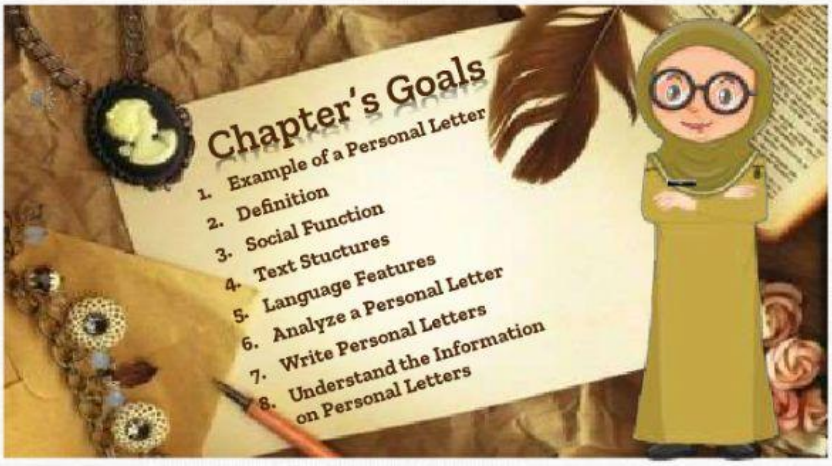
Name/Class:

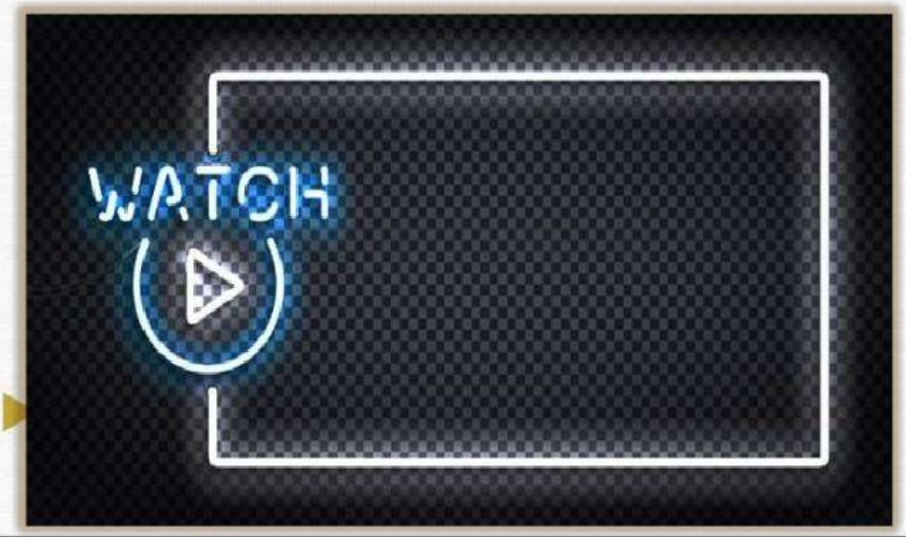
PERSONAL LETTER

By: Sinta Rosanti, S.Pd., M.Pd., MCE.
(SMA Negeri 22 Garut)

C. Chapter's Goals:



D. Watch this video to learn about Personal Letter Text!



LIVEWORKSHEETS

E. Now, listen to audio!

Summary

Click & Collect

1. **Personal letters are** letters you write to people you have already known well or been familiar with, such as family members, friends, classmates or pen friends.
2. The **purpose of personal letter** is to inform that the receiver that the sender wants to tell an important thing like **personal** feelings, thoughts, or experiences, which are meant to be read by a specific person.
3. **Text Structure of personal letters are:** Address, Date, Salutation, Introduction, Body, Closing, Greetings for closing and Signature.
4. **Language Features of personal letters are:** Sentence Structure and Style.

LIVEWORKSHEETS

Let's Practice!

F. Drop Down

Garut, 3 January 2021
Siliwangi Street No. 31
Garut, West Java

Dear Alifa,
How are you today? Hopefully you are fine. It's been a while since you left me. My family and I are missing you a lot.

How is your school life? Is it running smoothly as you expected? I guess you'll be one of the best in the class, because you are really smart.

Okay, I think that's all for now. I want to hear everything about your new life there. Please don't forget to reply my letter! See you and good luck!

With love,

Rizky

The letter above is an example of .....

LIVEWORKSHEETS

G. Multiple Choice

Who is the letter from?

A. Alifa

B. Rizky

C. Alifa's family

D. Rizky's family

H. Check List

Text structures of personal letter are:

- Orientation
- Salutation
- Complication
- Closing

LIVEWORKSHEETS

I. Drag and Drop

Please drag the word given below and drop down to the suitable answer!

Bandung, 30 December 2020 1. .....

Braga Street No. 82
Bandung, Indonesia 2. .....

Dear Lamsade, 3. .....

I'm really glad to read your last letter. It so amazing to hear you after 2 years we never meet again. You look so happy in Aceh. 4. .....

Thank you for having sent me the photos, Aceh looks so beautiful. Someday, I would definitely like to visit Aceh.

Here, my activities makes me bored. I was busy with my routine activities like my part time job, and my college. 5. .....

Anyway, would you coming to Bandung in anytime soon? If you are, please let me know the dates and I can pick you up at the airport. 6. .....

Your best friend, 7. .....

Rossa 8. .....

Greetings for closing	**Address**	**Closing**	**Salutation**
Date	**Signature**	**Introduction**	**Content**

LIVEWORKSHEETS

J. Join with Arrow

Please match the following personal letter's parts!

Garut, 3 January 2021	*Greeting for closing*
With love,	*Date*
Braga Street No. 32	*Address*
I'm glad to read your letter.	*Signature*
Rossa	*Introduction*
Dear Alifa,	*Closing*
I think that's all for now	*Salutation*

LIVEWORKSHEETS

Let's Practice!

Make a letter to your friend based on one of the topics below!

1. *You move to other city and inform your new address.*
2. *Tell about your last holiday experience.*
3. *Arrange a meeting since you haven't seen each other for long time.*

LIVEWORKSHEETS