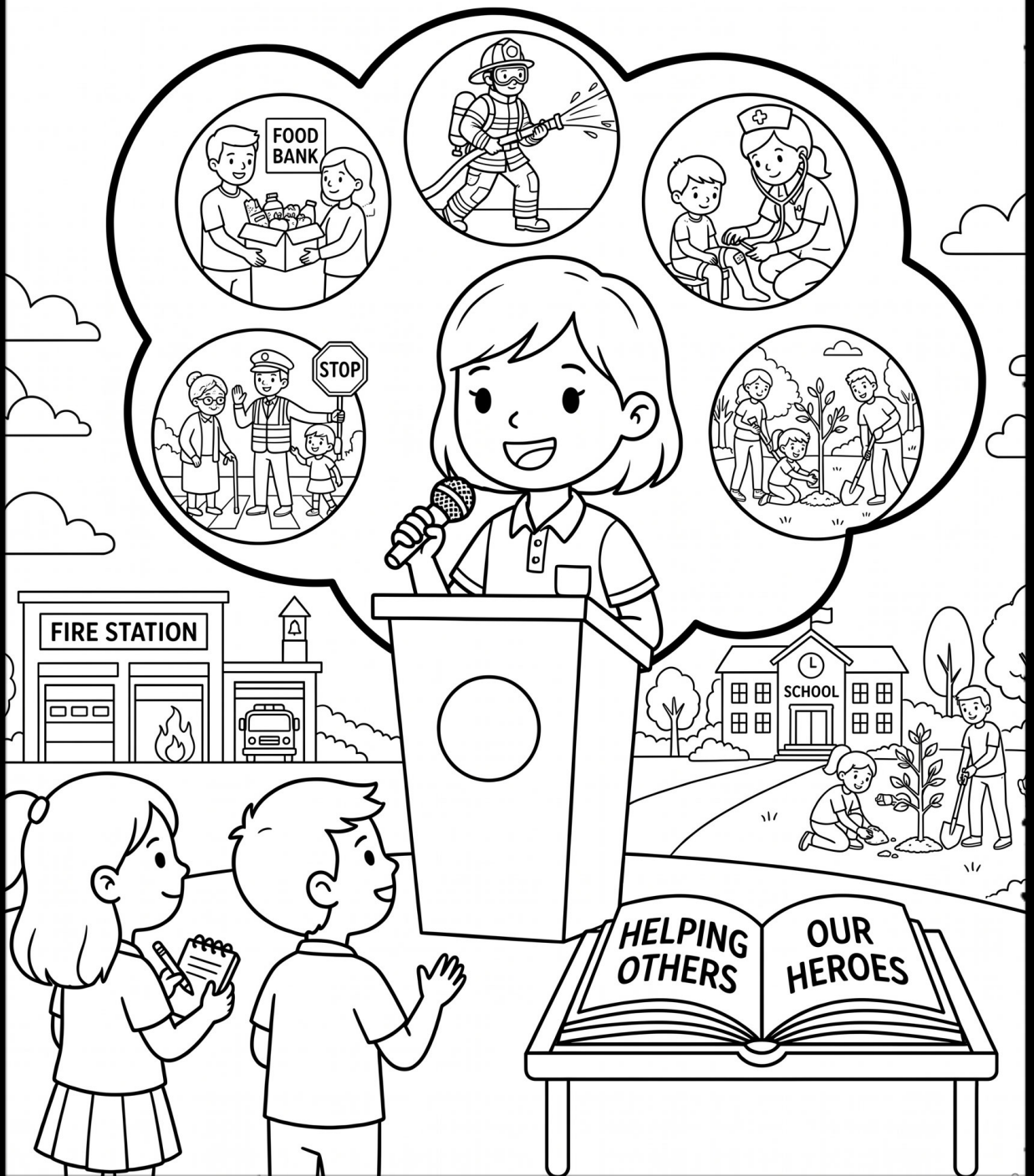


Creative Seeds

UNIT 9: COMMUNITY HEROES

Theme: Helping Others



Unit 9 Overview: *Community Heroes*

Theme: Helping Others

Welcome to Unit 9, *Community Heroes*—a unit that highlights the vital role of individuals who contribute to the well-being of others. In this unit, students will explore different community helpers and their impact, while learning how to address issues and advocate for positive change in their community. This unit encourages students to appreciate the value of helping others and take actions that benefit their surroundings.

