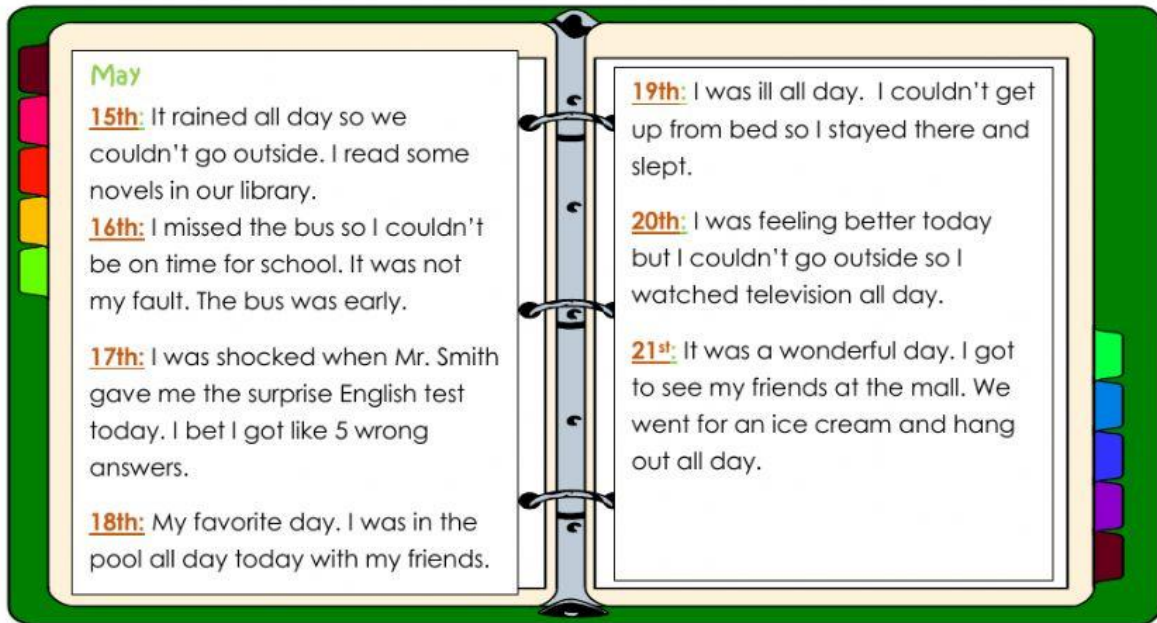


DIARIES AND JOURNALS



1. Read the following diary and match the activities done by Sally with the correct day.



- Monday 15th

I went swimming.

- Tuesday 16th

I stayed in bed and slept.

- Wednesday 17th

I read books.

- Thursday 18th

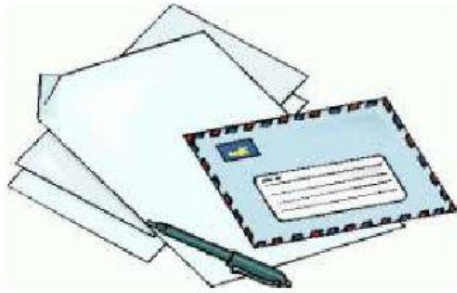
I was late for school.

- Friday 19th

I watched TV all day.

- Saturday 20th

I did an English Test.



Formal Letter

2. Look at the letter layout below. Match the numbers with the corresponding part that is at the side.

The letter layout template consists of the following numbered sections:

- 1**: Top left rectangular box.
- 2**: Top right rectangular box.
- 3**: Small rectangular box below section 2.
- 4**: Small rectangular box on the left side.
- 5**: Large rectangular box on the left side containing four sub-sections labeled **A**, **B**, **C**, and **D**.
- 6**: Small rectangular box at the bottom left.
- 7**: Small rectangular box at the bottom left, below section 6.
- 8**: Long rectangular box at the bottom left.

Writer's
address

Body

Signature

Date

Name

Receiver's
address

Greeting

Complimentary close (Good bye)

Informal Letter



3. Match the missing part of the letter (**a to e**) with the blank space (**1 to 5**). Write **corresponding letter (A, B, C, D or E)** in the space provided.

1.

2.

3.

How are you? Thanks for your last letter. It's very exciting to hear that you are attending school nowadays.

I wish I was there to go with you. At this moment I am taking online classes only. That is keeping me very busy.

By the way, are you coming to visit me any time soon? Let me know the dates so I can arrange to meet up. Hope to see you soon!

4.

5.

a. Best wishes

b. Adam

c. Dear John,

d. 11 Morris Ct.
Union

e. May 12th
2021