

IMPROVE YOUR WRITING

A LETTER

By : Nining Susanti

TASK 1 : Use the words in the box to write a letter

vacation	visit	about	hope	promise
miss	holiday	soon	see	graduate

Jakarta, 28 March 2021

Dear Anne,

How are you? I _____ that you are okay. I _____ you so much. And I _____ that I will _____ you during the school _____. Let's make a plan for _____ together. How _____ your school? I hope that everything is okay and we can _____ together. _____ you _____ Anne.

Sincerely,

Jeanne

TASK 2 : Please Identify the part of personal letter

Sleman, 14 August 2009

Dear Irfan,

I am very glad to write this letter to you. How is your school? Here in Sleman, we are preparing for the Independence Day celebrations. So everybody is very busy.

First, we are going to have some sports competition. There will be soccer, vollet ball and a tug of war competition. The winning team will receive a goat as a prize. I'm going to play in the soccer and volleyball competitions.

Then, we are going to have a wayang show on the night before the Independence Day. The dalang will be a famous one from Yogyakarta. He will perform all night long. Have you ever seen a wayang show? It is very entertaining.

Finally, I'm going to attend a flag raising ceremony at school on Independence Day. After that, we will give out prizes for the competition winners.

What are your plans for the Independence Day celebrations? Please write back and tell me.

Sincerely,

Joko

BODY

SALUTATION

CLOSURE

SIGNATURE

DATE

CLOSING

INTRODUCTION