Speaking Focus: Informative Presentation

Students will plan and deliver an informative presentation about a community helper, such as a firefighter, nurse, or volunteer. They will describe what the person does, explain their impact on the community, and highlight why their work is important. This task helps students organise information effectively, use clear explanations, and develop confidence in public speaking.

Writing Focus: Email of Complaint

Students will write an email of complaint to the Leisure and Cultural Services Department (LCSD) about the vandalism of playground equipment at the local park. They will focus on tone in writing, learning to balance formality and assertiveness in a respectful way. This task helps students practise describing the issue, explaining its negative impact on the community, and clearly requesting action.

Learning Objectives

By the end of this unit:

- Students will be able to deliver a well-structured, informative presentation about a community helper and their impact.
- Students will be able to write a formal email of complaint using an appropriate tone and structure.
- Students will be able to reflect on the importance of helping others and advocating for positive change.

We hope this unit inspires students to recognise the efforts of community heroes, develop empathy for others, and voice their concerns effectively.

Let's work together to make a difference in our community!

Part 1: Speaking – Informative Presentation

1.1 Warm-Up: What is Informative Presentation?

An informative presentation is about **teaching people something new** in a clear and simple way. Its main purpose is to inform the audience, not persuade or entertain.

Pick the Right Facts.

Read the facts below and tick () the ones that are true, useful, and relevant for an informative presentation.

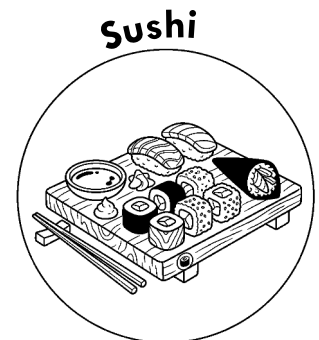
Topic 1: Recycling

- () Recycling helps reduce waste in landfills.
- () Recycling saves energy and natural resources.
- () Recycling can turn old materials into new products.
- () Recycling is only for people who enjoy sorting rubbish.



Topic 2: Sushi

- () Sushi is a Japanese dish made with rice and different toppings.
- () The vinegar in sushi rice helps keep the food fresh and safe to eat.
- () Sushi is only delicious when it is very expensive.
- () There are many types of sushi, such as maki, nigiri, and sashimi.



1.2 Planning Your Presentation

Use the outline below to plan your presentation.

Part 1: Introduction - introduce your topic and share what you will talk about.

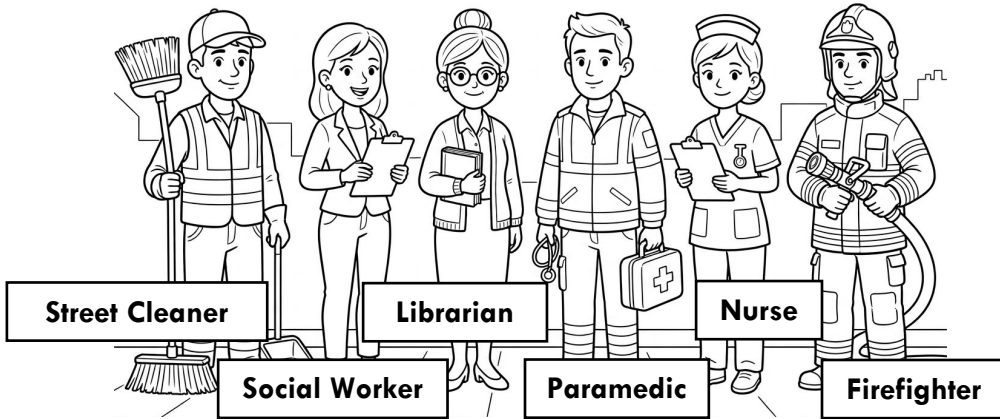
Part 2: Fact 1 — A Common Fact - Start with something most people already know. This helps the audience feel familiar with the topic and understand the basics.

Part 3: Fact 2 — A Less Known but Important Fact – As the heart of the presentation, share something people usually don't notice or don't realise is important.

Part 4: Ending - Give a short conclusion and remind the audience why the topic is important.

1.3 Choosing Your Community Helper

Before you start planning your presentation, choose one community helper who makes a real difference in the community.



1.4 Building Your Introduction

Your introduction is like the first impression you make. It needs to grab attention, tell us what you're talking about, and clearly state your opinion!

Paragraph 1: Introduction

Part 1: Hook - Start with a Simple Connection to the Community Helper

I once watched a _____,
and it made me think _____.

