition, ...
 - However, ...
 - Nevertheless, ...
 - As a result. ...
 - Besides, etc.

3. Conclusion

State your overall impression / opinion / give recommendation or make suggestions about what you think

- In my opinion... / As far as I am concerned...
- All in all,
- To sum up...
- On the whole...
- In conclusion...

(Full Blast and Download)

F) Tips/Samples

➤ **Samples given are with errors**

(i) A sample of a weak script (0-4)

To	: Teacher Advisor, English Language Society
From	: Syahir Ahmad (Secretary , English Language Society)
Subject	: The report on English Language Society's recent trip

The aim of this report is about trip. This report include the detail on the trip.

They are three teachers and 16 students join trip. The trip maked by teacher Jimmy, teacher Bobby and teacher Sharipah.

The bus arrive school on 6.00 am. we visit the Planetarium Negara. Many information we were get in this place. the activities carried out. Many activities carry out.

This trip interesting. I happy can release stress.

COMMENTS:

C = Target ready is minimally informed/omission may be present.
 = No mention of the aim/purpose of the visit, what students learnt from the visit and no clear recommendation given.
 = Minimal information of the activities.

CA = Produces a text that communicated straight forward ideas using conventions of the communicative task reasonably appropriately.

O = Uses simple connector only – and.
 = No cohesive devices

L = Uses basic vocabulary, noticeable errors but meaning can still be determined

MARKS:

Content	C	1
Communicative Achievement	CA	1
Organization	O	0
Language	L	1
TOTAL		3/20

P2

ii) A sample of an average script (10-12 marks)

To : Teacher Advisor, English Club															
From : Syahir Ahmad (Secretary of the English Club)															
Subject : A Trip to Port Dickson Sea Turtle Sanctuary															
<p>Introduction</p> <p>This is a report on a trip to Port Dickson Sea Turtle Sanctuary carried out by English Club last week. This report consist of activities were held during the trip.</p> <p>Aim</p> <p>The aim of the visit was to create awareness of the danger faced by sea turtles. We were hoping to make each and every members of English Language Society to love sea turtles.</p> <p>Activities</p> <p>We were exposed to many vital facts about sea turtles. For instance, sea turtles are extremely endangered and are going to extinct because of hunting and sea pollution. Then, we also saw young sea turtles going out to the sea for the first time.</p> <p>What students have learnt</p> <p>This trip has successfully create an awareness about sea turtles in every participants. We learnt the effects of sea pollution and the importants to take care of endangered animals.</p> <p>Conclusion</p> <p>Overall, this trip is very successful and worth the funds that we spend. We hope to make more trips in the future. More students should visit to this place because it was very educational.</p>															
<p>COMMENTS:</p> <p>C = All content is relevant</p> <p>CA = Communicate straight forward ideas</p> <p>O = Generally well organised and coherent, = also, and, for instance, overall, then are used</p> <p>L = Uses a range of simple vocabulary, uses simple grammatical forms with a good degree of control</p>															
<p>MARKS:</p> <table border="1"> <tr> <td>Content</td> <td>C</td> <td>5</td> </tr> <tr> <td>Communicative Achievement</td> <td>CA</td> <td>3</td> </tr> <tr> <td>Organization</td> <td>O</td> <td>1</td> </tr> <tr> <td>Language</td> <td>L</td> <td>2</td> </tr> <tr> <td>TOTAL</td> <td></td> <td>11/20</td> </tr> </table>	Content	C	5	Communicative Achievement	CA	3	Organization	O	1	Language	L	2	TOTAL		11/20
Content	C	5													
Communicative Achievement	CA	3													
Organization	O	1													
Language	L	2													
TOTAL		11/20													

iii) A sample of an excellent script (16-20)

