

PERSONAL LETTER TASK

Name :

Class :

Teacher's Email: indahjunika13@gmail.com

Read the statements below, then decide if the statement are true by choosing TRUE and false by choosing FALSE!

STATEMENT

ANSWER

1 Looking forward to hearing from you.

The sentence it's a language used of signaling the end of personal letter.

TRUE

FALSE

2 Condolence letter shows to congratulate someone on birthday, wedding and achievent or award.

TRUE

FALSE

3 I have received, your letter asking me to meet you at your house this Sunday to discuss the urgent matter you have

TRUE

FALSE



Complimentary closing of personal letter.

4 Sincerely,
Your forever student, Hanina

TRUE

FALSE



Postscript

5 Examination Hall,
A.B.C. School,
L.M.N. City.
18th March, 2016.



Complimentary closing.

TRUE

FALSE

Match the parts of the letter column A with their terms in column B

-----A-----

-----B-----

6

Your best friend

B. Heading

7

I would like to thank each of you for every experience shared, friendship made and the good times we had together. I would like all of you to know that working alongside you was very rewarding and I really appreciate all the help you have extended to me through tough times. It makes me wish that I had the chance to work with you more. Words are not enough to express my gratitude but I pray that one day our paths can cross again in the future.

A. Postscript

C. Salutation

D. Complimentary close

E. Signature

F. Main idea
(opening paragraph)

8

Thank you again and wish the company success.

G. Main idea
(content / body)

9

Dear Fahira adilberg

10

Hai Sist ? How Are You ? I Hope You're Okey.
How About Your
Holiday ? Must Be Nice Ins't It ?

Closing statement