

Personal Letter



Personal letter is a letter that is written to people we know such as family or friend. Personal letter usually uses slang words and personal pronoun. The structure of personal letter such as address, date, salutation and name, introduction, body, closure, complimentary close, signature/name, and post script (optional).

Example of personal letter:



For more explanation you can read in this column:



Or you can watch this video



Or oprn this link



Students' Worksheet

Name :

Class :

Activity 1.

Read this personal letter. Then, drag the word below to identify the parts of the letter.

Bandung, 19th July 2019 → 1.....

Dear Carolina, → 2.....

I'm really glad to read your last letter. It so amazing to hear you after 17 months we never meet again. You look so happy in Budapest.

Thank you for having sent me the photos, Budapest looks so beautiful. Someday, I would definitely like to visit Budapest.

Here, My activities makes me bored. I was busy with my routine activities like my part time job, and my college.

Anyway, would you coming to Bandung in anytime soon? If you are, please let me know the dates and I can pick you up at the airport. → 3.....

Your best friend, → 4.....

Bella → 5.....

Closure

Salutation

Complimentary close

Name

Date

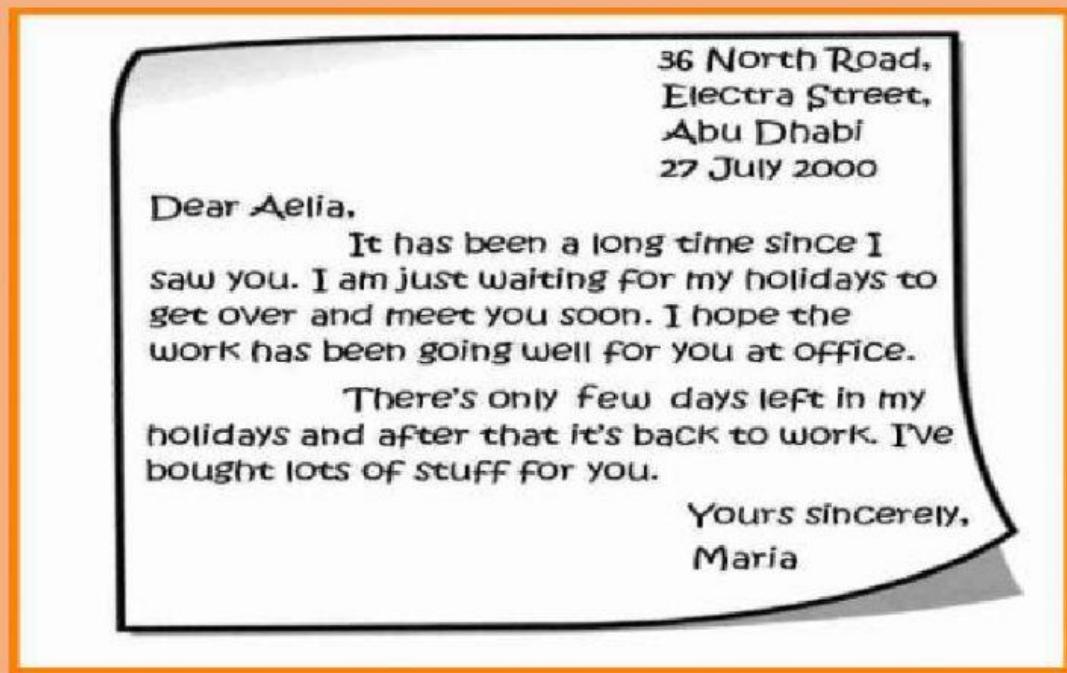
Activity 2.

Look at the expressions and match them with the purpose of the letter.

Expressions	Purpose
1. I am so happy to share this with you. 2. Thank you so much for remembering me. 3. I am so sorry. 4. I will be waiting for your letter eagerly. 5. Can I ask you for this favor.	a. To apologize b. To ask for reply c. To ask a favor d. To thank the person e. To share good news

Activity 3

Determine the statement below is True or False !



1. The social Function of the text is to give advice to Maria's friend.

True

False

2. Personal letter is a letter that is written in formal situation

True

False

Activity 4 Choose the correct answer by crossing A,B,C,D, or E!

This text is for questions 1 and 2.

Thank you for the reminder about the meeting. I think it would be the best if you hold the meeting on Tuesday, 20th November. If we start at 9.00, I'm sure we'll be finished by 3.30. I look forward to seeing you.

1. "I look forward to seeing you." (The last sentence)

The sentence above is considered as a/an _____ of a letter.

- A. address
- B. salutation
- C. introduction
- D. body
- E. closure

2. "I'm sure we'll be finished by 3.30."

The underlined word of the sentence is categorized as.....

- A. slang word
- B. contraction
- C. active voice
- D. personal pronoun
- E. accuracy