

<http://spakel.webict.net>

## PREFACE

MODUL PECUTAN AKADEMIK is an effort made by Jabatan Pelajaran Negeri Kelantan to assist both teachers and students in the teaching and learning process. By using the module prepared by the committee, it is hoped that there will also be a marked improvement in the students' academic performance, resulting in a better achievement in both the school and national examinations.

MODUL PECUTAN AKADEMIK untuk BAHASA INGGERIS SPM, known as *STORM* (*Systematic & Organised Module*) focuses mainly on all the writing skills involved in the syllabus of forms 4 and 5, which the students will later be tested in the SPM examination. They are as follows:

- Directed Writing
- Continuous Writing
- Summary Writing
- Writing for the Novel

This module consists of tips on answering questions pertaining to the skills concerned. In addition, there are sample answers given, some questions to be used as practice in the classroom, as homework or even as a weekend assignment. All the materials are carefully selected to cater to the needs of students who are average in proficiency. This is mainly due to the hope that they will be able to improve their proficiency and later perform better in examinations.

Being a systematic and organised module, *STORM* is a useful guide that is helpful to both new and experienced teachers. It is user-friendly and formatted in such a way that it is easy for printing purposes.

The state education department of Kelantan wishes very much to see that all the teachers of upper secondary level in all the schools in the state will utilize the module for the benefit of their students.

<http://spakel.webict.net>

***GOOD LUCK IN USING STORM !***

***STORM* COMMITTEE  
FOR  
SPM 2011**

**SUPERVISOR : EN. NOR AZIZI B. SULAIMAN**  
**(HEAD DEPUTY DIRECTOR OF ENGLISH**  
**LANGUAGE, JPN KELANTAN)**

**ADVISOR : PN. AZALINA MOHD YUSOFF**

**GROUP LEADER : EN. KUMANNAN A/L SATHASIVAM**

**SECRETARY : PN. NIK NORLIZA BT NIK ISMAIL**

**COMMITTEE MEMBERS : PN. HAMIDAH BT. ABDUL HAMID**  
**PN. KELOE A/P EH TONG**  
**EN. MOHAMAD FARIS B. IBRAHIM**  
**EN. AHMAD SHAHRUL AZHAN B. IBRAHIM**  
**EN. EH BOON LI A/L EH AWANG**  
**EN. CHUA HOCK HUA**

## **CONTENT**

- 1. Directed Writing (Pages 6-32)**
- 2. Continuous Writing (Pages 33-40)**
- 3. Narrative Writing (Pages 41-49)**
- 4. Descriptive Writing (Pages 50-63)**
- 5. Argumentative Writing(Pages 64-69)**
- 6. Summary Writing (Pages 70-94)**
- 7. Writing for the Novel (Pages 95-99)**
- 8. Samples Answers (Pages 100-110)**



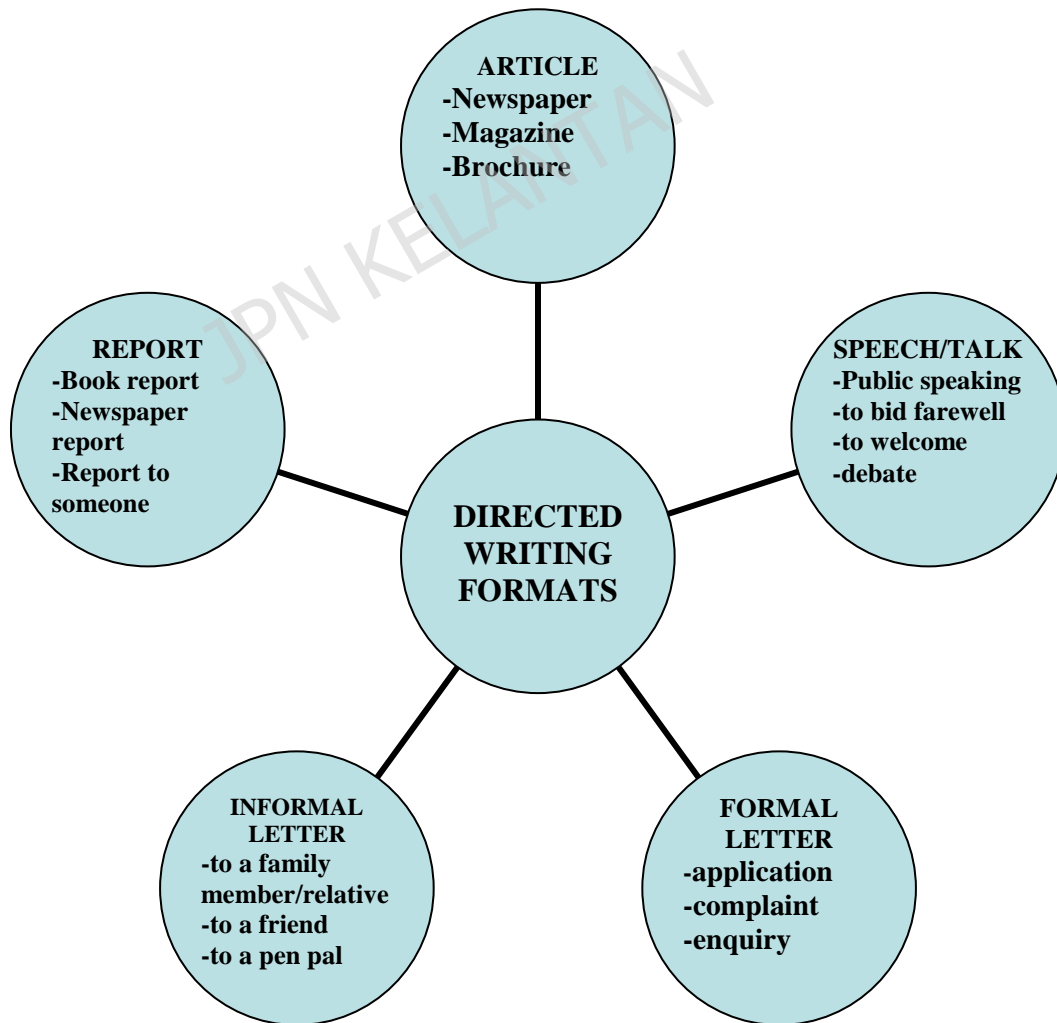
# *DIRECTED WRITING*



<http://spakel.webict.net>

## INTRODUCTION TO DIRECTED WRITING MODULE

**Write, write and write! Directed Writing practice should not be much of a problem to students because it is actually an extension of guided writing at the lower secondary level. In this module, students are exposed to the techniques of writing systematically on all aspects of directed writing:**



<http://spakel.webict.net>

## Helpful Notes on Writing a Formal Letter

### MODEL OF A FORMAL LETTER

**SENDER'S NAME**  
**SENDER'S ADDRESS**

**RECIPIENT'S NAME**  
**RECIPIENT'S ADDRESS**

**DATE**

**SOLUTATION**

**HEADING**

**FIRST PARAGRAPH**

**SECOND PARAGRAPH**

**THIRD PARAGRAPH**

**ENDING**

**SIGNATURE**

**SENDER'S NAME**



<http://spakel.webict.net>



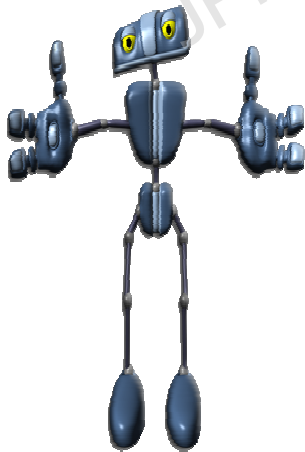
## **QUESTION 1**

Imagine that you were very dissatisfied with the food and service at an expensive restaurant where you entertained your family. Write a letter of complaint to the restaurant's management. Include the following points:

- Rude waiters
- Poorly cooked food
- Unhygienic conditions
- Wrongly totalled bill
- Noisy surroundings
- Old and uncomfortable furniture

In your letter you should:

- state your complaint
- elaborate on your complaints
- ask the management to rectify the complaints
- express your thoughts about dining at the restaurant again



<http://spakel.webict.net>

### **SAMPLE {Formal Letter}**

Lot 201, Jalan Teratai,  
Taman Guchil Jaya,  
18000 Kuala Krai,  
Kelantan.

---

The Manager,  
Seasons Restaurant,  
Jalan Halimah,  
15000 Kota Bharu

15 APRIL 2011

Dear Sir,

#### **Complaint About Unsatisfactory Food And Restaurant Service**

I wish to express my dissatisfaction about the food and service at your established and well-known restaurant. On behalf of my family, I would like to raise a few points regarding this matter. My family and I had dinner at your restaurant on 10 April 2011 to celebrate my mother's 50<sup>th</sup> birthday. We expected to have a great time at your seafood restaurant but unfortunately we did not.

2. Your waiters treated us rudely and inconsiderately. We had to wait for about half an hour before we could order any food. **The waiter spoke to us rudely** whilst taking the orders. In fact, he scolded my mother who wanted to have a cup of tea without sugar. He claimed that the restaurant does not serve such a drink. For your information, my mother has diabetes and is trying to avoid taking sugary food and drinks.

3. The **poorly cooked food** was also unsatisfactory. We were surprised to find out that the roast chicken and fish that we had ordered were still raw and inedible. The mushroom soup tasted a bit sour and the fried prawn was overcooked. We made a complaint about the food to your waiters and cooks but no further action was taken.

4. Besides the poorly served food we also felt uncomfortable with the dirty and **unhygienic conditions** at your restaurant. The food was greasy. There were some cats wandering searching for food. These bad conditions are harmful as they might get food poisoning and other health problems.

5. I nearly lost RM57 as a result of the **wrongly totalled bill** I was given. It was my sister who noticed the unreasonable price of the food. Then we recounted the bill and found that out it was wrongly calculated. The total was supposed to be RM120 but the calculation made by the cashier showed RM177.

6. Another problem that spoiled our evening was the **noisy surroundings**, especially the yelling of waiters and waitresses calling names and taking orders from the customers. Besides this, the loud music and noise coming from the kitchen also contributed to this unsatisfactory situation. What was more disappointing were the defective fans and air-conditioners. The weather was very humid and there were a lot of people in the restaurant. There are also **old and uncomfortable furniture** in your restaurant.

7. Hereby, I would like to make suggestions to help you solve these problems. First of all, I suggest that you look at your restaurant and make sure no more cats and other stray animals are on your premise. You should also train your waiters and cooks to provide good service and food to customers. It would be better to use a calculator to avoid mistakes in totalling the bill. You need to repair the defective fans and air-conditioners immediately. Last but not least, cleanliness should be maintained in all parts of your restaurant.

I hope that you will look into these complaints and take immediate actions. It is very important to remember that 'The Better The Service, The Better The Business'.

Thanking you in advance for your co-operation.

Yours faithfully,

**Rodziana**  
(RODZIANA RAZALI)



## **PRACTICE**

You live in Kampung Krai. There is a factory nearby your area that is causing a lot of problems to the residents. Write a letter of complaint to the management and suggest ways to overcome the problems caused by the factory.

### **Complaints**

- drinking water polluted
- air pollution - smoke from factory.
- noise pollution – operate 24 hours
- dumping of toxic waste
- stench
- potholes in the roads.

### **Suggestions**

- stop the dumping of waste
- smoke control devices
- relocate the factory
- stop operating 24 hours a day
- stop heavy vehicles from using the roads
- resurface the roads



<http://spakel.webict.net>

### **NOW YOU TRY.**

---

---

---

---

The Manager,  
Toyobo Plastic Factory,

---

---

\_\_\_\_ date \_\_\_\_

D\_\_\_\_ S\_\_\_\_,  
Complaint about Yoyobo Plastic Ware Factory

I am writing on behalf of the residents to complain about \_\_\_\_\_

I live (**Refer to the Question**) \_\_\_\_\_

There is (**Refer to the Question**) \_\_\_\_\_

Your factory is operating 24 hours everyday. However lately the factory has caused a lot of problems in our area. The residents are dissatisfied with the factory's management.

2. Firstly I want to complain about ( **c1** ) \_\_\_\_\_

- (**water brown**) The water \_\_\_\_\_

- (**unsafe to drink**) It is \_\_\_\_\_

- (**admitted**) Last week one of the residents \_\_\_\_\_

- (**diarrhea**) He had \_\_\_\_\_

3. Secondly the factory has caused ( **c2** ) \_\_\_\_\_

- (**thick smoke**) It releases \_\_\_\_\_

- (**dangerous chemicals**) The smoke contains \_\_\_\_\_

- (**air filled dust**) The air is \_\_\_\_\_

- (**harmful**) Polluted air is \_\_\_\_\_

- (**can cause asthma**) It can cause \_\_\_\_\_

4. Apart from that, the factory has caused ( **c3** ) \_\_\_\_\_

- (**operating 24 hours**) The factory \_\_\_\_\_

- (**creating noise**) Everyday it is \_\_\_\_\_

- (**students cannot study**) As the result \_\_\_\_\_

- (**caused stress**) The noise from \_\_\_\_\_

5. Next serious problem caused by the plastic ware factory is **(c4)** \_\_\_\_\_

- **( dumping into river )** The factory \_\_\_\_\_

- **( river water polluted)** The river \_\_\_\_\_

- **( kill marine life )** The polluted water can \_\_\_\_\_

6. Besides that, there is a strong **(c5)** \_\_\_\_\_

- **(smelly)** our area is \_\_\_\_\_

- **(comes from chemical used)** the stench \_\_\_\_\_

- **(unpopular among tourists)** Now our area is \_\_\_\_\_

7. Therefore we would like to give some suggestions to overcome the problems faced by the residents in our area. Our first suggestion is the factory should **(c7)** \_\_\_\_\_

Secondly, \_\_\_\_\_

The factory can recycle or bury the waste. Next, vehicles and factories can use **(c8)** \_\_\_\_\_

It can reduce the amount of smoke from the vehicles and factories.

8. Another suggestion is, the factory should **(c9)** \_\_\_\_\_

So they can avoid air, water and noise pollution. Besides that, **(c10)** \_\_\_\_\_

The factory should operate from 8.00 am to 4.00 pm only. It should not operate at night.

9. Lastly, **(c11 and c 12)** \_\_\_\_\_

We hope the factory management will \_\_\_\_\_

If no action taken , we will report to the authority concerned or write in the press.

Thanking \_\_\_\_\_.

Yours faithfully,

( \_\_\_\_\_ )

Resident of

<http://spakel.webict.net>

## Informal Letter

### QUESTION

You are away from home and wish to buy a present for your brother on his birthday. He bought you an expensive gift on your birthday so you would like to get him something special.

You have two items in mind for him but you do not have enough money. Using the information given below write a letter to your mother asking for some money.

In your letter:

- compare both items
- state the item you have chosen
- state the amount of money you have and the amount you need
- give reasons for your choice by providing information about
  - what your brother's hobbies are
  - what you know about your brother
  - previous birthday gifts he has received

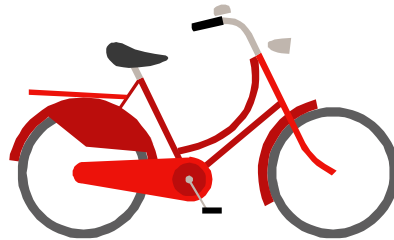
Use the specifications of the items given below to support your request.



#### **Danon Camera**

*Specifications:*

- ◇ RM250.00
- ◇ Fully automatic
- ◇ Panoramic view



#### **Bicycle**

*Specifications:*

- ◆ RM250.00
- ◆ 5-gear
- ◆ Adjustable seat

<http://spakel.webict.net>

## Sample Answer

Jason Wong,  
23, Jalan Hamidah,  
19780 Kota Bharu,  
Kelantan.

30 April 2011

Dear Mum,

How are you? I hope you are fine. I am sorry for not writing earlier. As you know, life in the university is quite hectic. How is everyone at home? I miss home.

Mum, Brother Rick's birthday is in May and I hope to buy him a special gift. Unfortunately, I do not have enough money. I was wondering if you could give me a short-term loan. I have about RM200.00 in my savings account. I need another RM100.00. I promise to pay you back as soon as I receive my scholarship.

I have two items in mind for Rick. One is a Danon Camera and the other item is a bicycle. Both have a price tag of RM250.00. The camera is a fully automatic one and has a lens to capture nature in its panoramic view. The Danon Camera looks like a worthwhile buy compared to the bicycle. I think that there is nothing special about bicycles with five gears and adjustable seats. I have decided to choose the Danon Camera.

My choice is based on several factors. Firstly, Rick loves outdoor activities. I remember him complaining about not having a camera to record his joyous moments. I also know that Rick is not an enthusiastic cyclist. He prefers camping, climbing, and trekking. A camera would be just right for him. If my memory does not fail me, he was given a bicycle for his twelfth birthday. I can't remember where the bicycle is now.

That's all for now. Please send my love to Papa and Alice. Before I forget, please do not tell Rick anything. I want to surprise him on his birthday.

Yours sincerely,

**Jason**





## **PRACTICE**

You have been busy with your school activities. Last month your school launched an English Month for all the students.

Using the information below, write a **letter** to your friend telling him about the aims of the English Month and the activities that were carried out.

### Aims

- To improve students' English language proficiency
- To give opportunity to them to use the language
- To have fun using the language

### Activities

- Essay-writing competition
- Singing competition
- Spelling bee
- Exhibition of students' work
- Story-telling competition
- Poem recital competition
- Debates
- Choral speaking
- English drama



<http://spakel.webict.net>

## **NOW YOU TRY**

\_\_\_\_ ( address \_\_\_\_\_

\_\_\_\_ ( date ) \_\_\_\_\_

Dear \_\_\_\_\_,  
Hi there! How are \_\_\_\_\_? I hope \_\_\_\_\_  
I am writing this letter to tell you about \_\_\_\_\_. The English Month was  
held throughout the month of \_\_\_\_\_. All the students from our school  
took part in \_\_\_\_\_

The aim of the English Month was to \_\_\_\_\_.  
Besides it was held for the students to \_\_\_\_\_

During the English Month, my school organized many interesting activities.  
One the activities held during the English Month was \_\_\_\_\_

### **{Who took part? / What was the title of the essay? / Who won?**

- All the form 5 students took part in \_\_\_\_\_.
- The title of the essay was \_\_\_\_\_.
- A student from Form 5 Alfa, (Name) won the essay writing \_\_\_\_\_

Another activity held during the English Month was \_\_\_\_\_

### **{Who took part? / What song they sang? / Who won?**

Besides, the school also held \_\_\_\_ / Furthermore \_\_\_\_\_ / Next \_\_\_\_\_ / Apart  
from that \_\_\_\_\_. Lastly \_\_\_\_\_

### **Who took part ? / What they did ? Who / which class won ?**

**Closing** – That's all about \_\_\_\_\_

Yours sincerely,  
Name

## Helpful Notes on Writing A Speech

### Introduction

- You must greet the audience.



Example:

A very good morning to the principal, senior assistants, teachers, and beloved students, I am really glad to be invited here to give a speech on .....

Or

Good afternoon, ladies and gentlemen, I am glad to be given this opportunity to talk about .....

- You must introduce yourself. Mention your position.

Example:

I am the chairperson of the English Language Society.

Or

I am (Name), as the President of the Environment Club, want to give a speech this morning on .....

- You must mention the topic of your speech.

Example:

Today I am going to talk about .....

Or

The topic of my speech is "....."

Or

As the President of the Environmental Society, I would like to talk about .....

