

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

Greeting for closing	Address	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

Social Function

To apologize

To ask for reply

To ask a favor

To thank the person

To share good news

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

April 5th, 2021

Dear Vallary,

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 sixteenth 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. Lot. If you have any time, please write a reply.

Big hug

Vanny

