

### Unit 3 Writing letters

1. What is letter?

---

---

2. If you want to send a letter, where do you send it?

---

3. What is “sender” mean in Thai language \_\_\_\_\_

4. What is “receiver” mean in Thai language \_\_\_\_\_

5. How many types of a personal letter \_\_\_\_\_

อธิบายรูปแบบของ Letters และบอกความหมาย

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

6. How many components of a personal letter? \_\_\_\_\_

อธิบายหัวข้อต่อไปนี้เป็นภาษาไทย

1. Address heading = \_\_\_\_\_

2. Date = \_\_\_\_\_

3. Inside address = \_\_\_\_\_
4. Attention = \_\_\_\_\_
5. Greeting or Salutation = \_\_\_\_\_
6. Subject line = \_\_\_\_\_
7. Introduction = \_\_\_\_\_
8. Body = \_\_\_\_\_
9. Closure or Closing = \_\_\_\_\_
10. Complimentary Close = \_\_\_\_\_
11. Signature = \_\_\_\_\_
12. Post Script (P.S.) = \_\_\_\_\_