

**1. When we are going to write a letter, what will we write first?**

Pilihan jawaban

The date

The ending

The greeting

The writer's address

The writer's signature

**The following sentences are a letter purposes**

Pilihan jawaban

To share your feeling

To make arrangement

To invite someone to our party

To renew contact with someone

To announce something

**A written message from one person to another, containing information is a definition of . . . .**

answer

Letter

alternatif

Personal Letter

36 North Road,  
Electra Street,  
Abu Dhabi  
27 July 2000

Dear Aelia,

It has been a long time since I saw you. I am just waiting for my holidays to get over and meet you soon. I hope the work has been going well for you at office.

There's only few days left in my holidays and after that it's back to work. I've bought lots of stuff for you.

Yours sincerely,  
Maria

Q.

**Who sent the letter**

Pilihan jawaban

Aelia

Maria

Abu Dhabi

Electra

**Here are the structures of personal letter**

the signature

the topic

the meaning

the opening

the date