

The picture below shows a poster of a time management workshop

Time Management Workshop 2024



Looking for a meaningful way to spend your June Holiday? Seng Seng Community Club is organising a 2-day workshop on managing your time wisely.

Back by popular demand, this workshop will teach children from the ages of 11 to 16 on how to manage their time wisely.

Listen to Dr Lim as he talks about the benefits of good time management for children.

10 – 11 June 9am – 12pm

Seng Seng Community Club Room B

Your Task

Imagine you are Mary.

Write an email to your friend, Peter, to invite him to join you for this time management workshop as both of you are unable to adhere to deadlines for school work.

You are to refer to the pictures and information on page 1 for your email. The point that is underlined below requires you to come up with your own information.

In your email, include the following key information

- when will the time management workshop be held
- where the time management workshop will be held
- who can join the time management workshop
- how to sign up for the time management workshop
- when do you need to sign up by
- how this time management workshop can benefit both of you