Part 2: Introduce the Topic - clearly tell your audience what your speech is about.

In this presentation, I will share some important facts about the _____
_____ and how they help our community.

1.5 The FEE Structure

In the main body of the presentation, you will explain two facts clearly. Use the structure below to introduce your reasons.

Fact - This is the topic sentence of the paragraph. It states the main idea in a clear and direct way.

Example - This part makes the fact more specific. It gives a simple example, situation, or action that shows what the fact looks like in real life.

Explanation - This part explains why the fact matters. It tells the audience why this fact is important and how it helps the community or improves people's lives.

Choose two strong reasons that can be explained clearly with good examples.

Paragraph 2: Fact 1 — A Common Fact

Fact = What is a basic fact about this community helper?

A widely recognised part of a _____'s job is _____

Example = What does this look like in real life?

For instance, during a typical day, they might _____

Explanation = Why does this fact matter to the community?

This responsibility is important since it ensures that _____

Paragraph 3: Fact 2 — A Less-Known but Important Fact

Fact = What is something people usually don't notice?

Beyond their usual duties, they also play a crucial role in _____

Example = What real situation shows this?

One moment that demonstrates this is when they _____

Explanation = Why is this fact meaningful or helpful?

This contribution matters as _____

1.6 Closing Your Presentation

The final part of your informative presentation should leave the audience with a clear and meaningful message. It should briefly remind them what the community helper does, highlight why their work is important, and end with a strong concluding line. A good closing helps your audience remember your key ideas and understand the value of the community helper you introduced.

Paragraph 4: Ending Your Presentation

1. Final reminder — restate why this community helper matters.

This community helper is important to our community because _____
_____.

2. Appreciation — show respect for their contribution.

We should appreciate their work as it helps
_____.

3. Positive final message — finish with confidence and a memorable idea.

Together, we can support our community by _____
_____.

1.7 Class Showcase

Present your speech to the class.

Performance Checklist: Do a self-evaluation and tick the right box.

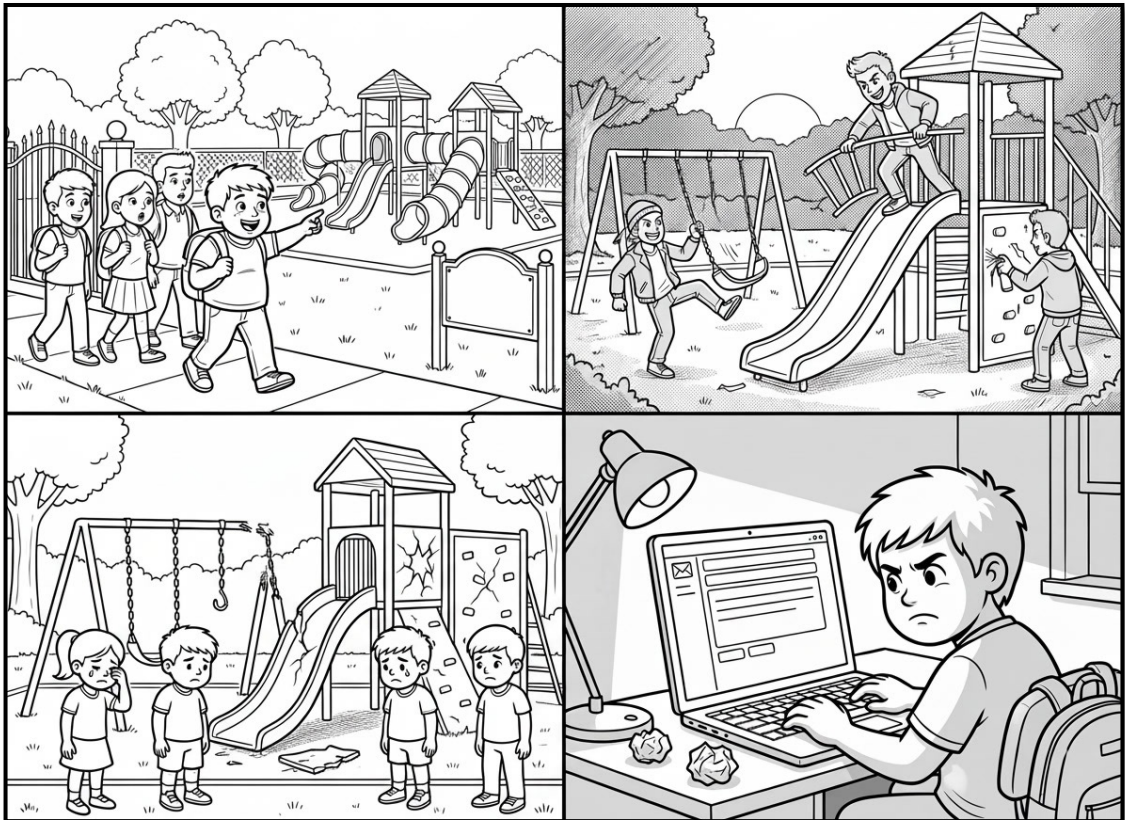
	Myself
Did I speak clearly and loudly enough?	
Did I maintain a steady pace without rushing?	
Did I use proper body language?	
Did I make eye contact?	
Did I smile and appear friendly?	
Did I speak confidently?	

