

Name :

Lesson : English

Class :

Duration : 2 hours

# PERSONAL LETTER WORKSHEET

Ms. Vitha Class



## Part 1: Preview Previous Material

1. match the structure of letter below with the description as the example

DATE	Greeting and the person's name you are writing to
ADDRESS	Date when the letter is written
SALUTATION & NAME	Place where you are writing from
INTRODUCTION	The main part of letter
BODY	The part indicates the letter is going to end
CLOSURE	The opening of the letter usually starts with how are you
COMPLIMENTARY CLOSE	Signature or initials of the writer
SIGNATURE	Short expressions like "love you", "sincerely" etc.
POSTSCRIPT P.S	After thought in a letter. You begin with P.S.



## PART II : MATCHING MEANING EXPRESSION

### A. Match the expression below into the correct position!



**The beginning of letter**

**The end of letter**



How's everything  
going?

Say hello to your  
family and friends.

Sorry I haven't written  
sooner. I've been away  
on holiday.

Hope to hear from  
you soon.

Please write  
back soon.

Thanks for your letter and  
telling me all your news.

Please read the following text, look at the text, and answer the question in the next worksheet!

Dear Sabrina

Thanks for your letter and it was great to hear from you. You asked me to tell you about my favourite day of the week. Well, it's definitely Friday.

One reason I like Fridays is because I have my favourite subjects at school: PE and chemistry. Chemistry's great because we do experiments in the science lab and our teacher, Mr King, is so funny. In PE we usually play basketball, which is my favourite sport. I'm good at it because I'm quite tall. Our team usually wins.

We also have French on Fridays, which is actually my least favourite subject, but after that we have ICT which is much more interesting. At the moment I'm creating a webpage for our basketball team. After school I hang out with my friends, and then in the evening I play football at the sports centre. On Friday nights we sometimes go to someone's house for a party or to watch a DVD. We can relax a bit on Friday evenings because there's no school on Saturday.

Tell me about your favourite day in your next letter. Hope to hear from you soon.

Love

Dani

**B. Check your understanding. in the question you will find some statements about Dani's letter, please choose True or false for the answer!**

## STATEMENTS

1. Dani is a high-school student.
2. Dani thinks Friday is the best day of the week.
3. Dani likes French.
4. On Friday Dani has an ICT class before her French class.
5. Mr King is the PE teacher.
6. Dani goes to the sports centre to play basketball.

## TRUE OR FALSE

1.

2.

3.

4.

5.

6.

**C. Check your writing: matching – questions and answers. Match the questions with the answers and write a-f next to the numbers 1–6.**

1..... Why do you like summer?

a. Not much! I like to spend time with my family and we have a big lunch together on Sunday. I sometimes go shopping with my friends on Saturday or visit my grandparents.

2..... What's your favourite sport?

b. I love it because I usually go to the beach and there's no school! I love swimming in the sea and playing beach volleyball. It's definitely the best season.

3..... What's your favourite subject at school?

c. That's difficult! I like Mr Kelly. He teaches art. He's kind, creative and always shows us new artists and ways to make art. He's really cool!

4..... What's your least favourite subject at school?

d. Probably drama. I just don't feel comfortable acting or performing in front of other people, but I like watching my friends perform on stage!

5..... Who's your favourite teacher at school?

e. I love them all! But I play tennis twice a week at school and also after school on Fridays. I'm getting quite good at it.

6..... What do you usually do at the weekend?

f. Definitely art. I'm good at drawing and painting. I spend all my free time drawing pictures and one day I'd like to be a designer.

# PART 3: WRITING A LETTER

Read again the Letter in the page 3. In the letter Dani's write a letter to Sabrina. Now, let's just think Sabrina has written you a letter and it say:

What's your favorite day of the week?  
I'd love to hear about it!



Write a letter of about 150 words in reply



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