

Unit 5

Timetable & Letter

Part 1 In-depth Reading



Suggested reading time: 10 mins

Eddie is writing a letter to his cousin about his test week.

Long River Primary School Test Week Timetable				
Time	15/10 (TUE)	16/10 (WED)	17/10 (THU)	18/10 (FRI)
8:30 am – 9:30 am	Music	---	Putonghua	P.E.
10:00 am – 11:30 am	Chinese	Maths	English	General Studies

Title of timetable

Date

Content
Things
to do

22nd September, 20XX

Dear Jeffery,

How are you? Chloe and I miss you so much.

My school life is great. I have a lot of fun every day at school! Test Week is coming. I must study hard for it!

Our class teacher Miss Chan gives us a Test Week timetable today. It is from 15th to 18th October. The Maths test is on 16th October. I'm not good at Maths so I want to spend more time on it. I plan to start my revision next week. I hope I can get good results. Do you have any study tips for me?

I know your birthday is in October. What do you plan to do on your birthday? Please write soon.

Closing

Write 'Best wishes,'
'Cheers,', 'Love,', or
'Yours,'

Love,
Eddie

Signature

Sign your name here

Date

When you
write the letter

Greeting

'Dear' / 'Hi' + the
receiver's name +
a comma

Opening
Paragraph

Show concern to
the receiver

Body

Tell the main message
and the details

Ending paragraph

Ask one or two
questions and tell the
receiver to write back

ABC Choose the Best Answers

- Who receives this letter? **Greeting**
 - A. Eddie
 - B. Miss Chan
 - C. Jeffery
 - D. Eddie and Jeffery
- What does Eddie want to tell Jeffery in the letter? **Body + Main idea**
 - A. He wants to prepare for Test Week.
 - B. He does not want to take the Maths test.
 - C. He wants to join Jeffery's birthday party in October.
 - D. He often plays fun games with his classmates at school.

? Fill in the Blanks

- How many tests does Eddie have on 18th October? **Timetable content**
He has _____ tests on 18th October.
- What does Eddie write to tell Jeffery to write back? **Ending paragraph**
He writes ' _____ ' to tell Jeffery to write back.
- The verb ' _____ ' in the letter means 'to use time to do something'. **Word choice**

🔍 Know More about the Structure

Match the content to the correct parts of a letter.

A. How are you?

B. Best wishes,

C. Dear Eddie,

D. I can give you some exercise books.

6. Opening paragraph

7. Body

8. Closing

9. Greeting



Part 2 Fun Text Grammar




Suggested finishing time: 5 mins


Practical Sentence Patterns


We use ' **What do you plan to do** + **on (a date / day)** ?' to ask about somebody's plan.

e.g. **What do you plan to do on your birthday?**

Ex. Complete the sentences with 'What do you plan to do on...'.
 : What do you plan **1** _____ ?

 : I plan to do revision at home on Tuesday.

 : **2** _____ ?

 : I plan to have a buffet dinner with my family on 1st October.

Magic Grammar Points

We put '**on**' before dates and '**in**' before months. We use '**from...to...**' to talk about events that last for a period of time.

Sports Day is	on	2 nd November.		
Exam Week is	in	December.		
The lesson is	from	11:45 am	to	12:30 pm.

Ex. Chloe is marking down her schedules on the calendar. Fill in the blanks with 'in', 'on' and 'from...to...'.
1. Exam Week is _____ May. Parents' Day is _____ 23rd June.

2. Chloe is going to an English camp. It is _____ 4th July _____
9th July.

3. The summer holiday is _____ July _____ August.

4. Chloe's dad is going to London _____ April.





Part 3 Getting to Write

 Suggested finishing time: 10 mins

Unit 5

Brain Boost

Jeffery is writing a reply letter to Eddie. Fill in the blanks to help him think of what to write in it.

	1. _____ tips → find teachers / ask questions / do exercise books
	2. the plan for _____ → travel to Macau / 18 th -19 th October

Let's Practise

Help Jeffery complete the reply letter.

26th September, 20XX

1 _____

Thanks for your letter. I'm happy to hear from you!

Your tests are 2 _____ mid October so you still have time to prepare. I think you can find your 3 _____ after lessons and 4 _____ about the things you don't understand. I can also give you some 5 _____ so that you can practise more.

For my birthday, I plan to travel to Macau 6 _____ . I know your tests finish 7 _____. Can we meet two weeks after that 8 _____ November?

Halloween is coming soon. 9 _____ that day? 10 _____

11 _____

12 _____

1 Who gets the letter? What do you write before the name?

6 Write the period of time that Jeffery stays in Macau.

9 Ask about Eddie's plan for Halloween.

10 How do you ask people to write back?