### Body

- Do not leave out any points provided
- Mention all points
- Elaborate all the points - use WH-Questions: **why, where, when, what, who** and **how**.

### Conclusion

- You must end the speech

Example: Thank you for

I would like to thank everyone here for your full support

With this, I shall end my speech. Thank you for paying full attention

Thank you for your attention

<http://spakel.webict.net>

### QUESTION:-

You are the President of the Environmental Club of your school. You have been requested by your principal to give a speech during school assembly. Your speech is in conjunction with the “Love your Environment” campaign. Using the notes below, write your speech.

- Collect waste material and separate
- Send to recycling centers \Collect old newspapers
- Poster competition
- Do not litter



A very good morning I bid to the principal, Pn Halimahton binti Jamal, senior assistants, teachers and friends,

I am Kamarulzaman bin Ahmad, proudly standing here as the President of the Environmental Club, and am really honoured to be given this opportunity to talk to all of you today. In conjunction with the “Love your Environment” campaign, I would like to talk about the activities to be carried out to show that we love our environment.

As students, it is our responsibility to keep our environment clean. We play a vital role in protecting our environment. A lot of waste can be reused such as bottles, cans, and newspapers. Therefore, every morning we will go around the school compound and **collect all waste materials**. Then we must separate these waste products in different garbage bags. These garbage bags will then be sent to recycling centres.

The next activity is collecting old newspapers from our home. You are requested to **collect old newspapers** and bring them to school every morning. The collection centre will be the school canteen. There will be someone from the club who will be in charge of the collection. Please make sure that you tie the newspapers into bundles before handing them in.

Another activity that will be held is the **poster competition**. Anyone interested must register with Lim May May from Form 5 Mulia. The closing date of submission is the 10<sup>th</sup> March 2011. The theme of the posters must follow the theme of our campaign. The first prize winner will get a book voucher of RM200, the second prize winner will get a book voucher of RM100, and the third prize winner will receive a book voucher of RM50.

Finally, I wish to give a word of reminder to you all. Please **do not litter**. We must avoid the habit of throwing rubbish indiscriminately. We must always remember that a cleaner environment would ensure a happier and healthier life. I would like to make an appeal for full cooperation from all parties to make this campaign a success. With that, thank you.

---

You are working as a dentist in a hospital and you are invited to give a talk on the importance of dental care to some school students. You have jotted down the following points;

**Ways of ensuring strong and healthy teeth**

- Brush your teeth twice a day.
- Use a good tooth brush.
- Use a toothpaste with fluoride.
- Avoid food with high sugar content.
- Eat food rich in calcium to strengthen teeth
- Frequent checking at dental clinic.

**Dangers of unhealthy teeth**

- Tooth decay
- Toothache
- Loss of teeth at early age
- Wearing of dentures (artificial teeth)

***Using the above points, write your speech.***



## Now You Try ...

### Essay guide

#### Opening

- A very good.....
- I feel really honoured to be invited.....
- My name is Dr.....I am a .....
- Today I am going to talk about.....

#### Body

- Healthy teeth is.....
- Without healthy teeth we cannot enjoy eating our food.
- There are many ways **(A)**.....
- Firstly to ensure strong and healthy teeth you should..**(c1)**...  
(early in the morning –after waking up from bed...before you go to bed at night )  
Secondly to ensure strong and healthy teeth you should **(c2)**  
**and (c3 )** .....  
(For example you must use.....)So your teeth will look....

Next / Apart from that you should ... **(c4)**.....  
(For example do not eat sugary food such as...But must **(c5)**  
food with calcium such as.....)  
Besides that.....**(c6)**.....  
(must visit dentist twice a year / can use dental floss to  
remove food stuck between)

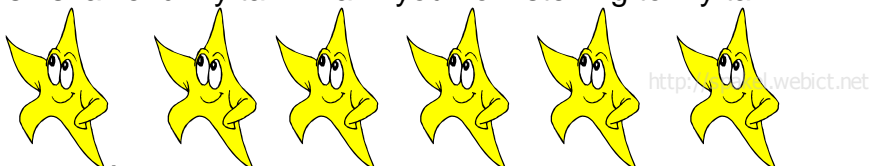
Everyone must aware the danger ...**(B)**.....  
Unhealthy teeth will cause.....**(c7) and (c8)**.....  
( can cause severe pain./unable to do any chores / a  
student with toothache cannot....)

Another danger of unhealthy teeth is ....**(c9)**.....  
You have to wear .....**(c10)**  
( look ugly / very expensive )

#### Conclusion

Therefore remember without strong and healthy food you cannot enjoy you food

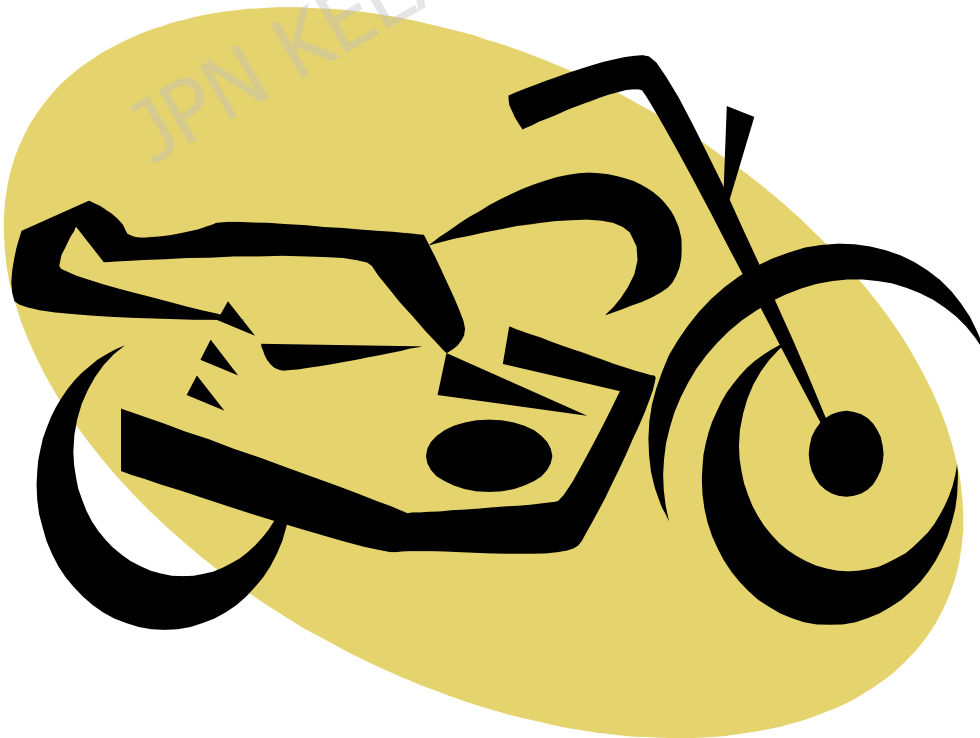
- take good care
- With this I shall end my talk.Thank you for listening to my talk.



## QUESTION

You attended a Road Safety Campaign organised by the local police department. After the campaign, you were asked to give a speech in your school on ways to ensure road safety while on the road.

- obey the traffic rules
- motorists must use crash helmets
- ensure the engine is in good condition
- do not speed
- be patient on the road
- ride slowly in a school area
- obey the speed limit
- do not use mobile phones while driving
- do not drink and drive
- be careful when driving on a rainy day
- do not drive if sleepy



<http://spakel.webict.net>

## NOW YOU TRY

A very..... / I feel very happy.....

I have attended (See Question).....

Today I am going to give a talk on .....

Nowadays road accidents are rampant in .....

Many people have died in.....

Therefore positive steps must be taken to overcome.....

There are many ways to ensure .....

One of the important ways to ensure road safety while on the road is **(c1)**

**{ How }** – follow the instructions on the sign board

- stop at the traffic lights
- follow the speed limit

Another important way to ensure road safety while on the road is **(c**

**2)** .....

**{ Why }** – can prevent head injuries.

- will not be fined for not wearing helmet.

Besides that important way to ensure road safety while on the road is

**(c3)** .....

**{ How }** – must check the engine

- make sure the tyre and breaks in good condition

Furthermore important way to ensure road safety while on the road is

**(c4)** .....

**{ What }** – do not racing on the road

- do not overtake at sharp corners

Next important way to ensure road safety while on the road is

**(c5)** .....

**{ How }** – stop at the traffic lights when it turns green

Apart from that other ways to ensure road safety while on the road is **(c6) and**

**(c7)** .....

**{ Why }** - students might cross the road

-

Another way to ensure road safety while on the road is

**(c8)** .....

**{ Why }** – cannot pay attention

Moreover ways to ensure road safety while on the road is

**( c9 ) and ( c10 )** .....

**{ Why }** – can lost control and cause accident

- road slippery

Lastly ways to ensure road safety while on the road is

**( c 11 )** .....

**{ Why }** - tired and cannot concentrate on the road

That's all my talk for today. I hope .....

Thank you for listening .....



## **QUESTION**

You find that many of your friends are under a lot of pressure. They spend most of their day studying and appear to suffer from stress. Write an article for your school newsletter on how to cope with stress.

Include the following points:

- Regular exercise
- Hobbies
- Work in groups
- Balanced meals
- Enough sleep
- Study skills
- Make a check-list
- Seek advice
- Games
- Talk to your family
- Listen to music
- Surf the Internet

JPN KELANTAN

## **SAMPLE**

### **Coping with Stress**

by Wira Mohamad

The phenomenon of students under pressure is evident from the behaviour of those students affected. I am a student and I know when my friends are under pressure. Some of those active ones will suddenly turn passive. Some will become too quiet while some tend to get angry fast.

There are many ways one can get rid of stress. Firstly, student, especially teenagers, must go for regular exercise. A brisk walk in the park would release a lot of tension. Students should play football, hockey, basketball and badminton to reduce stress.

Exercise is also said to relax the body muscles and keep you calm. Students must have hobbies such as reading, collecting stamps, fishing or listening to music of your choice. These leisure activities help keep students free from school-related stress.

Therefore, students should plan a time-table. They can also work in groups to solve some of their academic problems. Besides making friends and discussing certain issues, group discussions can help improve study skills. One of these is the ability to make a check-list of all the activities planned and carried out. This in turn will make studying more effective and avoid unnecessary pressure.

Students should also have balanced meals and enough sleep. These are said to be basic to healthy lives. Students, especially those in examination classes, must sleep and eat well because a healthy body creates a healthy mind. However, the process of going to sleep can sometimes be difficult. Hence, it is necessary to seek advice from those whom we trust and love. Counsellors in school are helpful but you can always talk to your family first. However, if nothing works, there is a need to seek treatment from the relevant authorities. You may be surprised but a friend of mine said that screaming at the mountains and laughing your heart out can take away stress.

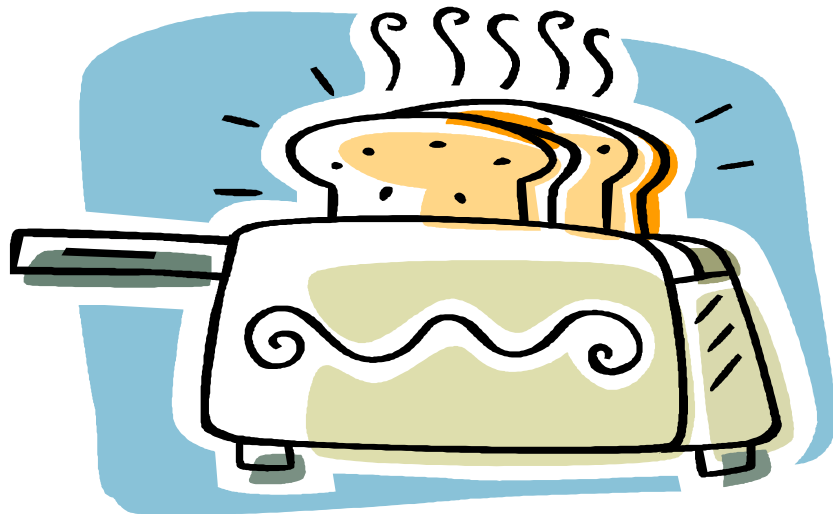
**(SAMPLE 1)**

You find that many of your friends are under a lot of pressure. They spend most of their time studying and appear to suffer from stress. Write an *article* for your school magazine on how to cope with stress. Include the following points.

- (C1) regular exercise
- (C2) hobbies
- (C3) plan a timetable
- (C4) work in groups
- (C5) enough sleep
- (C6) balanced meals
- (C7) study skills
- (C8) make a check-list
- (C9) seek advice
- (C10) games
- (C11) talk to your family
- (C12) listen to music

You should use all the points given and add two more points.  
When writing an article remember:

1. to give a title
2. that your readers are students
3. to include all the points
4. to add two new points



## **SAMPLE**

### **Fill in the blanks below by referring to Sample Question**

How to \_\_\_\_\_

Stress is a popular word known by many people and closely associated to school students especially among students studying for SPM examination. As a student, I have seen many of my friends are under pressure. So, we have find ways to cope with stress.

There are many ways one can cope with stress. Firstly, students must do \_\_\_\_\_ (c1). For example you can go for \_\_\_\_\_ Secondly, you could have \_\_\_\_\_ (c2) such as \_\_\_\_\_. This can relax our mind. Next, you should \_\_\_\_\_ (c3) So that you will not waste your time. Furthermore, you should \_\_\_\_\_ (c4). You can discuss your lesson and problems with your friends.

You should have \_\_\_\_\_ (c5) You must sleep at least 8 hours a day. You must eat \_\_\_\_\_ (c6). Balanced meals are important to live healthy. We need nutritious food to keep our body fit and away from diseases. You must practice a good \_\_\_\_\_ (c7) If you have good and effective study skills or techniques will make you more confident in you lesson. This can help to reduce stress.

Besides that, you must \_\_\_\_\_ (c8) It can help you to check all your activities planned. So that, you can carry out your activities systematically without any unnecessary pressure. You should \_\_\_\_\_ (c9) It is important to seek advice from those who are experienced , understanding and trustworthy. You can talk to the school counselors.

On the other hand, you must play \_\_\_\_\_ (c10) For example we can play football, netball, volleyball or other games. We cannot deny a healthy body will lead a healthy mind. Next you can always talk \_\_\_\_\_ (c11)

They have experience and they can help you to solve your problems. You should \_\_\_\_\_ (c12) to reduce your stress. This leisure activity can help you to keep students away from personal and school related stress. Besides you should \_\_\_\_\_ (c13) By surfing internet you can get new friends to chat and share your problems. Lastly you can \_\_\_\_\_ (c14) If you have any problems with certain subjects , you can go to tuition classes.

<http://spakei.webict.net>

In conclusion I hope that you will follow my tips to reduce stress. We must overcome stress because it can lead to other serious problems.

## **QUESTION**

According to the police the number of road accidents and deaths during the festive season for the year 2006 did not show much improvement. The government is increasingly concerned that although strict measures are implemented during this period of time there is no reduction in the number of accidents and deaths. You have been asked by your teacher to write an article for the school magazine on the causes of accidents and suggest ways of reducing them. Use all the notes given below to write your article.

### **Causes of accidents**

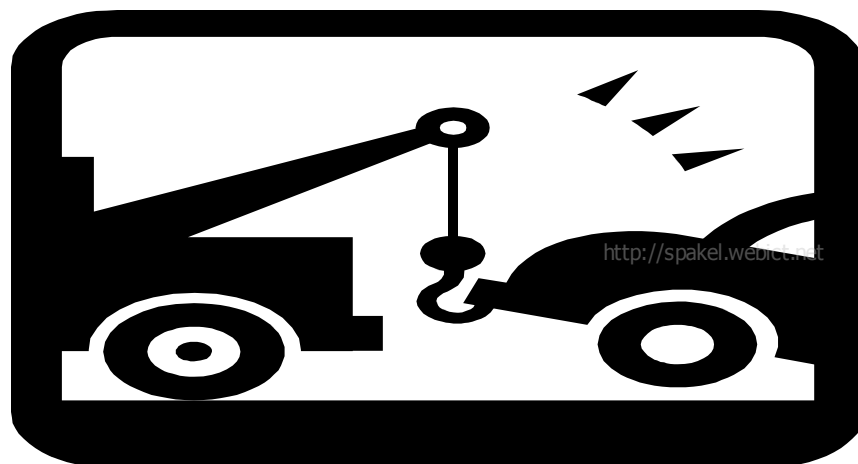
Reckless driving  
Lack of rest or tiredness  
Drunk driving  
Using mobile phone while driving  
Ill-disciplined road users  
Speeding  
Poor condition of vehicles

### **Suggestions of ways to reduce accidents**

Follow the traffic rules  
Reduce the speed limit  
Increase the fines  
Forbid inexperienced drivers from driving public transport  
Increase the age limit to obtain driving license  
Drivers should take a rest before starting a long journey

### **When writing your article you should remember:**

To give your article a title  
To write in paragraphs  
To include all the points given



## HELPFUL NOTES IN WRITING A REPORT

To, WHOM  
(eg. The Principal,  
SMK Tanah Merah,  
16000 Tanah Merah.)

Report On/About (see the question)

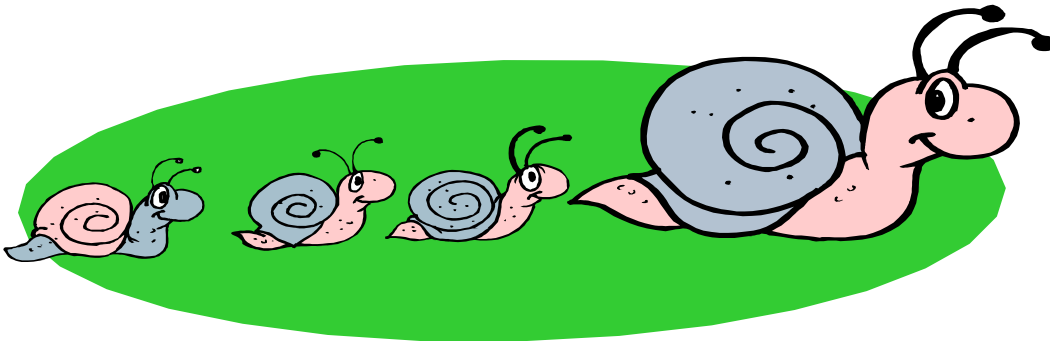
- a) Intro
- b) Body
- c) Conclusion

Reported by,

\_\_\_\_\_  
(NAME)

Your post

(eg. Secretary,  
English Language Society)



## REPORT

You are unhappy with the poor condition and services of your school library. Write a report to your principal. You must use the notes given below.

- Rude librarian
- Insufficient space
- Old furniture
- Old and torn books

<http://spakel.webict.net>

- Faulty media equipment
- Short borrowing period

When writing the report, you should remember:

- to provide a title
- to use all the notes given
- to elaborate the notes

### **SAMPLE**

To, The Principal  
SMK Sri Harmoni,  
18000 Kuala Krai,  
Kelantan.

#### **The Poor Conditions And Services By The Library**

My name is Ahmad Bin Mohd. Ali. I am very unhappy with the conditions and services provided by our school library. This is a serious matter and should be solved as soon as possible.

First of all the **librarians are very rude**. They often scold us when we return the books late although we pay the fine. It is hard to see them smile. So I hope you will do something about this.

There is **insufficient place to sit and read**. Our school has about 1000 students. The library is so small. We have to stand and sit outside the library along the corridor to read books or newspaper.

