



## Writing

Soraya writes to De Ming to tell him about a seminar she attended. Use the short notes to complete her letter.

write to tell me about it

to tell you about the *Learning to Learn* seminar

about my learning style

develop good study habits

to set goals for ourselves

1 → 3, Jalan Pinang,  
59100 Kuala Lumpur.

2 → 30<sup>th</sup> March 20\_\_.

3 →  
Dear De Ming,

4 → I hope you are fine. I'm writing I attended  
in school last week.

5 → At the seminar, I found out . I also learnt  
how to increase my memory power and how to  
. The trainers also taught us how . It was  
a very helpful seminar.

6 → I heard that you also attended such a seminar.  
Did you find it useful? Please . Bye.

7 → Your friend,  
Soraya

8 →

1 address of person  
writing letter

2 date

3 salutation/greeting

4 introduction – reason  
for writing

5 body – more about the  
reason for writing

6 conclusion – the end  
of the letter

7 closing – signing off

8 signature – name of  
the writer



Learning to Learn