SPM ENGLISH
EMAIL WRITING PRACTICE
Using GOMCS

Question 1

Part 1 [20 marks]

You received an email from your friend, Saiful, who wants your opinion on something.

Hi,
I'm trying to keep fit and can't decide which exercise to choose. There are two exercises that I think I can do – walking or going to the gym. Which one do you think is suitable for me and why do you think so? What health benefits can I get from exercising?

Hope to hear from you soon.
Bye,
Saiful

Write an email to your friend in about **80 words** in the space provided.

GOMCS

G	**Greeting**	Address your friend politely.	e.g. Hi Saiful,
O	**Opening Paragraph**	Respond to the email and state the purpose of your reply.	e.g. Thanks for your email.
M	**Main Ideas**	Answer all the questions, explain and give examples.	e.g. Firstly,... Moreover,...
C	**Closing Paragraph**	End your message naturally.	e.g. I hope my suggestions will help...
S	**Signing Off**	End the email politely with your name.	e.g. Best wishes, [Your name]

PLAN YOUR EMAIL

	Key Questions / Content Points	
1	Which exercise is suitable (walking or gym)?	☐
2	Explain why it is suitable.	☐
3	State the health benefits of exercising.	☐

Useful Cohesive Devices

Adding ideas	Furthermore, Moreover, In addition
Giving reasons	This is because, Since, As
Giving examples	For instance, For example, Such as
Showing results	Therefore, As a result, Consequently

Write Your Email

To: Saiful
Subject: Exercise

Hi Saiful,



by TEACHER IZY

SERTAI TELEGRAM SEARCH
@exercise_students
UNTUK TARGET/RAMALAN SPM !

SPM ENGLISH
EMAIL WRITING - GOMCS
Model Answer with Analysis

To: Saiful
Subject: Exercise

G Hi Saiful,

O Thanks for your email.

M I think ***walking*** would be more suitable for you ***because*** it is free, easy and does not require special equipment. (C1, C2)
You can start with a 30-minute walk around your neighbourhood every evening.

Besides, regular exercise keeps your heart healthy, strengthens your muscles and helps you maintain a healthy weight. ***For example,*** walking briskly three times a week can improve your stamina and reduce stress. (C3)

C I hope my suggestion helps. Take care!

S Best wishes,
Abbas

GOMCS: What It Means

G	**Greeting** – address the recipient politely.
O	**Opening** – respond to the email.
M	**Main Ideas** – answer all the questions (content points) with reasons and examples.
C	**Closing** – end your message naturally.
S	**Signing Off** – end politely with your name.

Content Points & Answer Location

C1	Which exercise is suitable?	Walking
C2	Why is it suitable?	It is free, easy and does not require special equipment.
C3	Health benefits of exercising?	Keeps your heart healthy, strengthens your muscles, maintains a healthy weight, improves stamina and reduces stress.

Cohesive Devices Used

because	***Besides***	***For example***
to give a reason	to add another idea	to give a specific example

by TEACHER IZY

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