To	: Teacher Advisor, English Language Society	
From	: Syahir Ahmad (Secretary of the English Language Society)	
Subject	: A Trip to Port Dickson Turtle Sanctuary	
Introduction This is a report on an educational trip to Port Dickson Turtle Sanctuary which was organised by the English Language Society of SMK Kampung Tiga on 13 April 2022. The aim of the visit was to inculcate awareness among the young members of the threats faced by sea turtles which can lead to their extinction. Furthermore, we were hoping to make each and every member of English club to have a more comprehensive understanding of sea turtles.		
Conservation Centre Firstly, we were greeted by one of the guides at the sanctuary who briefed us on the history of the sanctuary. It is a conservation centre for the turtles because Port Dickson beaches are well-known for turtle landings especially the Hawksbill species.		
Facts About Turtle We were exposed to many mind-blowing facts about sea turtles. For instance, sea turtles are extremely endangered and facing extinction because of hunting, sales of eggs, injuries or death from being trapped in fishing nets, pollution to the beaches and uncontrolled development of nesting areas. Hence, the main reason for setting up this centre is to create awareness to protect and educate the community to help bring in all the turtle eggs found on the beach to the centre.		
Hatchlings The eggs were hatched and recorded in the hatchery centre. The hatchlings were then released to the sea. Fortunately, we were also shown the turtle hatchlings going out to the sea for the very first time.		
Conclusion All in all, this trip has successfully created an awareness about turtles among the members. We have learnt the effects of our careless and irresponsible actions on the poor creature. Therefore, it is important for us to protect our turtles and other endangered animals. It is recommended that more educational and eye-opening trips to be organised in the future.		
COMMENTS: C = All content is relevant CA = Uses all the conventions of the communicative task effectively to hold reader's attention and communicates with ease. O = Well-organised and coherent, using quite a variety of cohesive devices with good effect. L = Uses a range of simple and complex grammatical forms with control and flexibility.		
MARKS:		
Content	C	5
Communicative Achievement	CA	5
Organization	O	4
Language	L	5
TOTAL		19/20

G) Hands-on Practice

You are the Head Prefect. You have been asked to write a report to the principal on the most serious discipline problem in school.

Your report should include:

- the aim of the report
- the most serious discipline problem and the reasons for this problem
- your recommendations on how to overcome them

Write your **report**.

(adapted from Model Essays for English CEFR -Ilmu Bakt)

PART 3 [STORY]

A) Question

Your teacher has asked you to write a story for a school magazine.
The story must have the title:

No Act Of Kindness is Ever Wasted → [2 | P1]

1 → Your story should include:

- a description of a kind act → [2 | P2]
- include a surprise → [2 | P3]

Write your story in **200-250 words**.

(adapted from Practise Writing : Excellent Essay for SPM 1119 English)

B) Task Requirement

1. The main task
Write a story for a school magazine (describing a kind act)
2. **Prompts** to be included :
P1 the title of the story
P2 state and describe a kind act
P3 include a surprise

