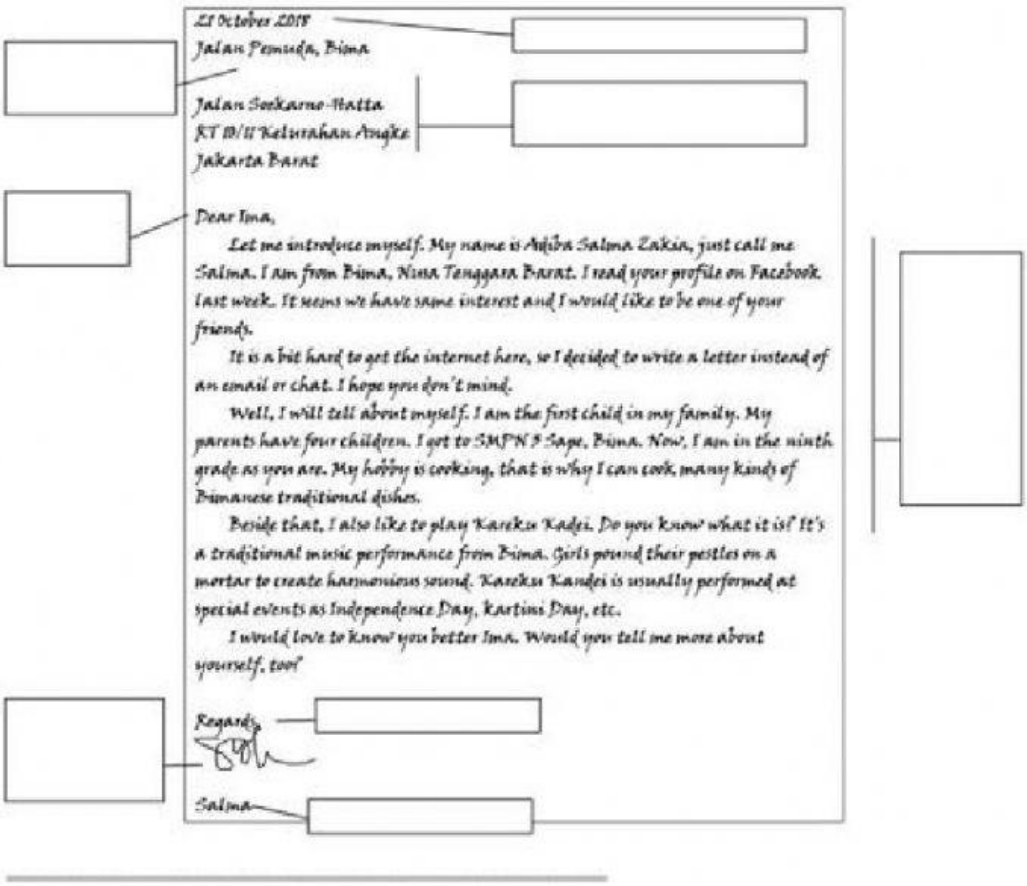
Name:

Class:

WORK SHEET
(LEMBAR KERJA PESERTA DIDIK)

1. IDENTIFY PART OF LETTER BELOW.

Look at the following letter, put on the structures!



2. ANSWER THE QUESTIONS BY CHOOSE A, B C, D OR E CORRECTLY!

Apt BLK 30, Eunos St.
#05 - 116
Singapore 1441
2nd April 2009
Dear Liza,
I have received you letter asking me to meet you at your house this Sunday to discuss the urgent matter you have. I regret however to say that it will not be possible for me to see you on Sunday as I already have a previous appointment. I shall see you on Monday next week at 5 p.m. Hoping the change of date will be convenient to you.

Your sincerely
Daisy

1. What does the letter tell about ....

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A. Liza's problem
B. Liza's appointment
C. Daisy's previous letter to Liza
D. Daisy's regret for not being able to come
E. A meeting held at Liza's house

2. Why did Liza ask Daisy to come to her house....

A. Liza wanted Daisy to solve her problem
B. Daisy would discuss her problem with Liza
C. Liza persuaded Daisy to go somewhere
D. Daisy wanted to meet Liza's family
E. Liza wanted to chat with Daisy

The following text is for questions 3 to 5.

