MAKNA SURAT PRIBADI

A. Tujuan Pembelajaran

Setelah mempelajari materi ini, peserta didik diharapkan mampu menangkap makna secara kontekstual dari surat pribadi terkait fungsi sosial, struktur teks dan unsur kebahasaan.

B. Uraian Materi

Ungkapan yang digunakan pada personal letters

Salutation

Dear, Dearest, Sweetheart, Darling,, My Dear, My Love, dan lain-lain

(*Salutation choice* depends on how well you know the person you are writing to)

Starting the letter

- *How are you?*
- *Hope this letter finds you...*
- *Thank you for your last letter.*
- *It was so good to hear from you.*
- *Sorry for answering late*
- *I am sorry I should have written earlier...*
- *Haven't heard from you in a while so I thought...*
- *I am sorry to inform you that...*

Closing

-Yours,
-with love,
-sincerely yours,
-all the love,
-all the best,
-affectionately,
-much love,
-best wishes, dan lain-lain.

Conclusion

- *I am looking forward to seeing you soon.*
- *I am looking forward to hear from you soon.*
- *See you.*
- *I will write soon.*
- *I will have to stop now.*
- *I am waiting for a quick reply.*
- *Looking forward to see you again.*
- *Bye.*

LIVEWORKSHEETS

Setelah penjelasan-penjelasan tersebut, pasti akan muncul banyak pertanyaan dalam benak kalian. Sebenarnya *untuk apa Personal Letter ditulis* atau *apa tujuan personal letter?* Untuk menjawab pertanyaan tersebut, mari kita lihat jenis-jenis *personal letter*.

Jenis *Personal Letter*

Personal letter terdiri dari:

1. **Family Letter** : Written to a family members to share recent news (*ditulis untuk anggota keluarga yang bertujuan membagi berita terbaru).*
2. **Pen friend letter** : Written to a pen friend (sahabat pena).
3. **Fan Mails** : Written to someone you idolise or admire (*ditulis untuk seseorang yang kamu idolakan atau kagumi)*
4. **Holiday/Celebration letter** *(surat ucapan selamat berlibur / peringatan hari tertentu)*
5. **Farewell letter** : Written to say goodbye to someone who is moing interstate or overseas,or changing school (*ditulis untuk mengucapkan selamat tinggal kepada seseorang yang pindah negara bagian atau keluar pulau. Atau juga pindah sekolah)*
6. **Get well letter** : Written to wish someone a speedy recovery from illness. (*ditulis untuk mengharapkan seseorang sebuah pemulihan yang cepat dari sakit).*
7. **Congratulations letter** *(surat ucapan selamat atas pencapaian prestasi tertentu)*
8. **Thank You letter**
9. **Love letter**

C. Rangkuman

Berkomunikasi melalui surat menyurat selain perlu memperhatikan ungkapan – ungkapan yang lazim dipakai dalam surat pribadi dan juga memperhatikan jenis dari surat yang akan kita buat.

LIVEWORKSHEETS

D. Latihan Soal

Choose the best answer!

Text 1

Apt BLK 30, Eunos St. #05 – 116
Singapore 1441
2nd April 2009
Dear Liza,

I have received you letter asking me to meet you at your house this Sunday to discuss the urgent matter you have. I regret however to say that it will not be possible for me to see you on Sunday as I already have a previous appointment . I shall see you on Monday next week at 5 p.m . Hoping the change of date will be convenient to you .

Your sincerely
Daisy

1. What does the letter tell us about?

   A. Liza's problem

   B. Liza's appointment

   C. Daisy's previous letter to Liza

   D. Daisy's regret for not being able to come

   E. A meeting held at Liza's house

2. Why did Liza ask Daisy to come to her house?

   A. Liza wanted Daisy to solve her problem

   B. Daisy would discuss her problem with Liza

   C. Liza persuaded Daisy to go somewhere

   D. Daisy wanted to meet Liza's family

   E. Liza wanted to chat with Daisy

Text 2

Jl. Jambu 129 Bima
January 30th, 2017

Dear Frodi,
It was a real sorrow that I heard this morning of your great loss. I knew your mother was ill, for your brother told me several weeks ago. However, as he at that time did not seem to think the illness was very serious, the news of your mother's death came to me as a shock. You have my sincere and heartfelt sympathy, my dear fellow, in your sorrow. I know you will feel it deeply, for you

LIVEWORKSHEETS

always thought so much of your mother and loved her so truly. I feel it also as a personal loss to myself, for your mother was always very kind to me. Her death must be a terrible grief to your father, too. Please assure him of my sincere sympathy.
Words, I know, are poor comforters. "The heart knows its own sorrow", and in such sorrows we are always alone. However, it is not mere words when I say that I feel with you in your sorrow.

Your sincere friend,
Jean

3. What is the possible relation between the sender and the recipient?

   A. Relatives

   B. Employers

   C. Friends

   D. Siblings

   E. Employees

4. From the letter we know that ....

   A. Frodi's mother was not ill before her death

   B. Jean sent letter to Frodi several weeks ago

   C. Jean was very sorrowful to send the letter to his mother

   D. Jean had known Frodi's mother before

   E. Frodi is the only child in his family

5. *You have my <u>sincere</u> and heartfelt sympathy, my dear fellow, in your sorrow*. What is the closest meaning of word <u>*sincere*</u>?

   A. Real

   B. Caring

   C. Generous

   D. Honest

   E. Curious

LIVEWORKSHEETS