

Read this personal letter. Then, drag the word below to identify Generic structure of personal letter.

Greeting for closing	Addres	Closing	Salutation
Date	Signature	Introduction	Body

2 Soekarno Hatta
 Jakarta
 17023 DKI Jakarta

February 11, 2021 →

Dear My Beloved Friend Cacha, →

Hello, Cacha! Are you doing great in New Zealand? Hopefully, you're doing great there. It's been a while since you moved from Jakarta. You don't know how much I miss you.

I want to let you know that next month is my graduation from University. I'm arranging a family and friend party. I know you have a tight schedule but I'd love it if you come to the party.

Okay, I think that's all from me now. Just let me know if you are free next month. I'd love to hear anything from you. See you!

Sincerely yours, →

Lizzie →

Look at the expressions and match them with the social function of personal letter

Expressions

I am so happy to share this
with you.

thank you so much for
remebering me

I am so sorry.

I will be waiting for your
letter eagerly

Can I ask you for this
favor

Source: istock
<https://istockphotos.com/photos/111111111/>

Social Function

To apologize

To ask for reply

To ask a favor

To thank the person

To share good news

Source: istock
<https://istockphotos.com/photos/111111111/>

Read the text, then identify the language features and write them in the table.

April 5th, 2021

Dear Vallery,

How are you doing? I hope everything is wonderful. It's very nice to see you via this letter. I am Vanny and I am sixteen years old. Now I am at my first grade senior high school.

I love doing adventures activities so much. Usually My brother and I go to outbound places at weekend. What do you do at your free time? I also love painting. If you don't mind you can send me your picture and I will be happy to paint your picture.

I found you from a pen pal website. I saw your profile which states that you love singing as much as dancing. What is your favorite music? I also love western music. I am a big fan of Bruno Mars. Do you have any favorite singer?

In my country there are various traditional dances, such as Pendet dance, Jaipong, Tor-tor, and many more. If you do love dancing I will teach you some of our traditional dances. Lol. If you have any time, please write a reply.

Big hug

Vanny

Simple Present Tense



Simple Past Tense