Besides, the library has **old furniture**. The chairs are all rusty and some even broken. The tables are shaking and might fall one day. The racks are very old. We are afraid it would fall anytime. I request the school to buy new furniture.

Apart from that, our library is filled with **old and torn books**, which are not suitable for the students. Some of us have asked the teacher in charge to buy new books but he said the library has financial problems.

Other than that, the **media equipment is faulty**. The students cannot access computers anytime they want. The television cannot be switched on. We hope that the school will buy a new television or repair the old one.

Finally the students are not satisfied with the **borrowing period**, which is too short. We can only borrow the reference books for two days. We can borrow the story books for one week. We hope the library would expand the borrowing

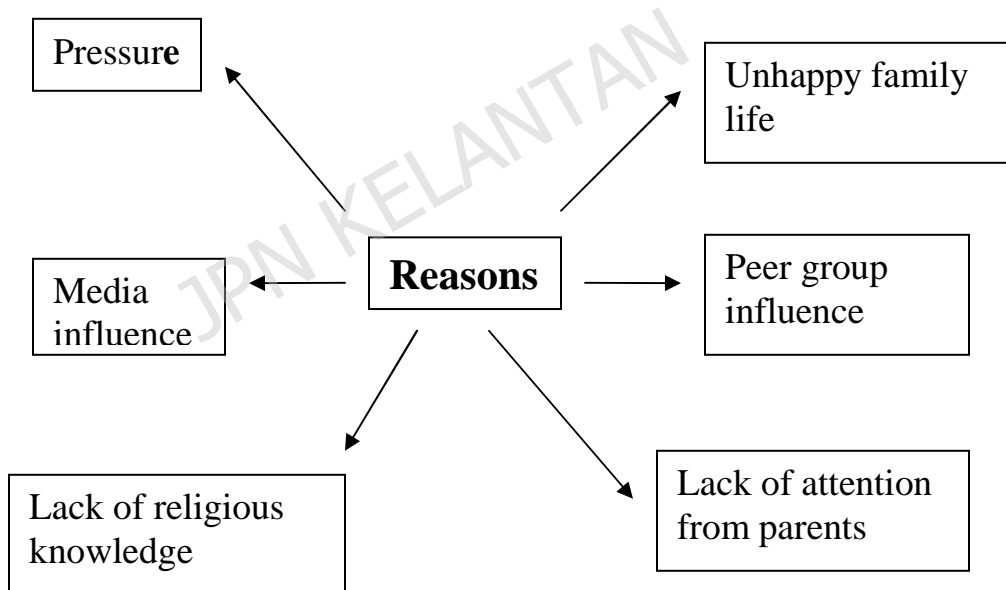
period. This is all I would like to complain about. I hope you will look into this matter as soon as possible.

Reported by,

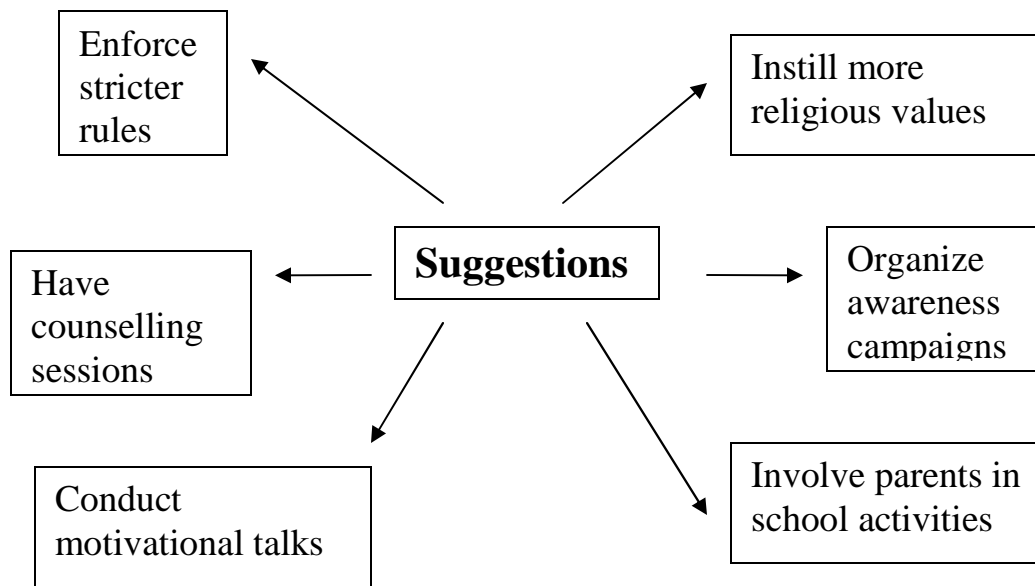
(Ahmad bin Mohd. Ali)

## **REPORT**

Cases of bullying in your school are on the rise. You are asked to conduct a survey on the problem. Write a report to your principal outlining the reasons why bullying happens and give suggestions to overcome it. Include the following points:







Write a report using all the notes given.

**TRY YOUR BEST!!!**

# **Continuous Writing**



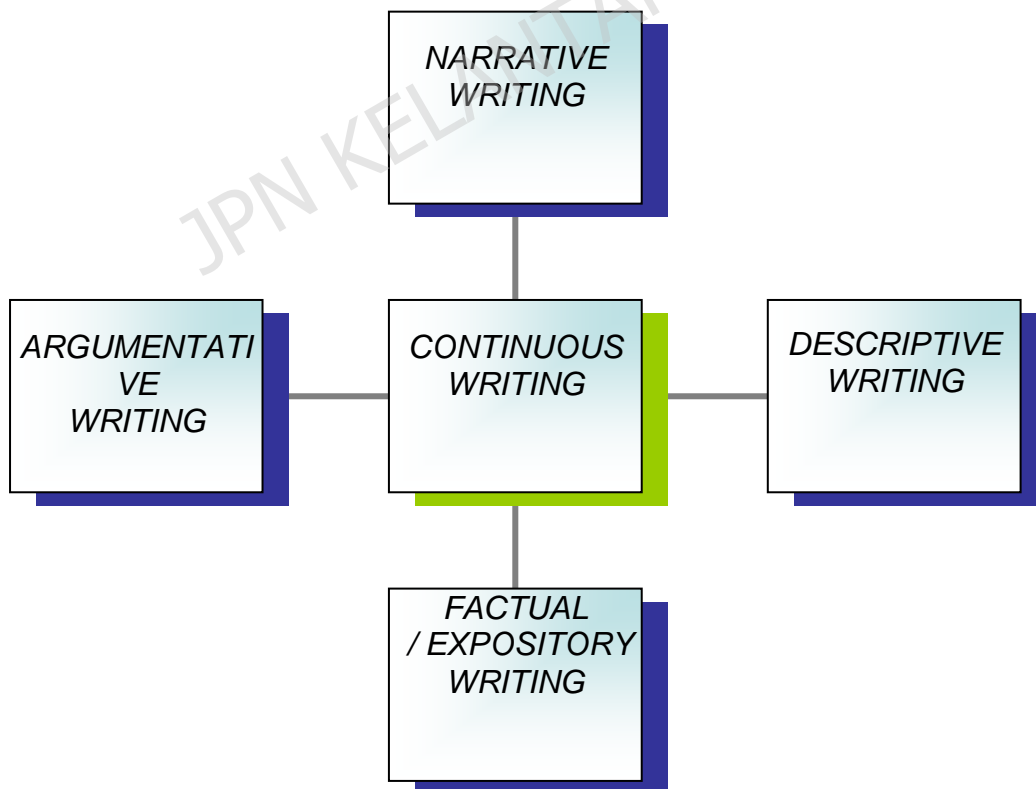
## CONTINUOUS WRITING

W

*RITING is a difficult skill. It is for this reason that continuous writing is the bane of many students. Unlike directed writing, students have to start from scratch and deal with contents as*

*well as language. They have to think of what to write and how to write. With continuous writing, they have to consider these two factors besides having to explore ideas and watch out for language.*

Section B of Paper 1, i.e. continuous writing carries substantial 50 marks. Candidates are given five topics and they have to write on one of these topics in an hour. The topics can be categorised as follows:



## SAMPLE QUESTIONS

### **Narrative**

*Write a story beginning with: "I never knew what happiness was until...."*

*Write a story ending with: "Finally, he walked away without saying a word."*

### **Descriptive**

*Describe a visit to a night market.*

*A Personality I Admire*

### **Factual / Expository**

*The Effects of Pollution*

*Ways to Make School Interesting*

### **Argumentative**

*It is better to study the science subjects than the arts. Do you agree?*

*Examinations should be abolished. Discuss.*

## GENERAL TIPS / STRATEGIES



- ➡ *Read and consider all the questions given.*
- ➡ *Do not make the mistake of selecting the first question that you read or a question which you think is manageable. You might realise later that you could have handled another question with much more ease.*
- ➡ *Choose a topic that you are familiar or comfortable with.*
- ➡ *Select a topic which is within your experience so that you will not have to struggle with the content.*
- ➡ *Opt for a topic which is within your linguistic ability.*
- ➡ *Do not select a topic just because you think it is challenging. This is not the time for experimentation.*
- ➡ *For weak students, it is always advisable to write a narrative.*
- ➡ *Plan your essay – the outline / organisation, points / ideas / thoughts, and supporting points (if you are writing an argumentative or factual essay).*
- ➡ *Write out your essay in neat and legible handwriting. Small or untidy handwriting, or a combination of both, can be very annoying as the reader has to spend valuable time deciphering what you have written.*
- ➡ *Write in paragraphs.*
- ➡ *You may leave a line between paragraphs as it is easier on the examiner's eye.*
- ➡ *Edit and revise language if necessary.*

<http://spakel.webict.net>

## GENERAL GUIDELINES FOR CONTINUOUS WRITING



- ➡ *Read all the questions given. Some students make the mistake of selecting the first question that they read, or zooming in on a question they think is manageable only to realise later, that they could have handled another question with more ease.*
- ➡ *Choose a topic you are familiar, or comfortable with, which is within your scope of experience, so you do not have to struggle with content.*
- ➡ *Opt for something that is within your linguistic ability. Do not select a topic just because you think it is challenging. This is not the time for experimentation. As for weak students, it is generally advisable to write a narrative.*
- ➡ *Plan your essay: the outline, points/ideas/thoughts and supporting points (if you are writing an argumentative or factual essay).*
- ➡ *Remember to use a variety of sentence structures (simple, compound and complex).*
- ➡ *Competent candidates should use more of the latter as your competency will be made obvious by your ability to use these structures accurately. Do not use too many simple sentences as, at SPM level, more is expected of you.*
- ➡ *Use sentences of varying lengths. A short sentence can be very effective after several long sentences.*
- ➡ *Choose words carefully. You should be able to use words with different nuances. For instance the word “walked” can be replaced with synonyms such as ambled, strolled, sauntered, staggered, strode.*
- ➡ *Write out your essay in neat, legible handwriting. There is nothing more annoying than small or untidy handwriting, or a combination of both, as the reader has to spend valuable time deciphering what you have written.*

- ➡ *Write in paragraphs. You may leave a line between paragraphs as it is easy on the examiner's eye.*
- ➡ *Edit and revise language if necessary. Allocate 10 minutes for this and make sure spelling and punctuation are accurate.*
- ➡ *Do heed the length of the essay. You are required to write an essay of not less than 350 words. Anything shorter would definitely be penalised. But do not write too long an essay. Some students can easily write anything between 600 and 800 words. Remember, the more you write, the more mistakes you may make. Weak students are strongly advised not to write a lengthy essay.*

### SPECIFIC GUIDELINES FOR CONTINUOUS WRITING



- ➡ *Make sure your essay is longer than 350 words.*
- ➡ *This means that you need to develop your essay/ideas to a considerable degree.*
- ➡ *Avoid a lengthy essay.*
- ➡ *Some students believe that they will obtain more marks if they write a lengthy piece. This is definitely not true, especially if your essay has considerable grammatical errors.*
- ➡ *Do not waste time counting the number of words.*
- ➡ *By now you should be able to gauge how many words you write on one page, so do not waste precious time counting the number of words in your essay.*
- ➡ *Pay attention to language.*



- ➡ *As in directed writing, avoid informal language, clichés, contractions and slang words.*
- ➡ *Avoid using unnecessary idiomatic expressions/proverbs.*
- ➡ *Some students have this notion that they will obtain more marks if they use idiomatic expressions/proverbs, and so, they memorise as many idiomatic expressions/proverbs as they can.*
- ➡ *Reading an essay littered with idiomatic expressions/proverbs can be a pain. Also, not all idiomatic expressions are formal.*
- ➡ *Use a variety of sentences (simple, compound, complex and compound-complex) of varying lengths.*
- ➡ *Use precise vocabulary.*
- ➡ *E.g. He **told** me to be careful as there were crocodiles in the river.*
- ➡ *He **warned** me to be careful as there were crocodiles in the river.*
- ➡ *The word 'warned' is more precise.*
- ➡ *Do not use spoken language.*
- ➡ *These days, it is quite common to come across the usage of spoken language not only in newspaper articles, but also in magazines and novels.*
- ➡ *Remember, there are differences between spoken and written language.*
- ➡ *If you are unsure whether a phrase is spoken or written, ask your teachers.*
- ➡ *Do not leave your sentences hanging.*
- ➡ *Remember, every English sentence must have a subject and a verb.*

*E.g. "I saw many types of marine life. For example, seahorses and starfish." (The second sentence is hanging.)*

- ➡ *Do not use repetitive words, phrases or structures.*

*a) Examples of repetitive words:*

- i. It was a very hot day. I was feeling very thirsty.  
(You could replace the word 'very' with 'extremely' in the second sentence.)*
- ii. My mother scolded me for coming home late. My father, who was just as angry, scolded me for not listening to his advice.*



*(You could use 'admonished' instead of 'scolded' in the second sentence.)*

*b) Examples of repetitive phrases:*

- i. Murni and I were best friends. We had been best friends since kindergarten. We had promised to remain best friends till the end of our lives.

*(You could rewrite it this way: Murni and I were best friends. We had been close since kindergarten. We had pledged to maintain our friendship till the end of our lives.)*

- ii. It was the end of the year. My father had promised to take us on a holiday. He had promised to take us to Perth.

*(There are several ways to rewrite this:*

*It was the end of the year. My father had promised to take us on a holiday. He told us that we would be going to Perth that year.*

*It was the end of the year. My father had promised to take us on a holiday to Perth.)*

*c) Examples of repetitive sentences:*

My mother is one person who is admired by many people. She is a strong and determined person. She does not let problems stop her from doing what she wants. She sees problems as challenges.

*(As you can see the structure 'She...' is repeated as in 'She is... She does not... She sees...')*

➡ *Learn to use other structures to overcome this problem.*

'My mother is one person who is admired by many people. She is strong and determined. Problems do not stop her from doing what she wants. According to her, problems are challenges.'

*\*You may, however, use repetitive structures for emphasis.*

➡ *Avoid redundancy,*

*E.g. "In my opinion, I think..."*

*'In my opinion' and 'I think' have the same meaning.*

*E.g. "It was a happy and merry occasion. I felt satisfied and contented."*

*The words 'happy and merry' mean the same thing, so does 'satisfied and contented'.*

## NARRATIVE WRITING

### TIPS AND STRATEGIES



- *You have to decide whether to write your essay from your own perspective or someone else's. The first person or third person singular is the most popular voice.*
- *If you choose to write from your own perspective, then use the first person singular, that is, "I".*
- *If you choose to write from someone else's perspective, use third person pronouns (he, she, it). Be consistent in your choice of pronouns. Do not switch perspectives mid-way through the essay.*
- *Engage your reader. Make the story real for him. Get him involved in your experience.*
- *Bring your characters to life. Make them real. Make them memorable. It is always more interesting to read about flawed characters.*
- *Have a simple plot. You will be better off using chronological order. Flashbacks are a wonderful device but you should only engage in this if you can carry it off.*
- *Use the simple past tense if you cannot handle the past perfect tense.*
- *Use verbs and adjectives to enable your reader to visualise things in his mind's eye*
- *You may use dialogue but use it sparingly and effectively. Remember, you are writing a narrative, not a script.*
- *Avoid using informal language.*
- *Avoid clichés*
- *Specific guidelines to remember when writing a narrative essay.*

- *You have to decide whether to write your essay from your own perspective or someone else's.*
- *The first person or third person singular is the most popular voice. If you choose to write from your own perspective, then use the first person singular i.e. 'I'. If you choose to write from someone else's perspective, use third person pronouns (he, she, it). Be consistent in your choice of pronouns. Do not switch perspectives mid-way through the essay.*
- *The choice of pronoun also depends on the question. In the question "Write a story beginning with: I was tired and...", you have to use the first person singular 'I'.*
- *Engage your reader. Make the story real for him. Make him involved in your experience.*
- *Have a simple plot. You will be better off using the chronological order. Flashbacks are a wonderful device where you merge the past with the present. But be careful; only engage in this method if you can carry it off.*
- *Use only the simple past tense if you cannot handle the past perfect tense.*
- *However, you will need to use the past perfect tense if you are referring to more than one action in the past.*
- *Bring your characters to life. Make them real. Make them memorable. It is always more interesting to read about flawed characters.*
- *Use nouns, verbs and adjectives to evoke your reader's senses.*
- *You may use dialogue, but use it sparingly and effectively. Remember you are writing a narrative, not a script.*
- *Before you write your essay, it is a good idea to plan what you are going to write.*
- *A good narrative should have:*
  - *An introduction -This is to set the scene and present the character/characters*
  - *Complications or problems - In your story, the character/characters might have a problem to overcome.*
  - *A climax - A good story should have a climax which is the most exciting part of the story*
  - *A resolution (end)*

<http://spakel.webict.net>

- ➡ *Never leave your story hanging although accomplished writers use this technique (which is called an open ending) to get their readers to confront certain issues the writer may have raised in his story.*

### QUESTION 1

Write a story ending with, “I never saw her again after that”.

### GUIDELINES

A good story should have elements as follows :

#### Simple Plot

- ➡ *The story revolves around Mary Anne who leaves town when her mother is diagnosed with cancer. Her parents die and she is treated cruelly by her aunt*
- ➡ *A chance encounter at a pharmacy reveals this to the narrator.*

#### Setting

*Most likely, a pharmacy/clinic  
A past event (no specific time mentioned).*

#### Important Characters

*Mary Anne  
Narrator  
The aunt*

#### How the essay seeks to engage the reader

- ➡ *Vivid portrayal of the character through the use of verbs, adjectives and adverbs*

The gaunt figure that inched its way slowly towards the medicine counter looked old and haggard. Her dreary-looking outfit did nothing to conceal her bleak and depressing demeanour.

Quietly, she sat on one of the chairs and waited patiently, like the rest of us, for her number to be flashed on the digital screen.

- ➡ *Vivid reminder of what the character had been like before*
- ➡ *Mary Anne had been the school beauty. Everyone had admired her for her looks, her brains and her beautiful character.*
- ➡ *Focus shifts from loss of external to internal beauty*

I wondered what had happened to the ravishing beauty I had once known. Then again, this person looked old, much too old to be 29.

- ➡ *Narrator's realisation that she is still beautiful — on the inside*

I looked at Mary Anne and saw her goodness. Instead of seeing a *gaunt and weary figure*, I saw an *amazingly beautiful human being*.

➡ *Narrator's thoughts and feelings*

Anyone who looked at her would have thought she carried the world's burdens on her shoulders.

