

3 Correct the statements.

Read Talib's letter on page 5 of the Classbook. Tick the statements that are true and correct the false ones by writing them in your exercise book. Then decide if Talib's letter is formal or informal.

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| 1 The date has been written in full. ☐ | 4 The name and address of the receiver have not been written. ☐ |
| 2 The writer uses Sir at the beginning. ☐ | 5 The letter ends with the word from. ☐ |
| 3 There are contracted forms for words. ☐ | |

