SAMPEL PERCUMA

SPM English Writing Guide: Letter, Summary, Essay

Set penuh: Nota SPM BM & English

Bahasa Inggeris

Sampel ini: 4 muka surat. Set penuh ada:

- BM: tatabahasa, analisis 8 novel KOMSAS, peribahasa, 80 latih tubi + jawapan
- English: grammar, essay and letter writing
- Karangan BM: modul 94 muka surat + bank 14 karangan model + skrip contoh 5 negeri

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Sampel bermula di muka surat sebelah

9.1 Informal Letter Format

Your Address: *Not necessary (optional) — write if instructed*

Date: *10 June 2026*

Salutation: *Dear [First Name] / Dear [Name],*

Opening: *How are you? I hope this letter finds you well...*

Body: *3-4 paragraphs discussing the topic*

Closing: *I hope to hear from you soon. Take care!*

Sign-off: *Your friend / Yours sincerely, [Your Name]*

9.2 Formal Letter Format

Sender's Address: *123, Jalan Maju, 50000 KL, Malaysia*

Date: *10 June 2026*

Recipient's Address: *The Editor / The Manager / To Whom It May Concern*

Salutation: *Dear Sir/Madam, OR Dear [Title + Surname],*

Subject line: *Re: [State the subject clearly]*

Body: *Formal language, 3-4 paragraphs, state purpose clearly*

Closing: *I hope this matter will be given your utmost attention...*

Sign-off: *Yours faithfully (unknown) / Yours sincerely (known name)*

★ Informal: conversational tone, first names, contractions allowed (I'm, it's)

★ Formal: professional tone, full forms (I am, it is), no slang

★ SPM: formal letter is more commonly tested — practise both

10.1 Steps for Writing a Good Summary

- **Step 1: READ** – Read the passage carefully 2×. Identify the main idea.
- **Step 2: IDENTIFY** – Highlight key information (5-8 main points).
- **Step 3: PARAPHRASE** – Rewrite in your OWN words (do NOT copy).
- **Step 4: LINK** – Use linking words to connect ideas smoothly.
- **Step 5: CHECK** – Count words. Ensure within word limit.

10.2 SPM Summary Writing Requirements

Aspect	Requirement
Word limit	Usually 80-100 words (check instructions)
Content points	Usually 7-10 points; each = 1 mark
Language	Simple, clear, grammatically correct
Format	Continuous prose (NOT bullet points)
Perspective	Third person (he/she/they/it)

10.3 Useful Connectors for Summary

Function	Connectors
Adding	Additionally, Furthermore, Also, Moreover
Sequence	Firstly, Next, Subsequently, Finally
Contrast	However, Nevertheless, Although
Result	Therefore, Consequently, As a result

Sample Summary Opening Lines

"The passage highlights several advantages of..."
"According to the text, the main causes of... include..."
"The article explains that... Furthermore, it states that..."
"In the passage, the writer discusses... and suggests that..."

💡 Do NOT begin with 'This passage is about...' – it wastes words. Dive straight into content.

16.1 SPM English Paper 1 Structure

Section	Content	Marks	Tips
Section A	Directed Writing (formal/informal letter, report, speech)	35	Follow format strictly; use all given points
Section B	Continuous Writing (narrative, expository, descriptive, argumentative)	50	Plan first (5 min); use topic sentences; varied vocab

16.2 Section A – Directed Writing Tips

- Read all given points — MUST include all of them
- Add 2-3 relevant points of your own (not more — stick to task)
- Use appropriate format (letter header, report title, speech opener)
- Word count: aim for 200-250 words
- Language: match to context — formal for report/formal letter; friendly for informal

16.3 Section B – Continuous Writing Tips

Time Management

- 5 minutes: Brainstorm and plan outline
- 30 minutes: Write the essay
- 5 minutes: Proofread and correct errors

Scoring Criteria

- **Content (20)**: Relevant ideas, sufficient development, creativity
- **Language (30)**: Grammar, vocabulary range, sentence structure, accuracy
- **Tip**: 1-2 grammar errors = acceptable. Consistent errors = mark penalty

★ Choose the question type you are MOST comfortable with
★ Avoid narrative unless you have a strong story plan
★ Aim for 350+ words for full content marks

Section A Practice – Formal Letter Task

Task: You are the secretary of your school's Environmental Club. Write a letter to the principal requesting permission to organise a 'Green School Campaign' on 25 June 2026. Include: purpose of campaign, planned activities, benefits, and request for support.

Sample Introduction & Body Paragraph

The Principal,
SMK Wawasan Jaya,
50000 Kuala Lumpur.

10 June 2026

Dear Sir/Madam,

Re: Request for Permission to Organise Green School Campaign

I am writing on behalf of the Environmental Club of SMK Wawasan Jaya to respectfully request your permission to organise a 'Green School Campaign' on 25 June 2026...

The primary purpose of this campaign is to raise environmental awareness among students. Activities planned include a recycling competition, tree-planting session, and an environmental exhibition...

Section B Practice – Argumentative Essay Plan

Task: "Students should be allowed to use smartphones in school." Write an argumentative essay.

For: Educational apps, research access, emergency communication
Against: Distraction, cyberbullying, dependency, cheating risk
My Stand: Smartphones with guidelines (balanced view)
Thesis: While smartphones have educational value, schools should implement clear policies rather than outright bans.

TAMAT SAMPEL

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