I was rattled. I looked at Mary Anne and saw her goodness. Instead of seeing a gaunt and weary figure, I saw an amazingly beautiful human being. My heart went out to her.

➡ *Effective use of past and past perfect tense*

Her remarks reminded me of how beautiful she had been once. Mary Anne had been the school beauty. Everyone had admired her for her looks, her brains and her beautiful character.

➡ *Touch of humour*

Many had said, rather enviously, that God had worked overtime with her – making her one of his masterpieces.

➡ *Choice of words*

Precise/apt – pitiable

➡ *Not repetitive, e.g. "treated her badly", "ghastly treatment".*

➡ *Inclusion of dialogue*

➡ *Varied sentence structures*

I was rattled. (simple sentence)

Her mother had been diagnosed with end-stage cancer and there was nothing the doctors could do. (compound sentence)

Now that the aunt was old and suffering from cancer, her five children had deserted her when they realised that she needed special care. (complex sentence)

➡ *Use of repetition for emphasis*

"Why did you leave so suddenly, Mary Anne? Why"

➡ *Unexpected ending*

Mary Anne does not desert her aunt in her time of need. The beauty of her character shines through.

Sometimes, you can change a story to suit another topic. Why don't you manipulate the sample essay to fit the topic "Beauty"?

## MODEL ANSWER

*The gaunt figure that inched its way slowly towards the medicine counter looked old and haggard.*

*Her dreary-looking outfit did nothing to conceal her bleak and depressing demeanour. Anyone who looked at her would have thought she carried the world's burdens on her shoulders.*

*Quietly, she sat on one of the chairs and waited patiently, like the rest of us, for her number to be flashed on the digital screen.*

*I was rattled. I knew I had seen her somewhere before — a younger, happier version. There was no way I could be wrong. Like an arrow released from its bow, the buried and forgotten memories pierced my heart with an unknown intensity.*

*It had to be Mary Anne, my best friend in secondary school. Then again, this person looked old, much too old to be 29. Anyway, I summoned enough courage and went towards her. Hearing my footsteps, she looked up slowly. The flash of recognition in her eyes told me I was not wrong.*

*"It is you, Mary Anne Danker, is it not?"*

*She nodded her head silently as if embarrassed.*

*"Hello, John? You are looking good."*

*Her remarks reminded me of how beautiful she had been once. Mary Anne had been the school beauty. Everyone had admired her for her looks, her brains and her beautiful character.*

*Many had said, rather enviously, that God had worked overtime with her — making her one of his masterpieces.*

*One day, Mary Anne had stopped coming to school. Devastated, I had gone to her house, only to find it all locked up. Checks with neighbours proved futile. No one knew where the Danker family had gone and why they had left so suddenly.*

*Taking a seat next to her, I wondered what had happened to the ravishing beauty I had once known.*

*"Why did you leave so suddenly, Mary Anne? Why?"*

*She looked at me nervously, clasping and unclasping her hands in her lap. I could sense that she was rather reluctant to talk, reluctant to expose a part of her life which had probably caused her a great deal of pain and suffering. A prolonged silence ensued. Finally, she inhaled deeply and started telling me her story.*

*Her mother had been diagnosed with end stage cancer and there was nothing the doctors could do. They said that she had only three months to live. Her father thought it best to return to their hometown, to let her live in peace in the surroundings she had grown up in.*

*Her father, devastated by his wife's death, started to neglect his own health and three months later, he too died of a broken heart, leaving Mary Anne in the care of relatives.*

*Tears rolled down Mary Anne's cheeks as she related the difficult years with her aunt.*

*The old widow treated her badly, forcing Mary Anne to quit school and to work as a dishwasher in a restaurant. The cruel old lady often beat her, and her cousins, jealous of her beauty, were more vicious than their mother.*

Now that the aunt was old and suffering from cancer, her five children had deserted her when they realised that she needed special care. Despite her aunt's ghastly treatment of her, Mary Anne felt sorry for her.

"I cannot leave her. She has no one else," she said. "I have promised to take care of her till the end of her life."

I looked at Mary Anne and saw her goodness. Instead of seeing a gaunt and weary figure, I saw an amazingly beautiful human being.

My heart went out to her. Just then her number was flashed on the screen. She got up and collected the medicine which, I understood, was for her aunt. Never had I felt so helpless and wretched. Her story reminded me of something my late grandfather used to say,

"Life is like an onion: You peel it off one layer at a time, and sometimes you weep."

Before leaving, Mary Anne turned and smiled sadly at me. I never saw her again after that.

## QUESTION 2

(b) Write a story beginning with the following sentence :

"Encik Karim realized now that if it were not for the public-spiritedness of his neighbours, he would have lost everything ..."

## GUIDELINES

A good story should consist of the elements as follows :

### Simple Plot

The story revolves around En. Karim and as the question requires one to write the story using the sentence given as the first sentence, a flashback can be used to tell what happened and how the public-spiritedness of his neighbours had changed him.

### Setting

A village

### Main Character

En. Karim

## How the essay seeks to engage the reader

- ➡ Vivid portrayal of the character through the use of verbs, adjectives and adverbs

e.g.

<http://spakel.webict.net>



Here is a story about aloof Encik Karim and how the public-spiritedness of his neighbours had changed him into a down-to-earth person.

He was very proud of his own wealth and heritage that he became a snobbish man in his village.

The villagers smiled at him but being an aloof man, he just ignored them ...

Despite his rotten behaviour, the villagers were still nice and helpful to him.

➡ *Effective Use of Simple Past and Past Perfect Tenses*

e.g.

He inherited much wealth from his late father ...

His wealth and achievements had isolated him from other villagers whom to him were ignorant, poor and failures in life.

➡ *Inclusion of Dialogue*

e.g.

The villagers smiled at him but being an aloof man, he just ignored them and talked to his driver, "Drive faster Mat. I do not feel comfortable looking at those poor people. They are disgusting!"

He ran to the house compound to get his family when he suddenly heard a voice, "Daddy, we are safe. Mummy and all of us were saved by the kind men."

➡ *Varied Sentence Structure*

e.g..

One day as usual En. Karim went out to his factory early in the morning.  
(simple sentence)

Suddenly there was an urgent call from one of the villagers.  
(simple sentence)

At first he wanted to ignore the call, but then answered when the man sounded panicked. (compound sentence)

It was the villagers who made the first move to stop the fire and save his wife and children before he rescue workers, police and ambulance arrived.  
(complex sentence)

It was important but there was time when money was just a symbol of wealth which did not mean anything to people. (complex sentence)

➡ *Wh-Questions*

e.g.    *what – what happened in the story before En. Karim realized the significance of the neighbours' public-spiritedness*

*who - En. Karim, Mat, wife and sons, the villagers / neighbours*

*where – a village*

*when – current time*

*why – a major event is a turning point to En. Karim's behavior and attitude*

*how – neighbours helped to rescue En. Karim's family from the fire*

<http://spakel.webict.net>



A Story on Public-Spiritedness

**“Encik Karim realized now that if it were not for the public-spiritedness of his neighbours, he would have lost everything that he had.”**

He would have lost his wife, children, a big bungalow house with complete furniture in it. Here I would like to tell you a story about Encik Karim and how public spiritedness of his neighbours had changed him into a good person.

Encik Karim was a resident of Kampung Banggol, Kota Bharu, Kelantan. He inherited much wealth from his late father including 50 acres of land and a big batik factory in Kota Bharu. He was very proud of his own wealth and heritage that he became a snobbish man in his village. He was proud to have a happy family. His wife was the most beautiful lady in Kelantan and all his children were brilliant and intelligent in studies. He had 10 servants and 2 drivers who worked for him and his family. His wealth and achievements had isolated him from other villagers whom to him were ignorant, poor and failures in life.

One day as usual En. Karim went out to his factory early in the morning. In his Mercedes car on his way to the factory, he saw many villagers walking bare-footed. The villagers smiled at him but being an aloof man, he just ignored them and talked to his driver, “Drive faster, Mat. I do not feel comfortable looking at those poor people. They are disgusting!” Mat, being an obedient driver, sped the car and just left the villagers feeling sad and down to earth.

En. Karim was very busy that morning. There was a very important meeting with some fabric managers from United Kingdom. He was hoping that his business proposal to build a factory in Edinburgh, Scotland became a reality after meeting the important people. Suddenly there was an urgent call from one of the villagers. At first he wanted to ignore the call, but then answered when the man sounded panicked. He was very shocked to be informed that his big bungalow house was on fire! His wife and children were in the house when he left in the morning.

After apologizing to the foreign visitors, he left his company immediately. Mat drove very fast so that they could reach Kampong Banggol at once. En. Karim was very panicked that he forgot to dial 999 to get help from the police, rescue workers and ambulance. He became very sad thinking about the possibility that his wife and children were already killed in the fire. For sure nobody in the village wanted to help him to save the lives of his family as he was not friendly at all to them. He then realized it was a big mistake of him not to establish good relationship with the villagers. At that moment nobody was going to help him.

He reached his house 20 minutes later. To his surprise he saw so many villagers helping to stop the fire. There were also rescue workers, police and ambulance at the place. He ran to the house compound to get his family when he suddenly heard a voice, “Daddy, we are safe. Mummy and all of us were saved by the kind men.”

En. Karim was speechless. He was so embarrassed by his own unfriendly behaviour. Despite his rotten behaviour, the villagers were still nice and helpful to him. It was the villagers who made the initiative to contact him at the factory and to dial 999. It was the villagers who made the first move to stop the fire and save his wife and children before the rescue workers, police and ambulance arrived.

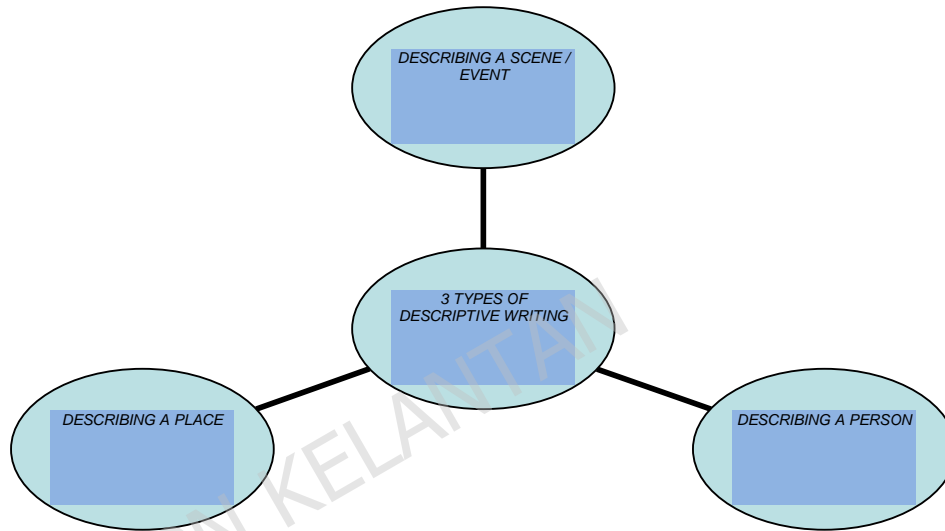
*En. Karim realized his big mistake. He regretted himself for being very snobbish to the people who in turn helped him regardless of the cold friendship. He realized that money could not buy everything. It was important but there was time when money was just a symbol of wealth which did mean anything to people. There was more than money that people needed in their life. It was true friendship and public spiritedness which brought happiness and meaning of life. Everybody needed other people in their life no matter how rich they were. Heavy and tough work could be light when there was a sense of cooperation, togetherness and public spiritedness in each of the Malay citizens.*



## DESCRIPTIVE WRITING



*There are 3 types of descriptive writing.*



## TIPS AND STRATEGIES

### DESCRIBING A SCENE / EVENT

*When describing a scene or event, you are required to write in some details about the people and activities going on.*

- *Be clear about what scene/event you are describing.*
- *Description must be lively and interesting.*
- *Describe activities in details.*
- *Activities are arranged in order.*
- *Highlight persons involved and what they are doing.*
- *Capture the mood of the scene (noise, lights, colours)*

<http://spakel.webict.net>

## DESCRIBING A PLACE

*When describing a place, you are required to describe the place in detail. In your description, include the people and activities going on.*

- ➡ *Give an introduction to the place.*
- ➡ *Give a physical description of the place (from outside moving to inside).*
- ➡ *Describe what you see and hear.*
- ➡ *Describe in details the activities and attractions.*
- ➡ *You can include personal feelings about the place.*

## DESCRIBING A PERSON

*When describing a person, you should give enough details about him. Include :*

- ➡ *If he is a famous person, mention why he is famous.*
- ➡ *Your descriptions must be interesting.*
- ➡ *Be clear about what you are describing.*
- ➡ *Mention the special features why the person is outstanding.*
- ➡ *Use present tenses if the person is still alive.*

## QUESTION 1

*A Night Market*

## GUIDELINES

*Describing A Place*

- i. *When describing a place, you are required to describe the place in detail. In your description, include the people and activities going on.*
- ii. *Give an introduction to the place.*
- iii. *Give a physical description of the place (from outside moving to inside).*
- iv. *Describe what you see and hear.*
- v. *Describe in details the activities and attractions.*
- vi. *You can include personal feelings about the place.*

<http://spakel.webict.net>

## ESSAY STRUCTURE

### **Introductory Paragraph – *What is a night market***

- available at most residential area*
- hawkers open stalls selling items*
- stalls line the streets*

### **Content Paragraph 1 - *Reasons for being popular in Malaysia***

- prices are cheap*
- food is fresh*
- a variety of items on sale*

### **Content Paragraph 2 - *Benefits of a night market to residents***

- family members can shop together*
- help promote friendliness and neighbourliness*

### **Content Paragraph 3 - *Benefits of a night market to traders***

- suitable for new traders who want to test the market for new products*
- suitable if hawkers want to earn extra money selling homemade food, home grown vegetables and fruits*

### **Content Paragraph 4 - *Benefits of a night market to visitors / tourists***

- night market introduces Malaysian food and products not found in big supermarkets and shopping malls*
- tourist can shop for reduced priced items*

### **Concluding Paragraph - *Night market-Malaysian way of life***

## MODEL ANSWER

### *A Night Market*

*A night market is a place in which varieties items are sold. The time for the night market to open is after Asar until 10 pm. It is available in most of residential areas. In the night market hawkers open stalls selling food, drinks, fruits, flowers, raw fish and meat, vegetables, clothes and many more. The stalls line the streets in the areas.*

*The night market is so popular among Malaysians. Apart from selling food at cheap prices, it is fresh and nice to eat. In many stalls, there are a variety of items on sale. As the night market operates from one area to another, people can easily get what they want without making an effort of going out to distant shops or markets.*

*There are many benefits the night market can offer to people. As it is available at night, members of a family can shop together. After Asar usually*

<http://spakel.webict.net>

*everybody in the family is already at home from school or workplace, and it is the time for them to be and do activities together. By spending time together to shop at the night market, it promotes togetherness and unity among family members. Neighbours also have the chance to meet at the night market if they do not have time to see each other in their housing areas. By meeting each other, the spirit of friendliness and neighbourliness is inculcated and strengthened.*

*On the part of the traders, the night market provides a source of income to them. It is the place where they can sell food and items to other people with a small fee to pay to the authority. The night market is suitable for new traders who want to test the market for the new products. Some hawkers can sell homemade products like fruit jam and pizzas to earn extra money. Home grown vegetables and fruits can be sold at cheap prices. People love to buy home them as they are fresh and plentiful. It is good that creativity in producing these goods is given to sellers.*

*In the night market, people can also get munchies like local fish crackers, tapioca crackers, traditional cakes and which are unavailable in big supermarkets and shopping malls. The food can be bought and presented to relatives and friends who live in other states. In certain night markets, food like salted fish, dried prawns and squids are sold for tourists. They can also get items like watches, wall clocks, calculators and t-shirts at reduced prices. Price reduction and availability of the items encourage the tourists to shop for more and bring the items back to their states or countries.*

*The night market is a way of life in Malaysia. After a long and stressful day, family members can get instant homemade and cooked food at the night market. Shopping together spurs togetherness and unity among families and residents. It is a channel in which local products can be creatively produced and sold to others and a source of income for traders and hawkers who operate small business.*



## QUESTION 2

### *A Person I Admire Most*

## GUIDELINES

### Describing A Person

When writing an essay of a description of a personality, there are a number of points which can be included.

#### ➡ Introduction

Details of birth and early life

- date and place of birth
- family background

#### ➡ Body

Academic Background

- ☐ primary education
- ☐ secondary education
- ☐ tertiary education
- ☐ success in studies

Accomplishment

- ☐ achievements made in studies and life
- ☐ benefits of achievements on self, family and society

#### ➡ Conclusion

*Relevance to the present situation*

Additional notes :

- ☐ The physical features or appearance
- ☐ The person's personality and character
- ☐ Struggles or problems
- ☐ What motivates the person
- ☐ Awards and recognition



## ESSAY STRUCTURE

**Introductory Paragraph – Details of Birth and Early Life**

**Content Paragraph 1 – Academic Background – Primary Level**

**Content Paragraph 2 – Academic Background – Secondary Level**

**Content Paragraph 3 – Academic Background – Tertiary Level**

**Content Paragraph 4 – Teaching Profession**

**Content Paragraph 5 – Recipe of Success**

**Concluding Paragraph**

## MODEL ANSWER

### A Person I Admire Most

Puan Ilia Natasya is a personality I admire most. She was born in Pasir Jertih, Terengganu on 8 August 1967. Her parents' home is in near Transnational Bus Station. She built a house in Year 2000 and now lives in Besut, Terengganu.

When she was young, she received the primary education in Sekolah Rendah Kebangsaan Gong Datu. The school is situated at Jalan Derdap, Jertih. She was sent to and from school by trishaw. The man riding the trishaw, named Abang Hassan, lived near her house. When she reached the age of eleven, her late father, Tn. Hj. Yusof bin Karim bought her a bicycle. She cycled to school with her good friend, Norsiah.

Pn. Ilia Natasya obtained a good result in Year Six and was selected to be in the best class in Form One in Sekolah Menengah Gong Datu. The class was One Science One. She was thankful to all her primary school teachers for educating and teaching her to be one of brilliant students in class. She was in the secondary school for five years. In SPM she scored an excellent result and was offered to further studies in United Kingdom for six years. Her late father and her teacher Pn. Hj. Siti Aisyah encouraged her to go abroad even though she felt so sad to be far from her family and loved ones.

As a person who wanted to grab a big opportunity in her life, she obeyed her father's advice and went to Lancaster, England to do A-Level for two years. She excelled in her studies and furthered her degree in Edinburgh, Scotland for four years. Her course is Teaching English to Speakers of Other



Languages (TESOL). She was fortunate to be able to learn English from English lecturers who were the native speakers of English.

In England and Scotland, Pn. Ilia Natasya made many friends with western and eastern students. She had many good friends from Great Britain, Africa, Pakistan, Thailand and Europe. Foreign friends were friendly and helpful. They always helped her to improve her English in spoken and written medium. She also learnt many western and eastern recipes from her friends. Hongkong students were good in making dishes like vegetable rolls (popiah), soup and stir-fry chicken. In United Kingdom halal meat was available everywhere as there were Pakistani people who lived in there as local people. She did not encounter any serious problems when she was in United Kingdom.

