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 Complimentary closing of personal letter.	TRUE	FALSE
4	Sincerely, Your forever student, Hanina Postcript	TRUE	FALSE
5	Examination Hall, A.B.C. School, L.M.N. City. 18th March,2016. Complimentary closing.	TRUE	FALSE

LIVEWORKSHEETS

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

LIVEWORKSHEETS