Part 2: Writing – Email of Complaint

2.1 An Email of Complaint

How do we speak up when something in our community is damaged or unsafe? Making a complaint means reporting a problem in a clear, respectful, and responsible way. In our neighbourhood park, some teenagers have recently vandalised the playground equipment, creating safety risks for young children. In this task, you will write a formal email of complaint to the Leisure and Cultural Services Department (LCSD), describing what happened, explaining why it affects the community, and requesting action in a polite but firm tone.

A Formal Complaint About Damaged Playground Equipment



2.2 Let's Discuss!

Let's dive into an exciting discussion to prepare for your writing task!

- What does it mean to make a complaint in a polite way?
- When might someone need to write a complaint email?
- What tone should we use when writing to an organisation?
- How can we explain a problem clearly so others understand it?

2.4 Situation vs Email Structure

Situations require different complaint-email structures. Match each one to learn how to organise problems clearly and request action appropriately.

Situations	Email Structures
A — Bad Restaurant Experience	_____ Report the disturbance; explain how it affects your rest; ask for noise control measures.
B — Faulty Product from an Online Shop	_____ Report the damaged books; explain why it affects students; ask the library to repair them.
C — Noisy Late-Night Construction Near Home	_____ Explain the issue; describe the faulty item; request a replacement or refund.
D — Broken Picture Books in the Library	_____ State the problem; describe the experience; ask for compensation.
E — Littering Problem on the Train	_____ Describe what you saw; explain why it affects passengers; request cleaning or staff follow-up.

2.5 Write an Email

Use the guiding questions to help write each part of our email.

Email content:

- What is your email address?
- Does your subject clearly show you are writing to report a problem?
- Who are you writing to (LCSD / officer-in-charge)?

Opening

- How can you greet the department politely?
- Why are you writing this email?
- What happened that made you decide to write a complaint?
- How can you describe the situation calmly and respectfully?

To:

Subject:

Email content:

Body Paragraph 1 – Describe the Problem

- What exactly did you see at the park?
- When did you find out?
- What damage was done to the playground equipment?
- How can you explain the problem clearly?

Body Paragraph 2 – Explain the Impact

- How does the damage affect children, families, or the community?
- Why is the situation unsafe or worrying?
- How does the vandalism affect people's ability to use the playground?
- Why does this issue need attention from the LCSD?

A large rectangular frame with rounded corners, containing 20 horizontal lines for writing. The frame is light gray and the lines are black. The lines are evenly spaced and extend across the width of the frame.

Email content:

Body Paragraph 3 – Request Action

- What action do you want the LCSD to take (repair, inspection, patrols)?
- How can you make your request polite but firm?
- What follow-up or response are you hoping for?
- How can you show respect while asking for timely action?

Closing

- How can you thank the department for reading your email?
- How can you show respect in your final sentence?
- How can you express hope that the issue will be handled soon?
- How can you end the email in a polite and positive way?

Sign-off

- What formal sign-off can you use?
- How will you write your full name at the end?

2.6 Final Checklist

Proofread the story and check the box.

- Sentences begin with a capital letter.
- Full stops, commas, and question marks are used correctly.
- The email format is correct: subject, greeting, body, sign-off, and name.
- The tone is polite, formal, and assertive.
- The problem is described clearly with specific details.
- The impact on people or the community is explained.
- A polite and reasonable request for action is included.
- Sentences are complete — no fragments or run-on sentences.
- Connectors are used to organise ideas clearly.
- All words are spelt correctly.