After completing her studies, Pn. Ilia Natasya returned to Malaysia and was given a post as an English teacher in a secondary school. She was inspired to teach Terengganu students who had problems in learning English as a second language. When she first taught for a few months, she found it quite challenging to teach English. Many of her students did not want her to use English language in her teaching. Instead, they preferred her to use the Direct Translation Method. She had to learn for quite some time to cope with the situation and convince the students that to be able to master the language, it had to be used and familiarised. Later her students understood her way and tried to be familiar with English as a medium of instruction and communication during English lessons.

Life was blessed when Pn. Ilia Natasya had a family of her own. Today she is a happy married woman with four obedient and handsome sons. She is even happier nowadays to be an English teacher at SMK Raja Undang and to teach very hardworking and smart students. All her students are a real inspiration to her to be productive, innovative and creative English teacher. Her students also loved to help her when she needed a hand. Many of her students loved to visit her at her house when she was free. She loved cooking and would cook special dishes for her students.

Indeed Pn. Ilia Natasya is a very happy person in her life today. She is granted everything a person would love to have in life; a splendid early life, good education, a happy family, a good career, brilliant students and friendly teachers as her friends, and most of all, total closeness and humble submission to Allah. She always hopes to be granted continuous happiness and good health so that she can always benefit other people around her and give the most she can to make everybody happy and appreciated.



<http://spakel.webict.net>

## FACTUAL / EXPOSITORY WRITING

### TIPS AND STRATEGIES

- Understand what you should write
- Have good knowledge on the topic
- Jot down relevant points using a mind map
- Arrange the points in sequence
- Try to elaborate with real figures, examples, names
- Points must be well explained or illustrated

### QUESTION 1

Teen Smoking

### GUIDELINES

You are required to write a composition which demands some knowledge of the topic. This topic requires the students to investigate an idea, evaluate evidence, expound on the idea and present in a clear and concise manner. It is based on facts such as real events or happenings, real examples and real figures. If it is on a current issue, you need to have read about it.

#### Do's :

- Have good knowledge of the topic
- Jot down the points
- Define the topic and give relevant examples
- Arrange points according to importance
- Give relevant examples and figures
- Present points clearly
- Sum up accurately

## ESSAY STRUCTURE

**Introductory Paragraph – *What is teen smoking***

**Content Paragraph 1 - *Who is involved and when***

**Content Paragraph 2 - *First reason for teenagers to smoke***  
*Some of them think that smoking symbolizes maturity or high social status.*

**Content Paragraph 3 - *Second reason for teenagers to smoke***  
*Some of them want to be accepted by group peers who smoke.*

**Content Paragraph 4 - *Third reason for teenagers to smoke***  
*Some teenagers are deprived of parental love and attention at home.*

**Content Paragraph 5 – *The danger of smoking***  
*Smoking is unhealthy to body and mind.*

**Content Paragraph 6 - *First way to curb teen smoking***  
*Parents have to give their unconditional love and care to children.*

**Content Paragraph 7 – *Second way to curb teen smoking***  
*Parents should not give much pocket money to their children.*

**Content Paragraph 8 - *Third way to curb teen smoking***  
*Parent ensure that children cannot get easy access to cigarettes at home.*

**Content Paragraph 9 - *Fourth way to curb teen smoking***  
*Government reduces youth's access to tobacco products.*

**Concluding Paragraph**



### Teen Smoking

Smoking is a social ill which is on the rise recently. It is a popular activity among male teenagers. Cigarettes, cigars, shishas are some of the items used for smoking. Among the items, cigarettes are the most preferable.

The activity of smoking is popular among male teenagers and adolescents. In some places, a teenager can start smoking at a young age, as early as 11 years old. Usually teenagers who like to mix around with friends have a big tendency to smoke.

As we know, teenagers contribute to the highest number of smoking in the society. Young teenagers usually are smoking for a number of reasons. Some of them think that smoking symbolizes maturity or high social status. They can become matured and macho in the eye of friends if they smoke.

Some of them want to be accepted by group peers who smoke. Without smoking, they are seen as old-fashioned, immature and unable to socialize well. Once they smoke, they become addicted and have difficulties to stop. It is difficult to convince teenagers of the dangers of smoking because generally, the effects of smoking – fatigue, headache and breathlessness – are not immediately felt. They do not realize the hazards of smoking and think that smoking does not affect them.

Some teenagers are deprived of parental love and attention at home. Parents who spend more time outside will leave their children insufficient of love and care. Neglected children may find love and attention from friends outside home. Parents' absence at home may be taken as an advantage by teenagers to go out and meet friends. Smoking activities can occur once they meet and loaf and is the root of other social ills.

Smoking should be banned as it is unhealthy to body and mind. Cigarettes contain dangerous chemicals such as nicotine, tar, arsenic and benzene. The chemicals can give a negative reaction and effect to one's body and mind. The detrimental effects of smoking on health is common knowledge. Research in medical science has shown that smokers are more likely to suffer from diseases of the lungs and cancer. The incidence of bronchitis, lung cancer, heart diseases as well as oral and laryngeal cancer is resulted from smoking.

Smoking can lead to many social ills and thus has to be stopped. There are a number of ways in which smoking problems can be reduced and eradicated. First, parents have to give their unconditional love and care to children. Children are sensitive and delicate, they can be easily moulded at the early age as they are attached to parents and loved ones in the family. Parents should give love to

*each of their children without setting any conditions and barriers. Brilliant and less able children should be given love unconditionally.*

*Parents should not give much pocket money to their children. This will reduce the tendency of buying irrelevant stuff like cigarettes. They should not let their children spend time outside without knowing what the children are doing. In short, children can be allowed to meet friends once in a while but with proper supervision of the parents.*

*Some parents smoke. Teenagers emulate their behavior and this is easily done when cigarettes are readily available in the house. Many youths said that they start smoking because they were able to get their hands on cigarettes at home. Therefore it is the role of parents to ensure that children cannot get easy access to cigarettes at home. Perhaps smoking parents should place cigarettes at a safe place to minimize the chance of their children getting the cigarettes.*

*On the part of the government, reducing youth's access to tobacco products is widely seen as a positive step toward decreasing the incidence of teen smoking. Some programs and campaigns held include an increase in the price of tobacco products and trying to push for a bill requiring anyone below age to show their identification when buying cigarettes. A more effective way to curb teenage smoking would be to have more serious concerted efforts in a nationwide public education campaign. Educational materials, for example, those on the dangers of smoking and tips on how to quit smoking should be widely disseminated and made easily available. Parent teacher Association (PTA) should play an proactive and collaborative role with the school administrators in minimizing the problem of cigarette smoking among school students.*

*Teen smoking is an alarming issue which needs immediate consideration and action. Everybody should play an active role to tackle it in order to produce healthy young citizens.*

## QUESTION 2

### *Extinction Of Endangered Species*

## GUIDELINES

- *Understand the topic about extinction of wildlife.*
- *Have good knowledge on the topic.*
- *Give reasons for the extinction.*
- *Give ways to minimise the extinction.*
- *Jot down relevant points using a mind map.*
- *Try to elaborate with real figures, examples, names.*
- *Arrange the points in sequence.*

## ESSAY STRUCTURE

**Introductory Paragraph - *What is extinction of endangered species***

**Content Paragraph 1- *First reason for the extinction***  
***Poaching***

**Content Paragraph 2 - *Second reason for the extinction***  
***Excessive logging***

**Content Paragraph 3 - *First way to minimize and eradicate extinction***  
***Creating more national parks***

**Content Paragraph 4 - *Second way to minimize and eradicate extinction***  
***Developing public awareness in wildlife conservation***

**Content Paragraph 5 - *Third way to minimize and eradicate extinction***  
***Imposing stricter laws***

**Concluding Paragraph**

<http://spakei.weebly.net>

### Extinction Of Endangered Species

Extinction of endangered species is an alarming problem today. Many wild animals disappear tremendously as a result of human activities. Here we would like to discuss steps which can be taken to reduce and minimize the problem.

The main step that we should take is eradicating the activity of poaching. Poaching is a bad activity which can destroy our wildlife as it is hunting wild animals without permissions and licenses. Poaching is illegal as it can lead to extinction of endangered species such as tigers, elephants, lions and many more. If the wildlife species is extinct, our next generation will not know and see the wildlife themselves. In the globalization era, even though everybody can surf the internet to find out about these animals, they are still unlucky as they cannot experience seeing the animals in a real situation. Hence we must take care of our wildlife species.

On the other hand, excessive logging by some irresponsible loggers may lead to imbalance in ecosystem, soil erosion and loss of fauna and flora. Some irresponsible loggers are selfish and simply want to make profits. They do not even think about possible consequences of their wrongdoings. When the trees are cut off, it will affect the ecosystem and lead to global warming. Next, excessive logging also causes landslides. Usually when trees are cut on highlands or hilly areas, it may lead to the tendency of land slopes, soil erosions and landslides. When landslides occur, it may cause river pollutions and can give dangers to people. Apart from that, loss of fauna and flora is also one of the effects of excessive logging. For instance, wild animals such as tigers, orang utans and others will be extinct as their natural habitat is already destroyed and diminished. As for fauna and flora, the future generation may not be able to see rafflesia, tongkat ali, periuk kera and misai kucing anymore in the coming years.

Creating more national parks for the wildlife is one of the conservation activities that the government can implement. By increasing the number of national parks in every state in Malaysia, it can also maintain and increase the number of wildlife. Apart from that, national parks can bring wildlife close to their natural habitat. In addition, sanctuaries can also provide many knowledgeable and experienced personnels specialized in aspects of wildlife. A superb treatment given to wildlife in every three months can ensure the maintenance of wildlife health conditions.

Another important way to sustain wildlife is through the government's effort to develop public awareness in wildlife conservation. Campaigns should be organized to educate people about the importance of the ecosystem. One example of the implemented campaign is 'Love Our Flora and Fauna'. In line with this, the government, through Ministry of Education, can adopt the awareness of young generations through learnt syllabi in schools. Subjects like Pendidikan Sivik dan Kenegaraan can be the medium to strengthen the awareness. The government, on the other hand, can also offer some rewards to the public who voluntarily report any killing or smuggling of wildlife. These steps may take time to be accepted and practised, but in the end the result will be positive and the good intention of preserving wildlife can be achieved.

Many animals become extinct because of public demands. The animals are killed for meat, business and medicinal purposes. Besides that, they are also



*being smuggled out of countries for other reasons like fashion industries and as pets. On the basis of humanity, we should protect and conserve our wildlife for the next generation. The government should play an active and effective role in imposing stricter laws. Those who are involved in wildlife wrongdoings should be punished. The public, in line with the government, should work hand in hand to be firm and not to be involved in any buying of wildlife products.*

*If the steps discussed earlier are seriously taken into consideration and action, the problem of wildlife extinction can be gradually solved, and wildlife species can still live on this earth without having the fear of being diminished.*





## ARGUMENTATIVE WRITING

### TIPS / STRATEGIES

- ➡ You should be able to look at both sides of the argument as this will help you present your case better.
- ➡ You should have between three to five ideas/points to support your stand/point of view
- ➡ You should support each point with ample details. Use examples and illustrations to support your ideas/points.
- ➡ Decide the order in which you want to present your ideas. For an effective essay, begin with the most important reason and end with one that is just as good or convincing

### QUESTION 1

*Studying the literature component is useful. Do you agree?*

### Essay Structure

*This is a six-paragraph essay. It consists of a one-paragraph introduction, a four-paragraph body and a one-paragraph conclusion.*

**Introductory Paragraph – highlight of the statement and personal view**

**Content Paragraph 1 - First Supporting Argument**

*Studying literature component helps encourage language learning.*

**Content Paragraph 2 – Second Supporting Argument**

*Literature texts expose us to variety of cultures.*

**Content Paragraph 3 – Third Supporting Argument**

*Studying literature improve our thinking skills.*

**Content Paragraph 4 – Fourth Supporting Argument** <http://spakel.webict.net>

*Studying literature gives a better understanding of mankind.*

### **Concluding Paragraph**

**Studying literature removes impediments and offers incredible wealth of knowledge.**

### **MODEL ANSWER**

Studying the literature component is useful. Do you agree?

The literature component was made part of the Malaysian school curriculum in 2000. This move was seen as vital as literature has untold benefits for language learners. I strongly believe that studying the literature component is useful because it helps promote language learning, exposes students to a variety of cultures, improves thinking skills and gives us a better understanding of mankind.

To begin with, studying the literature component helps encourage language learning. Literature texts, be they poems, short stories or novels, can be used to teach grammar and vocabulary. Grammar and vocabulary exercises generated from literature texts are more interesting and motivating. They not only help us improve our understanding of the language but also help us learn new ways of using language. Exposure to new words, interesting phrases and literary devices such as metaphors, similes and personification show us how language can be used creatively. By learning the various literary devices we can even create our own examples of such devices.

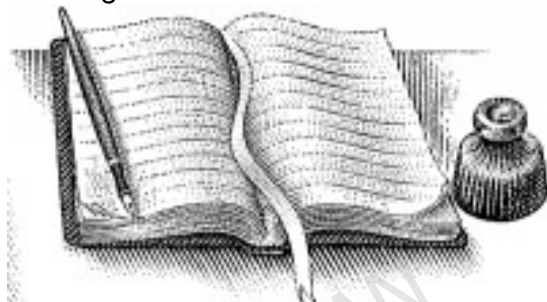
Next, it cannot be denied that literature texts expose us to a variety of cultures. The short stories and poems studied in Form Four are written by foreign and local writers and through these texts we learn to understand and appreciate cultures and ideologies which are not similar to ours. The poem Monsoon History, for instance, exposes us to the Baba Nyonya culture. The short story The Drover's Wife exposes us to the hardships of people who live in the Australian bush. Looking for a Rain God, which is based on a true story, exposes us to the hardships faced by the people in Botswana and how one family in particular succumbs to the old practice of ritual killing. These and the other texts expose us to the lives of different people across the continents and also their ways of dealing with circumstances. The authors force us to explore our beliefs and those of other people and by doing so we are able to understand people of other cultures.

Moreover, studying literature also helps us improve our thinking skills. When we actively engage with literature texts, we are forced to think about characters, themes and issues raised by the author or poet. We learn to gather information not only from the text but also from our own observations, experiences, and reflections as well as those of others. We learn to view things from different perspectives. All these help develop our critical thinking skills.

Finally, literature gives us a better understanding of mankind. Great authors have, over the centuries, conveyed their insights into human nature through an amazing assortment of characters from all walks of life engaged in a variety of activities. These characters, from the virtuous to the despicable, help us

*understand the people around us. We might recognise some women around us who are materialistic like Mathilde from The Necklace or cruel like Ravi's stepmother in The Return. Seeing such similarities can help us to understand and accept other people.*

*We cannot deny that there are immense benefits to be reaped from studying the literature component and Education Ministry should be lauded for making a wise decision to include it in the English Language syllabus. Someone once said, "A man who does not read or reads little or reads only trash, is a person with an impediment." Literature texts, be they classics or modern texts, help remove these impediments. They are living texts and we should not overlook the incredible wealth they offer us. The above essay is convincing because the writer has presented and argued his case well.*



## **QUESTION 2**

*Co-curricular activities help academic excellence. Discuss.*

### **GUIDELINES**

- ➡ *If the topic underlines a discussion of the statement, present both the positive and negative sides of the statement.*
- ➡ *Present the personal opinion in the conclusion.*

## **ESSAY STRUCTURE**

**Introductory Paragraph – Highlight of statement with reference to advantages and disadvantages of co-curricular activities**

**Content Paragraph 1 – First Advantage**

***Co-curricular activities involve students' physical and cognitive abilities.***

**Content Paragraph 2 – Second Advantage**

<http://spakel.webid.net>

*Students who are involved in co-curricular activities are less likely to have time to do unnecessary and unbeneficial activities.*

**Content Paragraph 3 – Third Advantage**

*Co-curricular activities offer knowledge and skills to students.*

**Content Paragraph 4 – First Disadvantage**

*Some students may have the feeling that their achievements in co-curricular activities are an asset to pursue life after schooling.*

**Content Paragraph 5 – Second Disadvantage**

*Too many co-curricular activities can make students lose focus on their studies as they may feel tired and restless.*

**Content Paragraph 6 – Third Disadvantage**

*Some active school clubs, societies and uniform bodies organize frequent meetings more than once a week.*

**Concluding Paragraph**

*In my opinion, co-curricular activities are advantageous and beneficial to students in variety of aspects.*

**Co-Curricular Activities Help Academic Excellence. Discuss.**

Co-curricular activities today are important and should be participated by all healthy and able students. Involving in the activities are associated with the tendency to excel in academic achievements. Here I would like to discuss the statement with reference to advantages and disadvantages of co-curricular activities to students. My personal opinion will sum-up the discussion in the conclusion.

Co-curricular activities involve students' physical and cognitive abilities. They require students to use their stamina and thinking, and therefore are good for the growth and maintenance of health. Outdoor activities or games like badminton, netball, football and volleyball require physical strengths of students. They also have to use thinking skills in planning appropriate strategies to control the games and opposing players. Indoor activities like chess, essay writing, impromptu speech, public speaking and quizzes engage students' cognitive abilities and skills. Students who are involved in co-curricular activities are less likely to fall sick and be absent from school. They usually are strong, active and cheerful. Healthy students will enjoy and become engaged in classroom activities more productively.

Students who are involved in co-curricular activities are less likely to have time to do unnecessary and unbeneficial activities. Loafing, smoking, dating or speeding on roads are social ills which should not be committed by teenagers particularly students. When students are occupied with co-curricular activities after daily lessons, they have no time for the unnecessary activities. They also see and have a sense of purpose in what they want to do. Free time is used to make sufficient preparation for the activities, contests or competitions.

Co-curricular activities offer knowledge and skills to students. In order to be involved in the activities, students have to understand rules and instructions. When they are involved in the activities, their teacher trainers will teach them strategies and skills to master the games and activities. Through training and hands-on activities, students are able to obtain more knowledge about the activities which they may not get in daily lessons. Knowing more is a bonus to a person and is an advantage to the existing knowledge. The extra knowledge can be used later in students' life once they have completed their studies. For example, a student who is involved in netball game can use the knowledge and skills as a netball trainer later in her life.

Some students may have the feeling that their achievements in co-curricular activities are an asset to pursue life after schooling. Some of them may already have been booked by certain agencies to work with them after they finish schooling. Students who have less interests in studies may use this as escapism for them not to study hard and pass exams with flying colours.

