



**MERIDIAN PRIMARY SCHOOL**

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Our Ref: MPS/SM/2018/021

9 March 2018

Through: The Principal *hgr*

**Stage Etiquette Training and Public Speaking Workshop**

Dear Parent/Guardian,

I am pleased to inform you that your child/ward has been selected for Public Speaking Competition. We will be making the registration as a school once we have received your consent.

The organiser will conduct free Public Speaking Workshop for your child/ward at Meridian Primary School.

Date: 23 March 2018 Friday

Time: 2.00p.m. – 4.00p.m.

Venue: MRL

In addition, the organiser will be conducting a Stage Etiquette training session. As it will be on Sunday and is an optional event, kindly make your own arrangement should you wish to attend with your child/ward.

Date: 18 March 2018 Sunday

Time: 4.30p.m. – 5.30p.m.

Venue: Singapore Expo Convention & Exhibition Centre, Hall 6, 1 Expo Drive, #01-01  
Please proceed to Booth D05 to register for the training session.

For further details, please refer to the Speak Up! Kids Competition Handbook.

If you need any clarification, please contact Ms Charlotte Neo at [neo\\_jia\\_hwee@moe.edu.sg](mailto:neo_jia_hwee@moe.edu.sg) or 65832125 (ext 108) during office hours.

We look forward to your support. Thank you.

Yours sincerely,

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Ms Charlotte Neo  
HOD English Language

Please return this acknowledgement slip to the teacher-in-charge by 20 March 2018.

Our Ref: MPS/SM/2018/021

**ACKNOWLEDGEMENT SLIP**

**Stage Etiquette Training and Public Speaking Workshop**

Dear Teacher in-charge,

I have received Stage Etiquette Training and Public Speaking Workshop letter dated 9 March 2018 and Speak Up! Kids Competition Handbook and noted the content.

- 1) My child/ward will/will not participate in the Speak Up! Kids Competition.
- 2) My child/ward will/will not attend the Public Speaking Workshop.

Child's/Ward's name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent's/Guardian's name: \_\_\_\_\_ Signature/date: \_\_\_\_\_