Activity 3: Analyze, Evaluate, and Revise!

Individual Digital Worksheet

Name: _____ **Class:** _____

Date: _____ **Score:** _____

ACTIVITY FOCUS

Analyzing, Evaluating, and Revising Personal Letters

INSTRUCTIONS

Complete this activity individually. Read the personal letter, analyze its content, generic structure, and language features, then revise it based on your findings. Answer the questions in Part A and write your revised letter in Part B.

STEP 1 – READ AND EXAMINE THE LETTER

Read the following personal letter carefully. Pay attention to the writer's experience, the sequence of events, the generic structure, and the language features used.

A Memorable School Trip

18 September 2026
25 Anggrek Street, Medan

Dear Sophie,

How are you? I hope everything is going well with you. I have an exciting experience to share with you. Last week, my classmates and I went on a school trip to a historical museum in our city.

We arrived at the museum around nine in the morning. Our teacher explain the history of several historical objects and divided us into small groups. My group was responsible for exploring the traditional art exhibition. We saw many interesting paintings, old photographs, and traditional clothes. After that, we joined a short workshop where we learned how to make traditional handicrafts.

At first, I feel a little bored because I thought the trip would be less interesting than studying in the classroom. However, my opinion changed after I learned many new things. I was very excited because I could experience history directly instead of only reading about it in textbooks.

Before going home, we took some pictures together. It was one of the most meaningful school activities I ever experienced. I hope we can visit the museum together someday.

That's all for now. Tell me about your recent activities!

Best wishes,

Nadia

Note: The letter contains language issues for you to analyze.

LIVEWORKSHEETS

STEP 2 – ANALYZE AND EVALUATE THE LETTER

Answer the following questions based on the letter. Support your explanations with evidence from the text.

1. Analyze the grammatical errors in the letter. Identify the incorrect verb forms and explain how they should be corrected.

2. Evaluate the generic structure and sequence of events in the letter. Are they organized appropriately? Explain your answer using evidence from the text.

3. Evaluate the language features used by the writer. Suggest improvements to make the letter clearer and more effective in communicating the experience.

Write clearly and include your own explanations.

LIVEWORKSHEETS

STEP 3 – REVISE THE LETTER

Rewrite the personal letter by correcting the grammatical errors and improving its content based on your analysis. Ensure that the revised letter has an appropriate generic structure, a logical sequence of events, and suitable language features.

Write your revised personal letter below. Include the date, address, salutation, introduction, body, closure, complimentary close, and signature.

LIVEWORKSHEETS