*Too many co-curricular activities can make students lose focus on their studies as they may feel tired and restless. Some students are already occupied with extensive lessons and extra classes after daily classes. Co-curricular activities take additional time of students' free time and can be very taxing. By the end of the day students may already feel exhausted and have no concentration and energy to do homework or study at home. What is worse is when they use the night time they have to complete homework and do revision, they may have less sleep and go to school the next day with low interest and enthusiasm.*

*Some active school clubs, societies or uniform bodies organise meetings more than once a week so that activities or tasks assigned to members can be completed before the deadline. Additional time require students to spend more time at school, thus limit the time they should spend at home for completion of homework or coursework.*

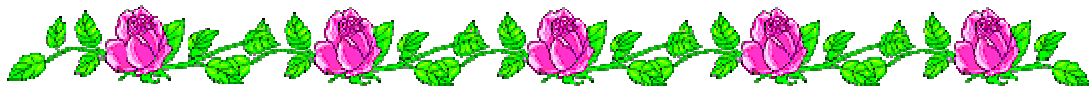
*In my opinion, co-curricular activities are advantageous and beneficial to students in variety of aspects. Students have to learn a good time management in order to have balanced activities which are not only academic-based but also skill-based. Skills like speaking can be polished and enriched by means of active involvements in verbal competitions or activities, i.e. debate, impromptu speech, public speaking. It is only by participating actively in co-curricular activities which can build a student into a strong person inside and out.*

JPN KELANTAN

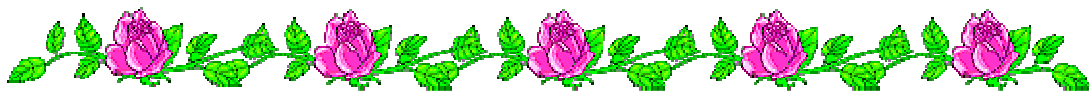


# **SUMMARY**

# **WRITING**




**'Summarise'**  
**Your Way**  
**To**  
**Success!**





## Introduction

Summary writing is a type of skill to test your ability to shorten a piece of information. Apart from that, it is also to see whether you are able to identify the important ideas to be selected in your summary. Not only that, summary writing does not include the main points only. You have to make sure that you identify the **topic** of the text you are dealing with, then the **main ideas**. You should also look out for **important supporting details** because these details both support and give more information to the topic and main ideas in your summary.



Remember these elements in summary writing...  
The topic, main ideas & supporting details!

**NEXT...**

Analyse the question.

Identify the summary task.

Look for key words/phrases,  
main ideas & relevant details.

Use the ten introductory words given.

Try to use own words (if possible).

Add own words.



Why is it important to use the ten words given?

The **ten** introductory words

- lead to the 1<sup>st</sup> summary point
- tenses
- correct pronoun/pronouns to be used, for example:-

1. Men were moving about in the distance but to me...  
(they/them/their/themselves) (I/my/mine/myself)
2. There are many people living in the cities today because...  
(present tense) (they/them/their/themselves)

Check this out!

TASK: Summarize the **danger** faced by Sanjay.

Begin your summary with “Sanjay was in great danger when he saw the tiger...”

Sanjay was in great danger when *he* saw the *tiger*...  
(past tense) (his/him/himself) (it)

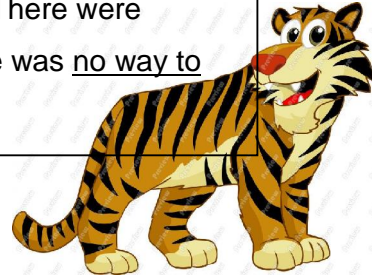
Sanjay half-heard, half –saw the tiger circling back past him. Then it stopped. It had cut him off from any escape back to the village. Sanjay looked around for any trees to climb. There were none within 50 metres. There was no way to save himself.



<http://spakel.com/2011/01/01/>

The summary points are as follows:

Sanjay half-heard, half –saw the tiger circling back past him (point 1). Then it stopped. It had cut him off from any escape (point 2) back to the village. Sanjay looked around for any trees to climb. There were none within 50 metres (point 3). There was no way to save himself (point 4).



*Now write your summary!*



Sanjay was in great danger when he saw the tiger circling back past him. It had prevented him from escaping. He searched for trees to climb but could not find any around him. Sadly, he could not save himself from the tiger.

In the SPN examination, summary is marked based on:

❖ *Content (summary points)*

*10 marks*

❖ *Style and presentation - (i) paraphrase*

*(ii) use of English*

*5 marks*

*Total :*

*15 marks*



*Note:*

<http://spnwebict.net>

*The Style & Presentation Descriptors below are for teachers to use as a guide in marking their students' summary writing.*

STYLE AND PRESENTATION DESCRIPTORS			
Mark	PARAPHRASE	Mark	USE OF ENGLISH
5	<ul style="list-style-type: none"> <li>attempt to rephrase text language</li> <li>expression is secure</li> <li>allow phrases from text which are difficult to substitute</li> </ul>	5	<ul style="list-style-type: none"> <li>language is accurate</li> <li>varied sentence structures</li> <li>marked ability to use original complex syntax outside text structures</li> <li>accurate punctuation and spelling</li> </ul>
4	<ul style="list-style-type: none"> <li>attempt to rephrase text</li> <li>free from stretches of concentrated lifting</li> <li>expression is generally sound</li> </ul>	4	<ul style="list-style-type: none"> <li>language is almost accurate</li> <li>some variation of sentences</li> <li>ability to use original complex structures</li> <li>punctuation is accurate</li> <li>spelling is mostly accurate</li> </ul>
3	<ul style="list-style-type: none"> <li>intelligent and selective lifting</li> <li>limited attempt to rephrase text</li> </ul>	3	<ul style="list-style-type: none"> <li>language is largely accurate</li> <li>mostly simple structures</li> <li>sentences are generally lifted from text</li> <li>punctuation and spelling are mostly accurate</li> <li>serious errors are noticeable but not frequent</li> <li>errors in original or ambitious vocabulary or sentence structures</li> </ul>
2	<ul style="list-style-type: none"> <li>wholesale copying of text material but not a complete transcript of the original</li> <li>attempt to substitute own language but limited to single word expression only</li> <li>irrelevant sections of text are more frequent</li> </ul>	2	<ul style="list-style-type: none"> <li>frequent serious errors</li> <li>simple structures are accurate but accuracy is not sustained for long</li> <li>simple punctuation is usually correct</li> <li>spelling is largely accurate but mistakes in more difficult words</li> <li>irrelevant and distorted detail will destroy sequence</li> </ul>
1	<ul style="list-style-type: none"> <li>more or less a complete transcript of text</li> <li>originality is barely noticeable</li> <li>random transcription of irrelevant sections of text</li> </ul>	1	<ul style="list-style-type: none"> <li>heavy frequency of serious errors impedes reading</li> <li>a lot of fractured syntax</li> <li>punctuation falters</li> <li>frequent errors of sentence separation</li> </ul>

## SAMPLE 1

Read the passage below and try to find the summary points based on the task given.

### Memories

1 My uncle had a moustache, a good job in the Civil Service and used to smoke forty cigarettes a day. But when he organised day trips for our family he used to behave like a boy. Today, seventy years later, we still talk about the wonderful trips to the sea our uncle used to organise when we were children.

2 He organised the trips very carefully. He used to buy the railway tickets and write special programmes long before the day arrived so we began to look forward to the trip. On the cover of the programme was the name of the place we were visiting and a humorous drawing of everyone in the family. There was even a lucky number on each programme and the winner didn't  
3 have to carry the bags on the way home.

All through the day he organised **games** and **competitions**. In his view, all the **games had to be slightly anti-social**. So if the programme said '4pm: Annual Ladies v Gentlemen football match', the match would always take place, even if the beach was very crowded. He organised **treasure hunts, modelling competitions with seaweed, shells and bits of wood from the beach**, and other events. There would be a **special prize for the winner of every competition**, usually an old sporting cup from a local junk shop.

He made sure that there were as many people on the trip as possible, and invited **neighbours** and **their children** as well to join **the family** for the day. **The fun started as soon as we left home**. Even **the walk down to the station in the morning used to involve a game** ('the first person to see a policeman gets a point').

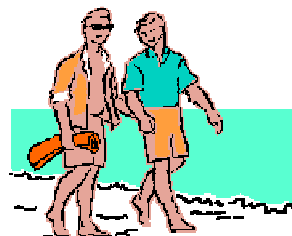
**One game we used to play in the car was called 'I know that lady'**. One of us would choose someone walking along the street, and as we approached, the driver sounded the car horn, and everybody waved. The woman wouldn't understand why we were waving at her and would look puzzled.

He never thought money spent on a well-organised outing was wasted. When his wife complained about the cost of a family day out, he said, 'Look, it's not wasting money, it's investing in memories'.

## Summary Task

Based on the passage given, summarize

- the activities organised by the writer's uncle and
- the people involved in those activities.



Credit will be given for use of own words but care must be taken not to change the original meaning.

Your summary must:

- Be in continuous writing form (not in note form)
- Use materials from **lines 10 to 24**
- Not be longer than **130 words, including the 10 words** given below

Begin your summary as follows:

*For the family day trips, the writer's uncle had prepared ...*

[15

marks]



## Summary Points

No.	Point	Main Idea	Supporting Detail
1	Games	✓	
2	Competitions	✓	
3	games had to be slightly anti-social	✓	
4	match at the beach (even if it was crowded)	✓	
5	treasure hunts	✓	
6	modelling competitions (with seaweed, shells and bits of wood from the beach)	✓	
7	special prize for the winner of every competition		✓
8	neighbours	✓	
9	(neighbours') children	✓	
10	the (writer's) family	✓	
11	fun started as soon as they left home		✓
12	walk down to the station in the morning	✓	

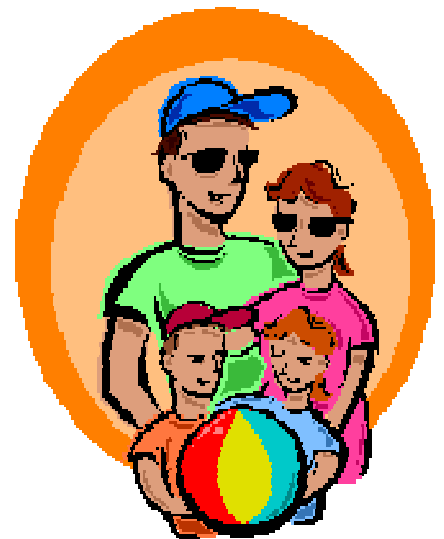
<http://spakei.webict.net>

13	involved a game	✓	
14	game they used to play in the car	✓	
15	was called 'I know that lady'		✓

### Sample Summary

*For the family day trips, the writer's uncle had prepared games and competitions. According to his uncle, the games had to be slightly anti-social. The match took place at the beach even if it was crowded. Besides that, he organised treasure hunts. There were also modelling competitions with seaweed, shells and bits of wood from the beach. There would be a special prize for the winner of every competition. The people involved in those activities are neighbours and their children, plus the writer's own family. The fun started as soon as they left home. Their walk down to the station in the morning already involved a game. They even played a game in the car which was called 'I know that lady'.*

(122 words)



## SAMPLE 2

Read the passage below and try to find the summary points based on the task given.



### Chocolate



- 1 Chocolate first came from Central America. The Aztecs used **the cocoa bean as a form of money**. According to H. H. Bancroft, who was a historian, 'four beans bought some vegetables, ten beans bought a woman and a slave cost 100'.
- 2 **The explorer Cortes was the first person to bring chocolate to Europe.** He presented it to the Spanish Royal Court in Madrid and served it with herbs and pepper. Soon it became very fashionable to drink it mixed with sugar and vanilla and drunk warm.
- 3 **Coenrad van Houten, who was Dutch, was the first person to extract the cocoa butter from the cocoa bean in 1827.**
- 4 In 1847, **Joseph Fry, who lived in England, mixed the cocoa butter with other ingredients to make a solid chocolate bar.**
- 5 **Daniel Peter, who was a confectioner in Switzerland, invented milk chocolate in the 1870s. Henri Nestlé developed the process.**
- 6 The **cocoa tree originally comes from the Amazon rainforests. Brazil, West Africa and Ecuador now produce most of the 1.5 million-tonne world cocoa crop.**
- 7 The **Mexicans put chocolate in savoury dishes.** They serve *mole*, which is a kind of chocolate sauce, with roast chicken.
- 8 **It takes all the beans from one cocoa tree to make 500g of chocolate.**
- 9 In Britain, people spend an average of 98p a week on chocolate. Women, who buy more than two-thirds of the chocolate, eat less than 40 per cent.
- 10 An average British person eats between 8.5 – 9.5 kg a year, except the Scots, who eat 30 per cent more.
- 11 **Chocolate contains small amounts of the chemical phenylethylamine, which is also naturally present in the brain, and which gives us the same feeling as when we fall in love.**
- 12 The world's largest chocolate model was a 10 m by 5 m representation of the Olympic Centre in Barcelona.
- 13

<http://spakel.webict.net>



In 1980, the Swiss police arrested a young couple because they were trying to sell chocolate secrets to foreign powers. They offered the recipes for 40 different chocolates to the Soviet and Chinese embassies.



## Summary Task

Based on the passage given, summarise the interesting facts about chocolate.

Credit will be given for use of own words but care must be taken not to change the original meaning.

Your summary must:

- be in continuous writing form (not in note form)
- use materials from **lines 1 to 26**
- not be longer than **130 words, including the 10 words** given below



Begin your summary as follows:

*Chocolate originated from Central America and historically the Aztecs used...*



[15 marks]

## Summary Points

No.	Point	Main Idea	Supporting Detail
1	cocoa beans as a form of money	✓	
2	the explorer Cortez was the first person to bring chocolate to Europe	✓	
3	presented it to the Spanish Royal Court in Madrid		✓
4	Coenrad van Houten, (who was Dutch) first person to extract the cocoa butter from the cocoa bean (in 1827.)	✓	
5	Joseph Fry, (who lived in England), mixed the cocoa butter with other ingredients to make a solid chocolate bar.	✓	
6	Daniel Peter, (who was a confectioner in Switzerland), invented milk chocolate	✓	
7	Henri Nestlé developed the process		✓
8	cocoa tree originally comes from the Amazon rainforests	✓	
9	Brazil, West Africa and Ecuador produce (most of the) 1.5 million-tonne world cocoa crop.	✓	
10	Mexicans put chocolate in savoury dishes	✓	
11	It takes all the beans from one cocoa tree to make 500g of chocolate.	✓	

12	Chocolate contains small amounts of the chemical phenylethylamine	✓	
13	naturally present in the brain		✓
14	the same feeling as when we fall in love.		✓



### Sample Summary

*Chocolate originated from Central America and historically the Aztecs used cocoa beans as money. The explorer Cortez was the first person to bring chocolate to Europe and presented it to the Spanish Royal Court in Madrid. In 1827, Coenrad van Houten was the first person to extract the cocoa butter from the cocoa bean. Joseph Fry mixed the cocoa butter with other ingredients to make a solid chocolate bar. Daniel Peter invented milk chocolate. Henri Nestlé developed the process. The cocoa tree originally comes from the Amazon rainforests. Brazil, West Africa and Ecuador produce 1.5 million-tonne world cocoa crop. The Mexicans put chocolate in savoury dishes. It takes all the beans from one cocoa tree to make 500g of chocolate. Chocolate contains small amounts of the chemical phenylethylamine.*

(128 words)



<http://spakel.webict.net>

### SAMPLE 3

Read the passage below and try to find the summary points based on the task given.

#### Air crash

- 1 I began to feel the aircraft being thrown about. Everyone was visibly shaken and I was certainly no exception. We were jolted to our senses by the pilot's voice over the loudspeaker. In a clear, level voice, he assured us that we were in no immediate danger and that he was taking all the necessary precautions. Hardly a few minutes elapsed before I heard a loud explosion. Screams and shouts sounded from everywhere. Quite suddenly, the plane began to pitch downwards. I could feel the air-craft spinning and falling at a terrifying speed. All the lights went out and before I could finish saying my prayers there was a tremendous crash and I knew no more. 5
- 2 When I finally regained consciousness, I found myself **lying near a tree**. All around me were **the lifeless bodies of my fellow passengers**. A check on my fellow passengers made me realise that **I was the sole survivor**. I felt sick at the terrible sight which met my eyes. Some distance away was the mangled air-craft which was still smouldering. Wreckage covered a large area. 10
- 3 Miraculously, **apart from a slight fever, I was otherwise unhurt**. Since **the crash had occurred deep in the jungle**, I realised that the only way out for me was to **make my way through the difficult undergrowth** to the nearest village, if there was one nearby. 15
- 4 After **gathering whatever clothing or food** that I could salvage from the wreckage, I **started out on my journey**. I **spent the first few days trudging along a river**. On the **fourth day**, I **lost my way** in the dense undergrowth. By then, **I had walked till I suffered from sore feet**. My limited food supply had already run out so that I had to **depend on wild fruits and nuts for food**. By the **seventh day**, I **was truly exhausted**. I felt **thirsty as well as dizzy**. Words alone cannot express my feelings when I **spotted a village in the distance**. I had to make sure that it was not a mirage. 20
- 5 Thoughts of rescue and therefore safety quickened my steps towards the village. As I approached the village, I saw a woman fetching water from a nearby well. Everything blacked out after that. 25
- 6 When I finally regained consciousness, I found myself lying in a hospital bed. I happily admit that I have never ever felt so much appreciation for a bed until that moment. 30

## Summary Task

- Based on the passage given, summarize how the writer tried to save himself after the air crash.

Credit will be given for use of own words but care must be taken not to change the original meaning.

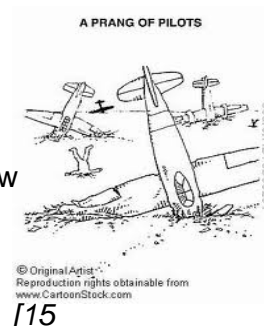
Your summary must:

- be in continuous writing form (not in note form)
- use materials from **lines 9 to 25**
- not be longer than **130 words, including the 10 words** given below

Begin your summary as follows:

*After experiencing the terrible air crash, the writer found himself...*

marks]



[15

## Summary Points

No.	Point	Main Idea	Supporting Detail
1	lying near a tree		✓
2	the lifeless bodies of my fellow passengers		✓
3	I was the sole survivor	✓	
4	apart from a slight fever, I was otherwise unhurt		✓
5	the crash had occurred deep in the jungle	✓	
6	make my way through the difficult undergrowth	✓	
7	nearest village	✓	
8	gathering whatever clothing or food	✓	
9	started out on my journey	✓	
10	spent the first few days trudging along a river	✓	
11	fourth day, I lost my way		✓
12	I had walked till I suffered from sore feet	✓	

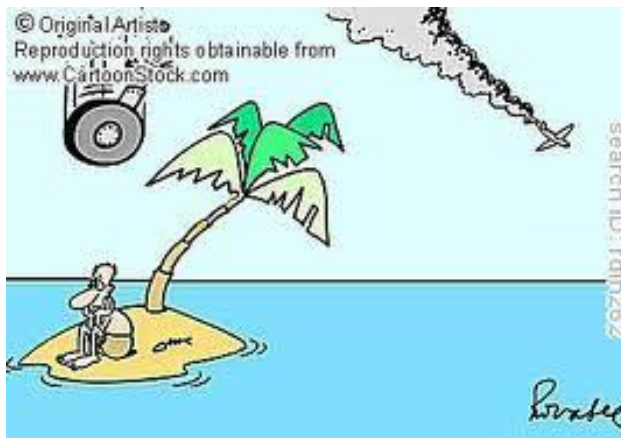
13	depend on wild fruits and nuts for food	✓	
14	seventh day, I was truly exhausted		✓
15	thirsty as well as dizzy		✓
16	spotted a village in the distance	✓	

### Sample Summary

*After experiencing the terrible air crash, the writer found himself lying near a tree.*

He saw the dead bodies of other passengers. He was the only survivor. Apart from a slight fever, he was not really hurt. The plane crash happened deep in the jungle. To save himself, he made his way through the difficult undergrowth, to get to the nearest village. Gathering whatever clothing or food he could find, he started out on his journey. For the first few days, he trudged along a river and on the fourth day, he lost his way. He walked till he got sore feet. He also had to depend on wild fruits and nuts for food. On the seventh day, he was extremely tired but finally saw a village in the distance.

(130 words)



<http://spakel.webict.net>

## PRACTICE 1



Read the passage below and try to find the summary points based on the task given.