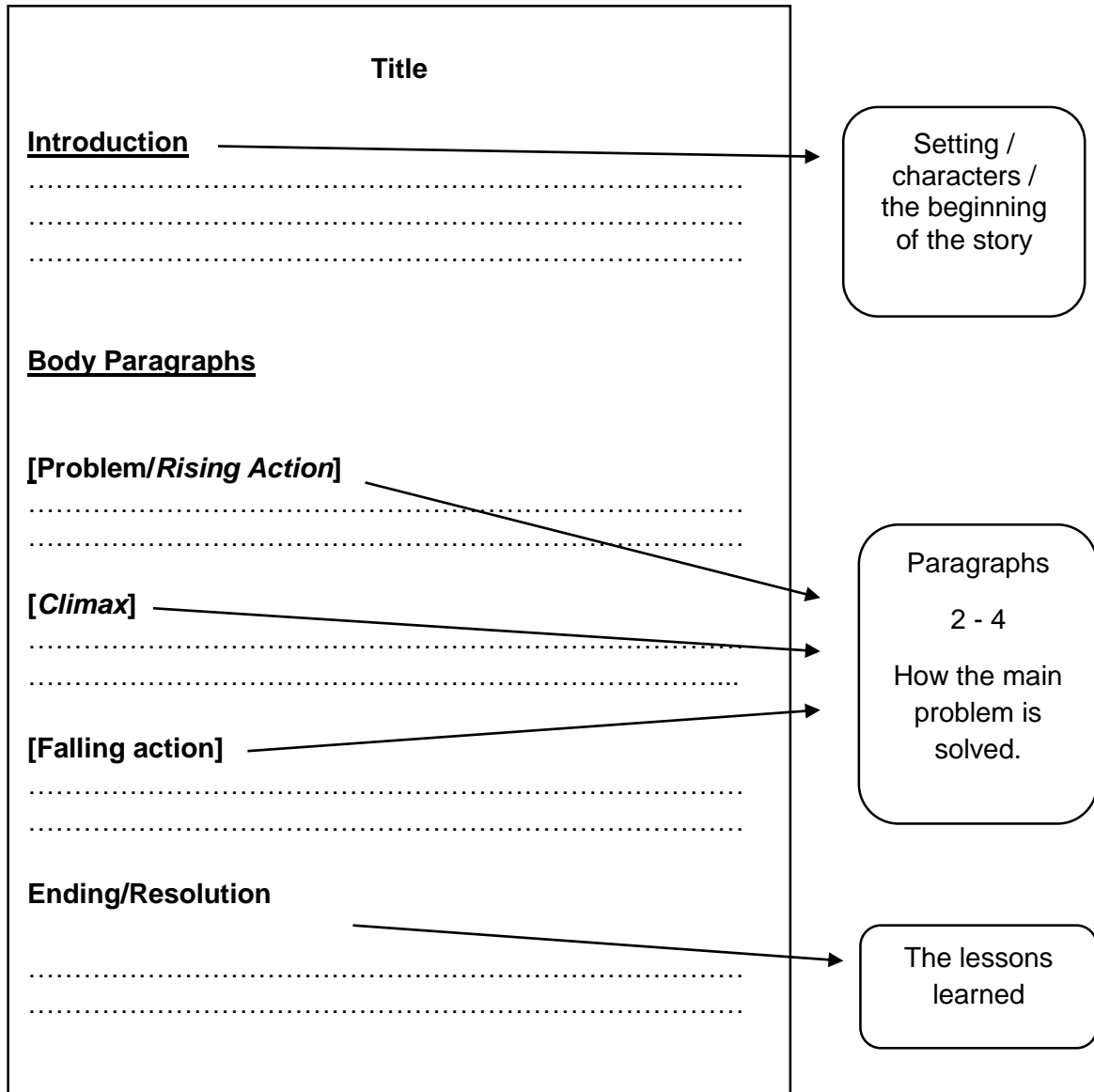
C) Steps

1. Understand the question
 - ❖ Read the title and the prompts given. Underline the key words and phrases.
2. Plan what to write for your answer: Think about what you want to write with the help of the statements below.
 - ❖ Decide the setting and the characters involved in the story. (characters can be humans or animals)
 - ❖ Clearly explain the relationship between the characters in the story.
 - ❖ State the reasons why one shows that kind act.
 - ❖ Describe the kind act.
 - ❖ Think about how the act surprises one of the characters.
 - ❖ Explain the feelings of the characters.
 - ❖ Conclude your story. (For example: include a lesson learnt)
3. Organise your content
 - Write the following title at the top:

No Act of Kindness is Ever Wasted
 - **Introduction** (Paragraph 1)
 - A brief introduction to the setting, the characters and what the story is about (beginning / exposition).
 - **Main Part** (Paragraphs 2-4)
 - This is the **main body** of the story that you will be writing.
 - It includes the **rising action/problem, how the problem is solved (climax/falling action)** and the **ending of the story/resolution**.
 - **Conclusion** (Paragraph 5)
 - State the lesson learned
4. Write your story based on the prompts given.
5. Check for errors - spelling, grammar, tenses and punctuation

(adapted from Comprehensive and Effective Master Class SPM)

D) Outline



E) Useful Expressions

1. Introduction

Setting (Time / Place)

- It was a fine morning.
- The day was dry.
- The clock showed 8.00 a.m
- It was an abandoned old house ...
- It was a creepy town ...
- The street was empty ...

Characters

- The three boys were good friends.
- He came from a poor family.
- My neighbour had just moved in.
- The children were happily playing football at the field.

2. Linking phrases.

- Also
- In addition to...
- Since
- However
- Instead of
- In contrast to
- As
- Just then
- Right after
- Due to
- For example
- For instance
- Finally
- Furthermore
- As soon as
- Nevertheless
- Fortunately

F) Tips/Samples

➤ Samples given are with errors

(i) *A sample of a weak script (0-4)*

Rohan come back in the school. He wait at there the bus-stop. Hot afternoon. At there, he see old man lonely. Suddenly, old man fall down infront Rohan. He fainted and got blood come out from the body. Rohan not have handphone because at home. He got ask a woman to call ambulan. Ambulan come fast and take old man to hospital. Rohan think about old man. The doctor check old man and got give medisine. Rohan take him go back home.

COMMENTS:

C = Target reader is minimally informed.

CA = Produces a text that communicates straightforward ideas using conventions of the communicative task reasonably appropriately.

O = No cohesive devices. Only uses 'and' as the simple connector.

L = Uses basic vocabulary, noticeable errors but meaning can still be determined.

MARKS:

Content	C	1
Communicative Achievement	CA	1
Organization	O	0
Language	L	1
TOTAL		3/20

ii) A sample of an average script (10-12 marks)

No Act of Kindness is Ever Wanted → P1

Natalie still dressed in her school uniform, decided to go to the stationery shop to buy a very cute notebook that she saw last week. The amount of money that she bring is just enough for that book. The book that she really want is kind of expensive, so she need to use the money that she has been collected since the last two months.

