

DO'S & DON'TS

Task 1: Guided Writing

MALAYSIAN UNIVERSITY ENGLISH TEST (MUET)

**Authors: Uswatun Nurrahmah
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Nur Anneliza Abd Latip,
Queencie Dohny &
Mohd Affaddil Izmi Roslan**



DO'S OF REPLYING LETTERS/EMAIL

Task 1: Guided Writing

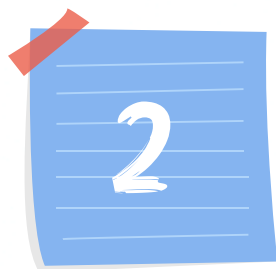
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Analyse & Plan

- Analyse your stimulus.
- Plan the reply and include the stimulus.



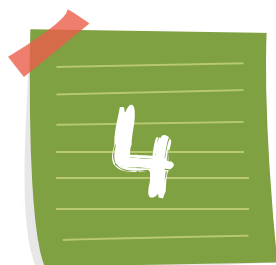
Expand

- Expand the stimulus given.
- Insert reasons and justifications.
- No exaggeration and unsolicited information.



Useful Expressions

- Use effective expressions and cohesive devices.
- Make sure the coherence and cohesiveness of the reply.



Sign off & Word counts

- Most important yet always forgotten.
- Write more than 100 words.



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Contractions

1

- Avoid using contractions.
- E.g: can't/shouldn't/ won't/ don't
- Use: cannot/ should not/ will not

Slangs

2

- Avoid using slang even for informal emails/letters.
- E.g: lit/ whaddup boi? / ghost 
- Use: Amazing/ How are you?/Abandoned

Exaggeration

3

- Avoid hyperbole and exaggeration sentences.
- E.g: I'm so dead meat.
- Use: I am in a big trouble.

Abbreviation

4

- Avoid using abbreviations and urban slangs.
- E.g: TTYL/ LOL
- Use: Talk to you soon/ Lots of love!

High Frequency Words

5

- Avoid using HFW, start using low-frequency words.
- E.g: very fun/ very hungry
- Use: Amazing/ famished



QUESTIONS?
DO CONTACT US
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