### Safety in houses against pest



- 1 Insects are a nuisance. Ants, flies, mosquitoes and those that interrupt home life are those we are always trying to get rid off. We use insecticide sprays, fly poison and mosquito coils. Somehow they keep coming back in undiminished numbers, much to our disgust and discomfort.
- 2 Mosquitoes are carriers of deadly diseases, like dengue fever and malaria. The most effective way of getting rid of them is to prevent them from breeding. Mosquitoes lay their eggs in water. The larvae that hatch spend a good few days in water before they transform themselves in pupae and finally to young mosquitoes. In water they are most vulnerable. So we should not leave any water stagnant for any period of time. All vessels in and around the house should be either overturned or burned so that water cannot collect in them. Likewise drains and other water passages should be cleared regularly for the same reason.
- 3 Adult mosquitoes have the habit of hiding in dark corners in and outside the house. Thus it is a good idea to clean out these places once in a while to ensure that these pests are not making their home there. Cobwebs and dirt should be cleared out whenever and wherever they occur. In addition to a mosquito-free home we would also have a spider-free home.
- 4 A spider-free home has a few advantages. Squeamish occupants will not be compelled to scream every time they see a spider. The house will look neat and clean. Most of all, one will not get engulfed by strands of spider web every time one ventures into a rarely frequented corner of the house.
- 5 To prevent flies from going about their dreadful tasks, it is a simple matter of covering all rubbish and food. If the flies cannot breed and do not have access to one's food, then one cannot catch any disease carried by the flies. Yet many of us do not bother with such simple preventive measures. I, for one, prefer to have a fly-free home to eat in and to live in peace. I have seen people literally sharing their food with flies. Such indifference can only bring unwanted consequences. They are risking their health and well-being.
- 6 Ants and cockroaches are particularly difficult to rid off. The safest thing to do is not to leave any edible things lying around the house. All eating utensils should be cleaned properly and kept in cockroach proof containers. As cockroaches thrive in filth, the house, especially the kitchen should be kept scrupulously clean. Periodic checks should be done to ensure that ants and cockroaches are not overrunning any neglected corner of drawers and cabinets.



Cleanliness is the best policy here. A dirty house invites all sorts of pests. A clean and regularly maintained house has no place for the pests to breed and no food for them to feed on. Thus they keep away and the occupants have a pest-free environment to live in and enjoy to the fullest.



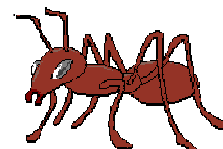
### Summary Task

Based on the passage given, write a summary on **ways to keep our area and home free from insect pests.**

Credit will be given for use of own words but care must be taken not to change the original meaning.

Your summary must:

- be in continuous writing form (not in note form)
- use materials from **lines 5 to 34**
- not be longer than **130 words, including the 10 words** given below



Begin your summary as follows:

*The best way to get rid of mosquitoes is to ...*



[15 marks]

**(A) Try to identify the points in the passage and tick ( / ) to show whether it is a main point or a supporting detail.**

No.	Point	Main Idea	Supporting Detail
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

<http://spakei.weebly.net>

***Now try to write your summary.***

The best way to get rid of mosquitoes is to





## PRACTICE 2



Read the passage below and try to find the summary points based on the task given.

### House Hunting

- 1 I left the hotel today at eight o'clock for an early appointment with the agent, who yesterday assured me he has found me just the house we're looking for. When I arrived he looked less convinced than I did. Even at that time of the morning, I was already irritable and despondent as I arrived at the first address. At first I walked past the house. Where it should have been was a wilderness of trees and overgrown grass. Then out of the green darkness stepped the agent. "Ah, there you are! It's here," he said. I stepped in through the broken-down gate, and walked up the dusty garden path. It immediately felt cooler and calmer. The agent rattled a large bunch of keys, and tried several in the door, talking to himself all the time, before he exclaimed, "Ah!" 5
- 2 We let ourselves in and walked into a deliciously cool, but dusty house. He suggested I walk around by myself. I went into a gloomy living room downstairs and switched on the light, but nothing happened. The agent heard me clicking the switch and said, "Ah! No good. The switch needs mending. I'll have an electrician repair it immediately." I peered into the darkness and made out the shape of a window on the far side. The agent walked over to the window and threw open the peeling shutters, and the sunlight streamed in. A rather faded sofa and two battered armchairs sat around an open fireplace which hinted at log fires in winter. The curtains were stripy but more or less in shreds. Outside there was a terrace and beyond the trees, the dense undergrowth, the tall grass and the wild plants that were once the garden, were the mountains in the distance. 10 15 20
- 3 I walked through into what must have been a kitchen, but only recognisable because of the antiquated equipment which I last saw during a visit to a local museum. I turned on the tap, and once again, nothing happened. "The water needs to be reconnected. We'll get the plumber to do it. It's no problem," the agent said. 25
- 4 Upstairs there were two bedrooms and a bathroom with low ceilings and which were, despite being hidden in the roof, still quite cool. The bathroom had no bath and not much room, but a beautiful view over the garden. The basin was filthy with the dirt of the years during which the place had been unoccupied. I sat on the brass bed in the dusty bedroom, and looked round, thinking, not bad, not bad at all. In my mind, I could see the house with new curtains and carpets, our own furniture, which had been in store for several months, books on the shelves, beds made up, lengthy lunches on the terrace, endless summers and warm winters. I could do most of the work myself. 30
- 5 I went downstairs and the agent looked at me hopefully. It was worth the lengthy search, the dusty visits to endless houses, the depressing inspections of grim flats, to see his smile when I said to him, "It's just what we're looking for." 35

## Summary Task

Based on the passage given, summarize the bad conditions of the house that the writer visited.

Credit will be given for use of own words but care must be taken not to change the original meaning.

Your summary must:

- be in continuous writing form (not in note form)
- use materials from **lines 10 to 32**
- not be longer than **130 words, including the 10 words** given below

Begin your summary as follows:

*The agent and I entered the house but it was...*

[15

marks]

**(B) Try to identify the points in the passage and tick ( / ) to show whether it is a main point or a supporting detail.**

No.	Point	Main Idea	Supporting Detail
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



**(C) Now try to write your summary.**

*The agent and I entered the house but it was*

JPN KELANTAN



### PRACTICE 3



Read the passage below and try to find the summary points based on the task given.

#### Early morning description

- 1 Five thirty in the morning I hear my lorry-driver neighbour starting up his timber truck. The noise reverberates through the neighbourhood. I suppose most, if not all, of my neighbours would be awakened by the blast of the powerful diesel engine. For five minutes or so I lie down and listen to the coughing of the engine before it smoothens out. After what seems an eternity the lorry moves off and the noise grows fainter until it is heard no more. My lorry-driver neighbour has started his daily work. 5
- 2 I rise. My brothers and sisters do the same. It is time to get ready for school. I hear sleepy groans and see half-closed eyes heading towards the bathroom. There is the inevitable waiting to use the bathroom. Outside the roosters welcome the dawn. It is still dark. 10
- 3 Presently, we have washed ourselves and are having our breakfast. Nobody talks very much. Each person seems preoccupied with his or her own thoughts. Occasionally my mother comes around to make sure we are eating properly. She is of the opinion that one cannot pay attention in class when one's stomach is empty. There is truth in what she believes. 15
- 4 After we finish our breakfast, it is already bright outside. Some days the rising sun resembles a huge red salted egg. It is quite a sight to behold. Rising among the dark silhouetted buildings and coconut trees, the sun looks as though it is consuming the buildings and trees with its way to a hot brightness that the eyes cannot bear to look directly at. I have a bicycle with my schoolbag hanging from my shoulder. 20
- 5 On the road to school, I see hundreds of school children on their way to school too. Some are on bicycles like I am; some walk and some are in cars and buses. Everywhere I look I see glimpses of bright blue skirts. A group of school girls walking together is quite a distinctive sight. The colour of their skirts stands out clearly and it is pleasant to see a sea of blue moving towards school amidst an increasing chatter of voices and laughter. 25
- 6 Other road users make up the general atmosphere of the morning traffic. Sometimes I might see an aggressive mini-bus driver weaving in and out of traffic with total disregard for the safety of others. Shouted curses and obscene gestures do not do any good. Only an accident or a policeman can put a stop to the driver's irresponsible behaviour. Quite often though, the driver turns out to be a woman. Ah well, twentieth century women are not passive, quiet or soft. On the contrary I am sure some of them can outfight me anytime, and I am not such a puny weakling by any standard. 30
- 7 35

Besides school-going children, other early risers are on their way to work. I might meet labourers, office workers, road sweepers, newspaper delivery boys and other workers. There is an occasional jogger dressed up in the most up-to-date running gear puffing and panting his way past the others. Nobody gives him a second look.

40

In the school compound, masses of children are gathered waiting for the bell to ring. After I park my bicycle at the allotted space I join some of my friends in our usual morning-before-lessons gossip. Once in a while I might catch snatches of conversation from other groups of gossiping school children. I hear words but they make no sense. We talk aimlessly, just to fill in the time. There is a huge monotonous hum created collectively by those present.

45

Suddenly the bell rings. The hum changes key. The sound of shuffling feet increases in pitch. We head towards our classroom. The daily grind is about to begin.



## Summary Task

Based on the passage given, write a summary about what the writer sees or hears after getting up early in the morning.

Credit will be given for use of own words but care must be taken not to change the original meaning.

Your summary must:

- be in continuous writing form (not in note form)
- use materials from **lines 7 to 26**
- not be longer than **130 words, including the 10 words** given below

Begin your summary as follows:



*The writer wakes up early in the morning and he...*

[15

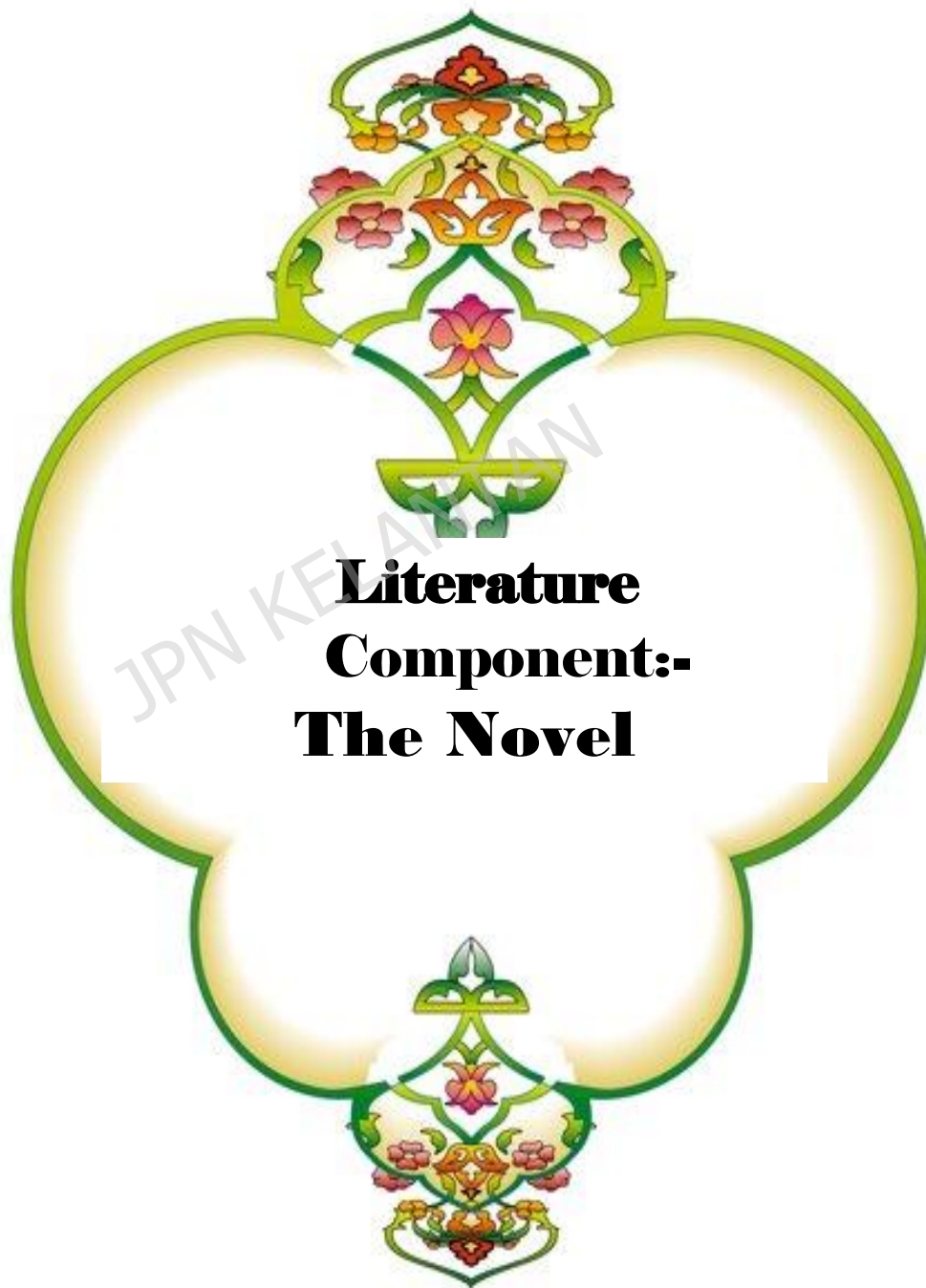
**(D) Try to identify the points in the passage and tick ( / ) to show whether it is a main point or a supporting detail.**

No.	Point	Main Idea	Supporting Detail
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

*The writer wakes up early in the morning and he*

JPN KELANTAN





**Literature  
Component:-  
The Novel**

<http://spakel.webict.net>



(SPM 1119 – PAPER 2)

## LITERATURE COMPONENT: THE NOVEL

### Question 34:

The following are the novels studied in the literature component in English Language.

Step By Wicked Step – Anne Fine



Catch Us If You can – Catherine MacPhail

The Curse – Lee Su Ann



Choose any one of the novels above and answer with close reference to the text.





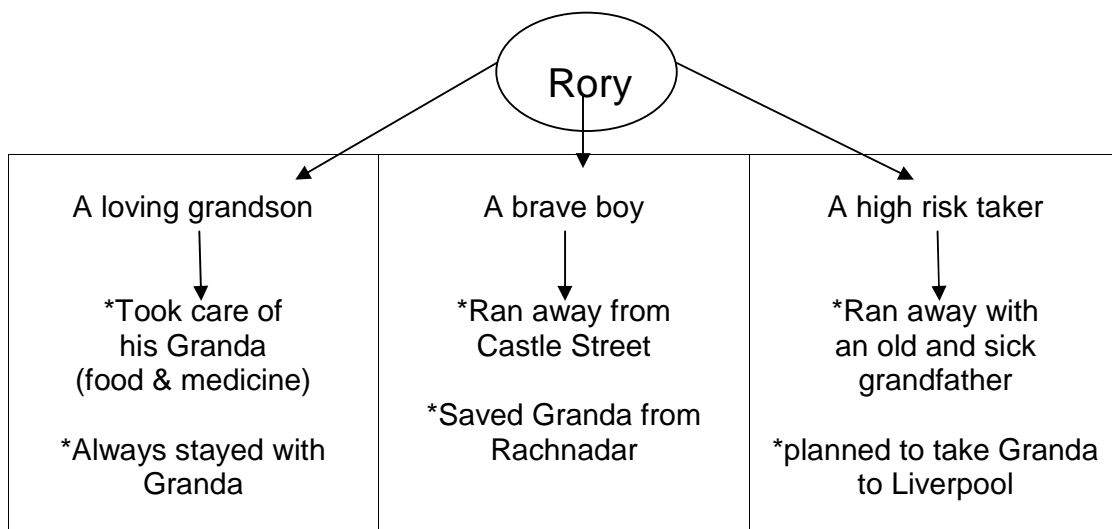
## TIPS ON HOW TO ANSWER THE QUESTIONS:

PLANNING is very important in answering questions in an examination. It helps you to organize your ideas and check the necessary points you have made. It also guides you to a more systematic way of writing your answer. Remember that 'If you fail to plan, you plan to fail!'



1. FOR a question that asks you to write about **a character** you admire or sympathize with, you can plan the writing by having a flow chart of the suitable characteristics like this:

<http://spakel.webict.net>



**Remember to focus on ONE character only.**

2. *FOR a question that asks you to choose **an event** in the novel you have studied which you find to be **the most memorable**, the event can be blended whether at the beginning of the novel, the ending or any event in the novel that you think appropriate which you can write the answer and give relevant examples.*



**Remember that you have to focus on ONE event only** even though an event leads to another. Bring your focus back to the first event in the introduction into your conclusion since that is the event you have chosen. This is to strengthen your choice and show the summing up.

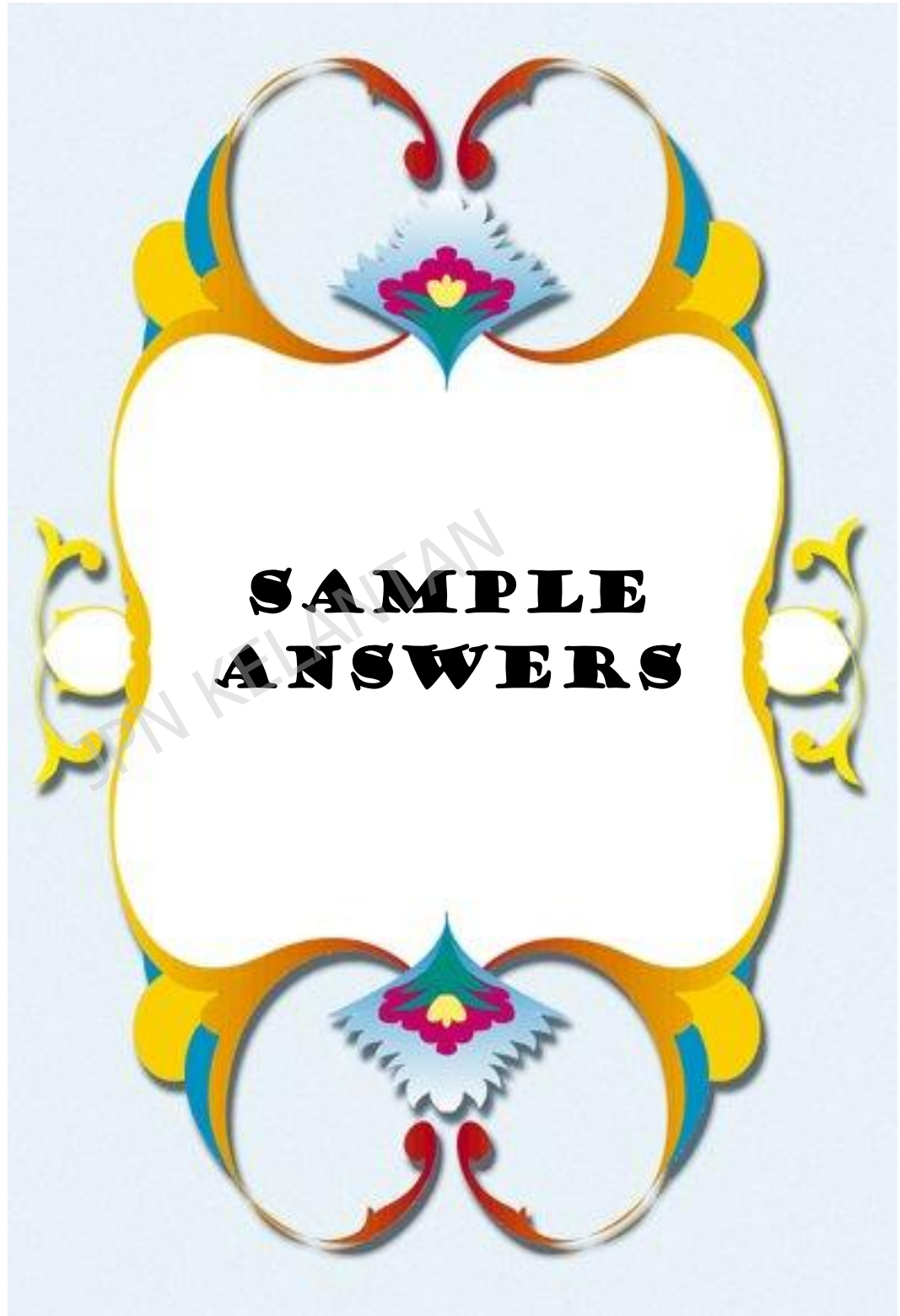


3. *YOU can also make short notes or lists relevant words to plan for your answers. For example,*

- Granda loves Rory
  - Granda has been taking care of Rory ever since his mother passed away and his father walked out of their life.
  - Granda sees the needs of Rory in schooling & goes to see the class teacher whenever being called.
  
