

QUIZZZ Lembar kerja**personal letter**

Total pertanyaan: 20

Estimasi pengerjaan: 9menit

Disusun oleh Ms. KAMRIA KAMRIA

Nama Kelas Tanggal

1. Apt BLK 30,Eunos St.
#06-116
Singapore 1441
2nd April 2009

Dear Lisa,

I have received your letter asking me to met 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 will see you on Monday, next week, at 5 p.m. Hoping the change of date will be convenient to you.

Your Sincerely,

Daisy

Who is the sender?

- | | |
|----------|---------|
| a) Rossa | b) Rio |
| c) Daisy | d) Lisa |



2. Apt BLK 30, Eunos St.
#06-116
Singapore 1441
2nd April 2009

Dear Lisa,

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Your Sincerely,

Daisy

Who is the receiver?

- | | |
|----------|----------|
| a) Rio | b) Rossa |
| c) Daisy | d) Lisa |

3. Apt BLK 30, Eunos St.
#06-116
Singapore 1441
2nd April 2009

Dear Lisa,

I have received your 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 will see you on Monday, next week, at 5 p.m. Hoping the change of date will be convenient to you.

Your Sincerely,

Daisy

When did the sender write a letter?

- | | |
|--------------------------------|-------------------------------|
| a) 22 nd April 2009 | b) 2 nd April 2009 |
| c) 2 nd April 2008 | d) 1 st April 2009 |



4. Apt BLK 30, Eunos St.
#06-116
Singapore 1441
2nd April 2009

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Your Sincerely,

Daisy

What does the opening of the letter?

- | | |
|--------------------------|--------------------|
| a) Your Sincerely, Daisy | b) Your Sincerely, |
| c) Dear Lisa, | d) Dear Daisy, |

5. Apt BLK 30, Eunos St.
#06-116
Singapore 1441
2nd April 2009

Dear Lisa,

I have received your 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 will see you on Monday, next week, at 5 p.m. Hoping the change of date will be convenient to you.

Your Sincerely,

Daisy

What does the letter tell about?

- | | |
|--|--|
| a) Lisa regrets that she can't come to Daisy's house on Monday | b) Daisy regrets that she can't come to Lisa's house on Monday |
| c) Lisa regrets that she can't come to Daisy's house on Sunday | d) Daisy regrets that she can't come to Lisa's house on Sunday |



6. Apt BLK 30, Eunos St.
#06-116
Singapore 1441
2nd April 2009

Dear Lisa,

I have received your 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 will see you on Monday, next week, at 5 p.m. Hoping the change of date will be convenient to you.

Your Sincerely,

Daisy

What is the complementary close of the letter?

- | | |
|--------------------|--------------------|
| a) Your Sincerely, | b) Your Sincerely, |
| | Daisy |
| c) Your, | d) Sincerely, |



7.

What is the definition of personal letter?

- | | |
|--|--|
| a) A letter is written to someone we don't know | b) A letter is written to someone we know |
| c) A letter is written to headmaster | d) A letter is written to teacher |

8. What is the social function of letter?

- | | |
|------------------------------------|----------------------------------|
| a) to discuss the issue | b) To give information |
| c) To explain the situation | d) To persuade the reader |



9. **What is the another name of informal letter?**

- | | |
|-----------------------|---------------------|
| a) Application Letter | b) Personal Letter |
| c) Retirement Letter | d) Promotion Letter |

10. **"Dear, Raisa ..."**

is called as in a letter

- | | |
|---------------|------------------------|
| a) Closure | b) Signature |
| c) Salutation | d) Complimentary Close |

11. **With love and admiration,... sincerely yours,...sincerely grateful,...**

In personal letter you will meet those words. What is the name of the words in personal letter?

- | | |
|--------------|------------------------|
| a) Greeting | b) Postscript |
| c) Signature | d) complimentary close |

12. When the letter is written is called?

- | | |
|------------|---------------|
| a) Address | b) Salutation |
| c) Date | d) Closure |

13. Place where the letter is written is?

- | | |
|------------|------------|
| a) Date | b) Content |
| c) Closure | d) Address |

14. **Hi~ Kevin, How are you?**

The expression is called...

- | | |
|------------------------|--------------|
| a) Introduction | b) Body |
| c) Complementary Close | d) Signature |

15. **Can't wait to see you soon.**

The expression belong to...

- | | |
|------------------------|-----------------|
| a) Body | b) Introduction |
| c) Complementary Close | d) Closure |



16. What is an example of the **Salutation**?

- a) Best wishes
- b) Dear
- c) Sincerely
- d) Yours truly

17. **"I am so happy to share this with you"**

The expression is to express..

- a) to share bad news
- b) to Asking help
- c) to share good news
- d) to Apologize

18. **"I am so sorry but I have to tell you"**

The expression is to express..

- a) to Asking help
- b) to share good news
- c) to share bad news
- d) to Apologize

19. **"I think you shouldn't....."**

The expression is to express..

- a) giving advice
- b) to Apologize
- c) to share good news
- d) to Asking help

20. **"Thanks very much for....."**

The expression is to express..

- a) to Asking help
- b) to Apologize
- c) to share good news
- d) gratitude

