

## PERSONAL LETTER TASK

Name :

Class :

Teacher's Email: indahjunika13@gmail.com

Read the statements below, then decide if the statement are true by choosing TRUE and false by choosing FALSE!

### STATEMENT

### ANSWER

- 1 Looking forward to hearing from you.

The sentence it's a language used of signaling the end of personal letter.

TRUE

FALSE

- 2 Condolence letter shows to congratulate someone on birthday, wedding and achievent or award.

TRUE

FALSE

- 3 I have received, your letter asking me to meet you at your house this Sunday to discuss the urgent matter you have

TRUE

FALSE



Complimentary closing of personal letter.

- 4 Sincerely,  
Your forever student, Hanina



Postscript

TRUE

FALSE

- 5 Examination Hall,  
A.B.C. School,  
L.M.N. City.  
18<sup>th</sup> March, 2016.



Complimentary closing.

TRUE

FALSE

Match the parts of the letter column A with their terms in column B

-----A-----  
\_\_\_\_\_

-----B-----  
\_\_\_\_\_

6

Your best friend

B. Heading

A. Postscript

7

I would like to thank each of you for every experience shared, friendship made and the good times we had together. I would like all of you to know that working alongside you was very rewarding and I really appreciate all the help you have extended to me through tough times. It makes me wish that I had the chance to work with you more. Words are not enough to express my gratitude but I pray that one day our paths can cross again in the future.

C. Salutation

D. Complimentary close

E. Signature

F. Main idea  
(opening paragraph)

8

Thank you again and wish the company success.

G. Main idea  
(content / body )

9

Dear Fahira adilberg

10

Hai Sist ? How Are You ? I Hope You're Okey.  
How About Your  
Holiday ? Must Be Nice Ins't It ?

Closing statement