- Darren and Tyrone
  - Darren gives the key of his mom's caravan to Rory in the Great Escape
  - Tyrone agrees with her mother Ruby to help Rory and Granda in their journey because he could empathise with Rory and his Granda

**GOOD LUCK!!**





<http://spakel.webict.net>

## SAMPLE QUESTIONS

1. How is the theme **love** shown in the novel you have read? Support your answer with close reference to the text.



2. Write about **a character** you sympathize with/admire. Give reasons for your choice.

3. Choose **an event** in the novel you have studied which you find to be **the most memorable**. Give reasons for your choice and with close reference to the text, discuss the event.



**his/her life.**

4. Using the details from the novel that you have studied, write about **some instances** that show the character is a determined person and how the determination **affects the people in**

5. Describe **what happens at the end of the novel**. Explain how you find the ending of the story. Support your answer with close reference to the text.





## SAMPLE ANSWERS

1. How is the theme **love** shown in the novel you have read? Support your answer with close reference to the text.

### 1<sup>st</sup> paragraph: Introduction

I have read the novel 'Catch Us If You Can' written by Catherine MacPhail. It is an interesting novel. One of the main themes of the novel is love.

### 2<sup>nd</sup> paragraph: point 1 + evidence

- b. Love between a grandparent and a grandchild

(Evidence from text) - Granda loves Rory (Example)

- Granda has been taking care of Rory ever since his mother passed away and his father walked out of their life.
- Granda sees the needs of Rory in schooling & goes to see the class teacher whenever being called

### 3<sup>rd</sup> paragraph + evidence

- c. Love between Rory and friends

( Evidence from text ) – Darren and Tyrone (Example)

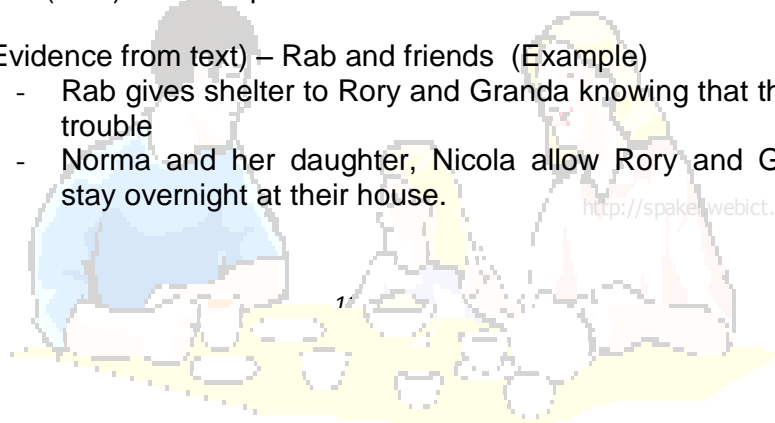
- Darren gives the key of his mom's caravan to Rory in the Great Escape
- Tyrone agrees with her mother Ruby to help Rory and Granda in their journey because he could empathise with Rory and his Granda.

### 4<sup>th</sup> paragraph: + evidence

- d. Love (care) from the public

( Evidence from text ) – Rab and friends (Example)

- Rab gives shelter to Rory and Granda knowing that they are in trouble
- Norma and her daughter, Nicola allow Rory and Granda to stay overnight at their house.





## 5<sup>th</sup> paragraph : Conclusion

To sum up, the theme love is shown between the main character, Rory and the people surrounding him that is his grandfather, his best friend, Darren and the new friends like Tyrone and his family, Rab and friends. It is true that 'Love does not count' and 'A friend in need is a friend indeed!'

2. Write about **a character** you sympathize with/admire. Give reasons for your choice.

## 1<sup>st</sup> paragraph: Introduction

From the novel "Catch Us If You Can" written by Catherine MacPhail, the character I sympathize with/admire is Rory. There are many reasons why I choose him.

## 2<sup>nd</sup> paragraph: point 1 + evidence

The first reason I choose Rory is because he was a loving grandson. Ever since his grandfather had not been well, Rory took care of almost everything. He would make sure that Granda took his medicine every day. He would also buy food for Granda during his school lunch break. To Rory, Granda was everything and he loved his grandfather very much because after his mother died, Granda was the only person who brought him up.

## 3<sup>rd</sup> paragraph + evidence

Another reason is because Rory was a brave boy and acted like a savior to his grandfather. First, when he knew that his grandfather would not last long at Rachnadar, the resting home, he planned an escape for both of them. He ran away from the orphanage in Castle Street and saved his grandfather from Rachnadar. This shows that Rory is brave and cared very much of his grandfather.

## 4<sup>th</sup> paragraph: + evidence

In addition, Rory is also a high risk taker because he ran away with an old and sick grandfather. His plan almost cost him his grandfather's life when at one point, his grandfather collapsed and fainted while they were escaping from a house of Rab's friend, Norma. He received the news from Nicola, Norma's daughter that her mother had gone to the police to report their whereabouts. Therefore, Rory and Granda ran away again. He planned to take his grandfather to Liverpool with an intention to reunite with his long lost father.

## 5<sup>th</sup> paragraph : Conclusion

Based on the reasons and evidence from the novel, I really sympathize with/admire Rory. From the beginning until the end of the story, he had to face so many problems. However, in the end he managed to save both himself and his beloved Granda. He was also united with his own father and his family.



3. Choose **an event** in the novel you have studied which you find to be **the most memorable**. Give reasons for your choice and with close reference to the text, discuss the event.



#### 1<sup>st</sup> paragraph: Introduction

The novel I have studied is *Catch Us If You Can* by Catherine MacPhail and I find the most memorable event is when Rory and his Granda had to go away from Darren's mother's caravan after Darren sent him a message telling him that the authority had known where Rory and his Granda were.

#### 2<sup>nd</sup> paragraph: point 1 + evidence

It is a memorable event because from there Rory and Granda started to have more interesting adventures. For instance, Rory had to urge his grandfather to move faster and in doing so, he could see it was very funny because Granda was trying hard not to show his panic. Granda was also forgetting his shoes which Rory had to shove the shoes to his feet while wrapping his coat and scarf around him and also buttoning his jacket as well. Rory had also not forgotten his grandfather's things including the food and warm clothes.

#### 3<sup>rd</sup> paragraph + evidence

The event is also memorable because Rory and Granda were always alert for the authority not to get them. He was careful not to let his grandfather lose the way by taking and pulling his grandfather's hand at him. He also flung his hand phone into the bushes because it would be useless to him since the phone had run out of battery and there was no way for him to charge it.

#### 4<sup>th</sup> paragraph: + evidence

It is a memorable event because from there Rory and Granda met more kindhearted people who jumped in to give them a helping hand. For instance, the man and his son, Sammy and Tyrone whom Rory and Granda met at the loch while they were fishing the other day helped them by giving them a ride in their caravan to get away from the camp site which was full of police and their search party. Sammy's wife Ruby gave Rory and Granda food and drinks in the journey. This also tells us that not all strangers that we meet are bad people or unkind. We should learn to respect people in order for people to respect us.

#### 5<sup>th</sup> paragraph : Conclusion

In conclusion, the most memorable event from this novel is the part when Rory and Granda got away from the caravan because this has caused them to face more interesting adventures and encountered with some kind-hearted people like Sammy, Ruby and Tyrone.

4. Using the details from the novel that you have studied, write about **some instances** that show the character is a determined person and how the determination **affects the people in his/her life**.

### 1<sup>st</sup> paragraph: Introduction

From the novel I have studied, *Catch Us If You Can* by Catherine Macphail, there are some instances which show that Rory is a determined person and his determination affects some people in his life.

### 2<sup>nd</sup> paragraph: point 1 + evidence

Being determined, from the beginning, Rory made sure that his grandfather was taken to the doctor for medical checkups and made certain that Granda took his pills because his grandfather was having pneumonia and lapses of memory which caused Granda to forget things at times. Rory had also made sure that Granda had his meals on time which he bought from the baker every day during his lunch time. His care and determination had caused his grandfather to love, appreciate and adore him.

### 3<sup>rd</sup> paragraph + evidence

Rory is also very determined when he did not compromise his grandfather's welfare with anything else by taking him out of Rachnadar, an infirmary which his grandfather hated to be placed. He ran away from an orphanage in the Castle Street and had a great escape with his grandfather. He was very determined to make their escape a success by planning it with his good friend, Darren. Darren felt pity and gave Rory the key to his mother's caravan and let Rory and Granda stay in the caravan after they fled away.

### 4<sup>th</sup> paragraph: + evidence

Rory had also made friends with many people in his journey and those people could see his determination to always be together with his grandfather. Therefore, those kind hearted friends helped both of them in many ways. As a result of his determination too, in the end, Rory could meet with his father and saved his grandfather from a tragic situation.

### 5<sup>th</sup> paragraph : Conclusion

To sum up, Rory's determination has affected many people surrounding him in a good way especially his grandfather, his friends and his own father who finally came to his rescue and took him and Granda into a new promising life.

5. Describe **what happens at the end of the novel**. Explain how you find the ending of the story. Support your answer with close reference to the text.

### 1<sup>st</sup> paragraph: Introduction

Based on the novel that I have studied, Catch Us if You Can by Catherine MacPhail, at the end of this novel, Rory had a great shock in his life when he thought that his grandfather was dead before he at last met his biological father and together with his grandfather, they both reconciled with Jeff McIntosh, Rory's father, his stepmother and his two sisters. Rory then had a happy time with his new found family.

### 2<sup>nd</sup> paragraph: point 1 + evidence

When Granda fainted at the bus shelter while on their run, Rory ran away to get help, leaving Granda at the shelter. He received a help from a stranger who recognised him from the news on the television. He and his grandfather were taken to the hospital but on their way, a man whom Rory thought a policeman in plain clothes sat beside him in the patrol car and he later found out that the man was his father.

### 3<sup>rd</sup> paragraph + evidence

Rory spent the next few days with his new found family while at times visiting his grandfather who was recovering at the hospital. His father's wife, Karen was kind as she came and asked Rory to go and stay with them while Granda was hospitalised. He also found out that he got two little sisters, Ronda 5, and Ava, 3. Granda loved the granddaughters soon as he saw them even though he was still mad at his son.

### 4<sup>th</sup> paragraph: + evidence

Rory's dad was an apologetic man. He asked for forgiveness from Rory and Granda every now and then. He was sorry about leaving his son away with his father because he could not accept the insults from his father. He asked Rory to give him a chance to be a good father and a good son to his ailing father. They were given a flat and helps came around every day which made him wonder why not before? But he realized that he had found what he had looking for.

### 5<sup>th</sup> paragraph : Conclusion

In conclusion, I find that the ending of the novel is a joyful one. This is because Rory had found what he had been looking for, a family of his own and a comfortable life for his grandfather. It is very convenient to find that Rory could forgive everyone who had caused him pain and fear of losing hope. I am also happy to cherish the friendships that Rory had built with the people he met along his journey: Ruby, Sammy and Tyrone; Norma, Nicola, Annie, Rab; not forgetting his ever good buddy, Darren.

**SAMPLE ANSWER:**

<http://spakel.webict.net>

Choose **an event** in the novel you have studied which you find to be **the most memorable**. Give reasons for your choice and with close reference to the text, discuss the event.



The novel I have studied is *Catch Us If You Can* by Catherine MacPhail and I find the most memorable event is when Rory and his Granda had to go away from Darren's mother's caravan after Darren sent him a message telling him that the authority had known where Rory and his Granda were.

It is a memorable event because from there Rory and Granda started to have more interesting adventures. For instance, Rory had to urge his grandfather to move faster and in doing so, he could see it was very funny because Granda was trying hard not to show his panic. Granda was also forgetting his shoes which Rory had to shove the shoes to his feet while wrapping his coat and scarf around him and also buttoning his jacket as well. Rory had also not forgotten his grandfather's things including the food and warm clothes.

The event is also memorable because Rory and Granda were always alert for the authority not to get them. He was careful not to let his grandfather lose the way by taking and pulling his grandfather's hand at him. He also flung his hand phone into the bushes because it would be useless to him since the phone had run out of battery and there was no way for him to charge it.

It is a memorable event because from there Rory and Granda met more kind-hearted people who jumped in to give them a helping hand. For instance, the man and his son, Sammy and Tyrone whom Rory and Granda met at the loch while they were fishing the other day helped them by giving them a ride in their caravan to get away from the camp site which was full of police and their search party. Sammy's wife Ruby gave Rory and Granda food and drinks in the journey. This also tells us that not all strangers that we meet are bad people or unkind. We should learn to respect people in order for people to respect us.

In conclusion, the most memorable event from this novel is the part when Rory and Granda got away from the caravan because this has caused them to face more interesting adventures and encountered with some kind-hearted people like Sammy, Ruby and Tyrone.

## ANSWER FOR PRACTICE 1

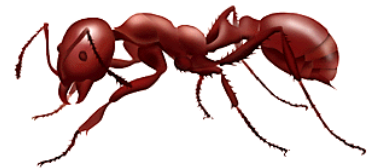
Note:

- (M) Main Idea  
(S) Supporting detail



### Summary Points

1. prevent them from breeding (M)
2. we should not leave any water stagnant (M)
3. All vessels in and around the house should be either overturned or burned (M)
4. so that water cannot collect in them (S)
5. drains and other water passages should be cleared regularly (M)
6. dark corners in and outside the house (M)
7. clean out these places once in a while (M)
8. to ensure that these pests are not making their home there (S)
9. cobwebs and dirt should be cleared out (M)
10. cover all rubbish and food (M)
11. so that one cannot catch any disease carried by the flies (S)
12. not to leave any edible things lying around the house (M)
13. All eating utensils should be cleaned properly and kept in cockroach proof containers (M)
14. periodic checks should be done (M)
15. to ensure that ants and cockroaches are not overrunning any neglected corner of drawers and cabinets. (S)



### Sample Summary

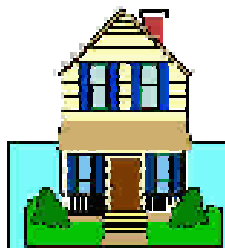
*The best way to get rid of mosquitoes is to prevent them from breeding.* First, do not leave any water stagnant. Second, all vessels in and around the house should be either overturned or burned so that water cannot collect in them. Third, clear drains and other water passages regularly. Next, clean out dark corners in and outside the house occasionally to ensure that these pests are not breeding there. Then, cobwebs and dirt should be cleared out. Also cover all rubbish and food so that we cannot catch any disease carried by the flies. Do not leave any edible things lying around the house. Ensure all eating utensils are cleaned properly and kept in cockroach proof containers. Finally, periodic checks should be done to keep out ants and cockroaches.



## ANSWER FOR PRACTICE 2

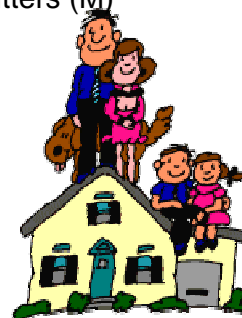
Note:

- (N) Main Idea
- (S) Supporting detail



### Summary Points

1. dusty (M)
2. gloomy living room downstairs (M)
3. switched on the light but nothing happen (switch needs mending) (M)
4. agent walked over to the window and threw open the peeling shutters (M)
5. rather faded sofa (M)
6. two battered armchairs (M)
7. curtains were (stripy but) more or less in shreds (M)
8. kitchen, but antiquated equipment (M)
9. I turned on the tap, (and once again), nothing happened (M)
10. water needs to be reconnected (S)
11. upstairs there were two bedrooms and a bathroom (S)
12. bathroom had no bath (M)
13. not much room (M)
14. basin was filthy with the dirt (of the years during which the place had been unoccupied) (M)
15. the dusty bedroom (M)



### Sample Summary

*The agent and I entered the house but it was dusty. The living room downstairs was gloomy. Furthermore, when I switched on the light, nothing happened and the agent said the switch needed mending. He threw open the window but it had peeling shutters.*

There was a rather faded sofa and two battered armchairs. The curtains were stripy but more or less in shreds. The kitchen had antiquated equipment. Then, when I turned on the tap, nothing happened. The agent said that the water needed to be reconnected. Upstairs, there were two bedrooms and a bathroom but it had no bath and also not much room. The basin was filthy with the dirt of the years during which the place had been unoccupied. The bedroom was also dusty.

<http://spakel.webict.net>

(128 words)



### **ANSWER FOR PRACTICE 3**

**Note:**

- (O) Main Idea
- (S) Supporting detail



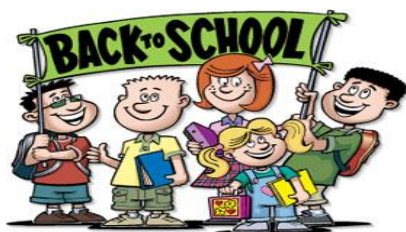
### **Summary Points**

1. hear sleepy groans (M)
2. see half-closed eyes heading towards the bathroom. (M)
3. outside the roosters welcome the dawn (M)
4. after we finish our breakfast, it is already bright outside (M)
5. it is quite a sight to behold (S)
6. rising among the dark silhouetted buildings and coconut trees, (S)
7. the sun looks as though it is consuming the buildings and trees with its way to a hot brightness (M)
8. on the road to school, I see hundreds of school children (M)
9. some are on bicycles (M)
10. some walk (M)
11. some are in cars and buses (M)
12. everywhere I look I see glimpses of bright blue skirts. (M)
13. a group of school girls walking together is quite a distinctive sight. (M)
14. The colour of their skirts stands out clearly (M)
15. an increasing chatter of voices and laughter (M)

### **Sample Summary**

*The writer wakes up early in the morning and he hears sleepy groans and sees half-closed eyes heading towards the bathroom. Outside the roosters welcome the dawn. After breakfast, it is already bright outside and quite a sight to behold. Rising among the dark silhouetted buildings and coconut trees, the sun looks as if it is eating up the buildings and trees with its hot brightness. On the way to school, I see hundreds of school children. Some are on bicycles, others walk or are in cars and buses. I look around me and see bright blue skirts of a group of school girls walking together. It is quite a distinctive sight. The colour of their skirts is striking. There is also an increasing chatter of voices and laughter.*

(129 words)



<http://spakel.webict.net>