

Student Name:

Class:

## Task 1: Context, Purpose & Audience

### Situation:

You received some money as a birthday gift from your aunt. You want to thank her and explain how you will use the money.



### Answer the questions:

1. Who is the audience of this letter?
2. What is the main purpose of writing?
3. Which tone best suits this letter? Explain why.
  - friendly
  - reflective
  - enthusiastic



Write your answer here.....

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## TASK 2: PLAN YOUR IDEAS

### Instruction

Answer using short phrases or bullet points only.



### Question 1

1. Who gave you the gift?

*Write your answer below:*

### Question 2

2. What was the gift and how did you feel when you received it?

*Write your answer below:*

### Question 3

3. How did you use it OR how will you use it?

*Write your answer below:*

### Question 4

4. Why is this gift meaningful or useful to you?

*Write your answer below:*

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## TASK 3: LANGUAGE UPGRADE

### Instruction

Choose the best option and explain your choice briefly.

### Question 1

1. I was really \_\_\_\_\_ by your thoughtful gift.  
(touched/ touching)

*Write your answer and explanation below:*

### Question 2

2. I have decided to \_\_\_\_\_ the money wisely instead of spending it immediately.  
(spend/manage/waste)

*Write your answer and explanation below:*

### Question 3

3. I \_\_\_\_\_ use the money to buy something useful for school.  
(will/am going to)

*Write your answer and explanation below:*



