An Informal Letter Structure

1) **Read Noa's letter about her summer plans and label the letter with the words below.**

Greeting , date, ending, opinion question, body

Closing sentence

1…….. January 18, 2017

2…….. Dear Maya,

3…… How are you?

4……. I am traveling with my friend Laura to New York this summer and I was wondering if we get together. We will be staying with Laurs's grandmother on the 7th Avenue. Laura and I are planning to visit lots of famous tourist the Empire States building. Maybe you would like to join us on one of our tours.

5……. Hope to hear from you soon.

6……. Yours,

Noa

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2) Answer the questions about Noa's letter.

1. Why is Noa writing a letter to Maya?

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2. In what part of the letter does Noa write about her plans?

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3. What does Noa suggest to Mata?

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3) Complete the chart with the sentences and phrases below.

Yours, well, I have to go now. What's up?

That's all for now. What's new? Take care,

How are things? All the best , write soon.

Opening Question	Closing Sentence	Ending

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