Dear Mr. Shoji,

We have reviewed your application for credit, and it is our pleasure to inform you that an account has been opened for your company.

Please feel free to use your account as often as you wish. A descriptive brochure is attached which outlines the terms and conditions upon which this account has been opened.

Should your credit requirements change, or should you have any questions regarding to your new account, call this office and ask to speak to one of our account representatives. When you call, please have your account number available, in order that we might have quick access to your file.

Best regards,

---

3. What is the letter about?
   A. An application to open a current account
   B. An application to open a saving account
   C. Requirements to open a bank account
   D. A customer new charge credit card
   E. A company credit account approval
4. What is needed to have quick access to your file?
   A. Account representative
   B. Descriptive brochure
   C. Credit requirement
   D. Account password
   E. Account number
5. "Please feel free to use your account as often as you wish." (paragraph 2)
   What does the sentence mean?
   A. The account is free of charge
   B. Mr. Shoji is free to account his money
   C. Mr. Shoji wishes to use his account freely
   D. Mr. Shoji can open his account quite often
   E. Mr. Shoji can use his account anytime he needs

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The following text is for questions 6 and 7.

Dear sir /madam,

I am writing to complain about an article in last Monday's newspaper. "Schools fail low-income children." As the head teacher of one of the largest junior high schools in the city, I feel strongly that the article does not describe our school.

My school has children from many different economic backgrounds, but a large percentage come from lower-income families. Nevertheless, our tests show that the children do well and benefit from the excellent work our teachers do. Last year our school moved from 24th to 5 th place according to the official assessment by the state government. This is clearly not the "failure" that the article suggests.

I would strongly recommend that more careful research should be conducted in the future so that your newspaper will more realistically describe the true situation in our schools.

Yours sincerely
Joan Gonzale

6. The letter shows Ms. Gonzalez's strong disagreement with the newspaper's claim that ....
   A. Children from low-income families do not perform well in the official assessment
   B. The poor students in her school fail in the national examination
   C. Her school only admit students from economically advantaged families
   D. Many of her students fail because of their parents'low income
   E. Low-income children are not as good as high-income children

7. What is expected by Joan Gonzalez from Monday's newspaper?
   A. To present information based on facts
   B. To conduct more research
   C. To fix information given
   D. To explain more about that school
   E. To be responsible for the report

The following text is for questions 8 to 10.

Jl. Jambu 129
Bandung
30th January 2017

Dear Fred,

It was a real sorrow that I heard this morning of your great loss. I knew your mother was ill. For your brother told me several weeks ago. However, as he at that time did not seem to think. The illness was very serious, the news of your mother's death came to me as a shock. You have my sincere and heartfelt sympathy, my dear fellow, in your sorrow. I know you will feel it deeply, for you always thought so much of your mother and loved her so truly. I feel it also as a personal loss to myself for your mother was always very kind to me. I admired her a good and noble woman. Her death must be a terrible grief to your father too.

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Please assure him of my sincere sympathy.

Words, I know, are poor comforters. "The heart knows its own sorrow", and in such sorrows we are always alone. However, it is not mere words when I say that I feel with you in your sorrow.

Your sincere friend,

Jack

8. What is the possible relation between the sender and the recipient?
   A. Relatives
   B. Employers
   C. Friends
   D. Siblings
   E. Employees

9. From the letter we know that ...
   A. Fred's mother not ill before her death.
   B. Jack sent letter to Fred several weeks ago.
   C. Jack was very sorrowful to send the letter to his mother.
   D. Jack had known Fred's mother before.
   E. Fred is the only child in his family.

10. "You have my **sincere** and heartfelt sympathy, my dear fellow, in your sorrow." What is the closest meaning of the underlined word…
    A. Real
    B. Caring
    C. Generous
    D. Honest
    E. Curious

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