

Name _____

Class/No: _____

Assessment of Personal Letter

PART I: Choose the best answer!

1. The correct form to write salutation of a personal letter is ...

- a. Hello my beloved friend;
- b. Hi friend
- c. Dear old friend,
- d. Dear Sofia.
- e. Hello buddy:

2. The following are the main part of a personal letter, except ...

- a. Complimentary Close
- b. Salutation
- c. Postscript
- d. Signature
- e. Body

3. The parts of a personal letter:

- | | |
|------------|---------------|
| 1. Closing | 4. Postscript |
| 2. Heading | 5. Signature |
| 3. Body | 6. Salutation |

The correct order of a personal letter is ...

- a. 6 - 4 - 3 - 5 - 4 - 1
- b. 6 - 2 - 3 - 1 - 5 - 4
- c. 2 - 3 - 6 - 1 - 5 - 4
- d. 2 - 6 - 3 - 1 - 5 - 4
- e. 4 - 6 - 2 - 1 - 3 - 5

4. The example of complimentary close is ...

- a. Your childhood friend,
- b. Hello old friend,
- c. Thanks for always supporting me.
- d. Dear my love,
- e. P.S.: I love you

5. What kind of information can we find on a signature of personal letter?

- a. The address of the writer.
- b. The receiver's identity.
- c. The credential of the letter.
- d. The writer's identity.
- e. The authenticity of the letter.

PART II: Fill in the blanks with the provided words!

Bandung, December 28th 2021

To Aunty Adelia
Jl. Melati 23 - Tangerang

Dear Aunt Adel,

How lovely you are to (1) _____ me such a (2) _____ dress. I'm so confuse what to wear on my birthday party. But then you send me a blue dress with matching veil and accessories too. You know I love blue.

Now, I just need to (3) _____ a matching shoes to complete my outfit.

My party will be (4) _____ in a café near our house because our house can't (5) _____ many people. I choose that café because we just need to pay for the food, no additional place rent fee. My close friend will be the MC and a band in my school will (6) _____ for free (7) _____, doesn't it?

I can't (8) _____ for my happy day. You should be here. But sadly you have a workshop to attend in Singapore. Never mind, you (9) _____ me the gift in advance.

Thank you again for your thoughtful gift. It (10) _____ my heart.

I love you, Aunty.

Your lovely niece,

Salma

warmth

present

good

send

wait

find

beautiful

perform

accommodate

held