She saw an old man dressed in tattered clothes. He keep asked for money and food from everyone that walked passed by him. But, it was sad because nobody even care to help him. Natalie walked in front of him, he said to her in a very sad tone, "Please help me. I had not eaten anything since yesterday." Natalie tried to ignore the old man because she knew that the amount of money that she brought is just enough to buy her dreamed notebook. P2

She just could not handle the sympathetic feelings towards the old man. Then, she decided to go the nearby supermarket to buy a lot of food like cookies, bread and drinks. She also tried to buy a new pair of clothes and a blanket because the winter is just around the corner. Even now, she could feel the cool breeze.

She approached the old man and said to him, "I am so sorry for ignoring you just now. Please accept my apologies." The old man was head over heels when he received all of the things that Natalie had bought for him. As Natalie was about to leave the place, the old man quickly walked towards her and whispered, " you are the only person who is willing to lend me a hand with all the food and stuffs that you had bought for me. " P3

She was surprised. He explained that she only wanted to know if there is still a person with the heart of an angel in this world today. As she was about to leave he quickly passed an envelope with RM500 in it. Natalie was stunned to speak but she was overjoyed to have the money. She was smiling ear to ear as she entered the stationery shop as she knew she would be able to buy more that what she had wanted so much.

COMMENTS:
C = All content is relevant.
CA = Communicates straightforward ideas appropriately.
O = Uses simple connectors and a limited number of cohesive devices; also, and, for instance, overall, then.
L = Uses a range of everyday vocabulary, uses simple and some complex grammatical forms with a good degree of control.

MARKS:

Content	C	5
Communicative Achievement	CA	3
Organization	O	1
Language	L	3
TOTAL		12/20

iii) A sample of an excellent script (16-20)

No Act of Kindness is Ever Wanted

I believe in random act of kindness because even a smallest one can make you smile. I believe that if you do something gratifying to someone, that person will value it and eventually spread it to the betterment of others in their daily lives. It is the smallest thing that makes the biggest difference. Holding the door for someone whose hands are full or smiling at a stranger as they pass by for instance will definitely make that person's day. These little things let people know that someone cares.

I remembered vividly that particular day last year as I was jogging around the park which was my morning routine. After my third round, I stopped a few minutes, had a few sips of water and started strolling around the lake. From a distance, I could see an old woman frantically searching for something. The old woman was wearing a dotted blue blouse with a pair of black jeans and I concluded that jogging was not her reason for her presence there. I could not refrain myself from approaching her as she was on the verge of tears.

"My son! My son is..... missing!" She cried. The old woman gave me a full description of her son's appearance and I gave my fullest attention. I was feeling lethargic, but I couldn't just possibly leave the woman on her own. I consoled her saying that I would look for her son at the playground. "Alex! Alex! "The old woman's cries were echoing. Her son Alex went missing while she was attending a phone call. Feeling sympathetic, I kept on searching high and low, but none of the boys at the playground fit the woman's description. Out of the blue, I heard the voice of two girls bickering near one of the slides at the playground. They were fighting over who would get to play with the puppy.

From the corner of my eyes, I could see that the woman rushed towards me. Noticeably, she was ready to reveal the news of not being able to find her son. I was ready as a motherly role to apologize for I couldn't help her find her son. The woman turned around and grabbed the puppy from the girls. My jaw dropped as the woman started calling her son's name, Alex while hugging and cuddling the puppy.

Curly golden hair, brown eyes, 4-year-old and a chubby little boy; the description given by the woman about her missing son. I stood there in a speechless state as I realised that the puppy fitted the woman's description perfectly.

COMMENTS:

C = All content is relevant

CA = Uses all the conventions of the communicative task effectively to hold the target reader's attention and communicate with ease.

O = Well-organised and coherent, using quite a variety of cohesive devices with good effect.

L = Uses less common lexis, uses a range of simple and complex grammatical forms with control and flexibility.

MARKS:

Content	C	5
Communicative Achievement	CA	5
Organization	O	4
Language	L	5
TOTAL		19/20

G) Hands-on Practice

Your teacher has asked you to write a story based on a personal experience or from a story that you have read. The title of the story is: "**A Good Deed**"

Your story should include:

- a little boy
- describe the positive act
- describe the feelings

Write your **story**.

(adapted from Master Class SPM - Sasbadi)



KEMENTERIAN PENDIDIKAN MALAYSIA

Pejabat Pendidikan Daerah Segamat

A large, stylized graphic in shades of orange and brown. It shows a profile of a person's head facing left. Inside the head is a glowing lightbulb containing a brain. A pen is shown writing a squiggly line on the surface below the head.

WRITING 1119/2

Segamat ELI 2022