LEMBAR KERJA PESERTA DIDIK

PELAJARAN BAHASA INGGRIS

PERSONAL LETTER

KELAS XI SEMESTER 2

Nama:……..…

Kelas : ……..…

No : ……..……

PERSONAL LETTER

Introduction

Look at the following video

Materi

Personal Letters

Personal Letters
Personal letter is a type of letter (or informal composition) that usually concerns personal matters and is sent from one individual to another. The matters in personal letters are usually about personal experience, invitation, apology, gratitude, congratulation, and sympathy.

Social Function of Personal Letters
Personal letters are usually written to someone whom we know, such as friends, family, and pen pals. The social function of personal letters is not only to inform something, but also to strengthen the bond between two people. Most of the purposes of personal letters are to retell past activities, to ask for information or favour, or to persuade someone to do something.

Structures of Personal Letters
Personal letters are usually written or sometimes typed. Then we send them by post or e-mail. The following are full format of personal letters

1. **Address**. Your address is on the right side. The address of the receiver is on the left side. You may skip the address of the receiver
2. **Date.** It is the date when you write the letter. This date should be displayed on the right side. It is beneath your address. You can write it full or abbreviate it, for example, January 25, 2017.
3. **Salutation**. Salutation is a greeting used in a letter or other written or non-written communication, for example, Dear Anna,; Dear Mr. Hamid,; Hello Mia,, Remember to end salutation with a comma for formal. Dear is the best choice of salutation.
4. **Opening paragraph**. The first paragraph can be used to ask the receiver's condition. For example, How are you?, How are you doing?, How have you been?, I hope you've been having a wonderful holiday.
5. **Content (body).** Write your purpose why you write the letter. But remember, think your relationship and familiarity with the person with whom you are writing to. It is to determine the level of formality you will use to write the letter
6. **Closing (closure)**. Try to end the letter with positive feelings. For example, Hope to hear from

you soon; Please write back, Have a wonderful weekend

7. **Complimentary close**. It is based on the relationship with the receiver. Follow the signature by giving your name.

Examples:

- Formal: Sincerely, Warmly, Best wishes,
- Casual: Yours, Take care, Cheers, Your friend,
- Intimate: Love, Much love, Thinking of you,

8. **Signature.** Signature is a person's name written in that person's handwriting.

9. **Postscript (P.S.).** It is often found at the end of friendly letters. A P.S: or postscript is a way to add information. A postscript is a brief message appended to the end of a letter or a short note at the bottom of the letter.

For example, P S Good luck for vour exam!

Language Features of Personal Letters

1. Expressions used in personal letters

Starting	Commenting or	Telling your purpose	Ending
- How are you? - How are things? -I hope you're well -Thanks for your letter. - -	-I'm sorry to hear that... -It's great to hear … -I'm glad to hear … -I'm so pleased to hear …	-The reason I'm writing … -I'd like to tell you … -I regret to inform you … -I wonder if you … -Guess what's happened … -I've got some great news … -There's something I must tell you… -You won't believe this…	- Well, that's all for now - Write back soon - Looking forward to hearing from you again. -See you soon. -Take care.

2. Use of first and second person pronouns, such as I, We, and You
3. Use of declarative sentences
4. Sometimes use informal language.

Contractions, relative clauses without a relative pronoun, and ellipsis are more common in informal language

Examples:

Formal	Informal
- She is angry at me. - The boy whom I met at the library called me. - I have lots of things to tell you	She's angry at me The boy I met at the library called me. Lots to tell you

6. Sometimes use colloquial language, for example, wanna (want to) and gonna (going to)
7. Use of simple present tense and past tense

Style of Personal Letters

Style is important to make a good impression with your letters, but if you want to make them look really professional, small items like punctuation and spelling are make or break. Be warm. Use natural and conversational style.

The example of personal letter

Read the following letter. Pay attention to social function, generic structure and language features !

35 Senggigi Raya
Lombok
75009 Nusa Tenggara Timur

Address

Date

12th January 2014

Salutation

My Dear Lovely Siti,

Greetings

Hello!

Introduction

How are you, sweetie? I know you are angry with me because I am writing to you after a long time. I am so sorry, please forgive me. You know we are in Lombok right now. It is so beautiful beyond imagination. I am writing to you from this really cute little café on the Senggigi beach. As you know, mum loves shopping so she went and will be gone for hours. I took a rain check from shopping and decided to write to you while I enjoy my cup of coffee.

The Content of the letter

You know yesterday we went to Gili Nanggu Island; it is a beach on the southwest of Lombok. The place is awesome. It is so beautiful I couldn't believe my eyes. There are beautiful coral reefs everywhere. We went for snorkeling and we saw most amazing fish ever. I wish you were here; it would have been much more fun.

Mum's making sure we don't miss any sight in the whole city, so we've practically been everywhere.

I got to go, mum is here. I will see you soon.

Closure

Lots of love
XOXO

Closing

Lana

Signature

P.S. I'm bringing you lot of souvenirs and pictures!!

Postscript

http://bse.kemdikbud.go.id

Observe the letter below then analyse its structure !

Kylie Kneel
15 Henry Street
PROSPECT SA 5082

July 2nd, 2019

Dear Jennifer,

My granny gave me this new Postie Kate paper and now I am writing to you. You are the first person to receive a letter on my new paper. You are special.
Do you like your new house? Do you have a pet yet? If so, what's the name? I miss you already. Mum said that we can visit you in the holidays. I can't wait. I rode my horse at the weekend. I went to Pony Club. It wasn't the same without you. I have sent you a photo of me and my horse. Can you send me a photo of your new pet, please? I can't wait to see you again. Please write back soon.

Love,
Kylie

P.S. I want to send you a birthday present in the mail. What would you like?

Closing

Signature

Postscript/note

Address

Date

Salutation

Content of the letter

Complete the text below with the provided words in the box !

……..……(1) 12th, 2018

Dear Friends, . .
As a number of you already know I have recently accepted a position with another company and will be .....(2) at the end of this week. Please consider this to be my sincere ... (3) to each and every one of you

I want you all to know that I am truly leaving here with mixed ..... (4); happy about my new career opportunity, but sad to be leaving such a great company where I have so many wonderful friends and ……(5). The last three years as a member of Sys iex team was the best period of my .....(6) so far. I learned a great deal and worked with many people with whom I am sure I will remain friends for a long time. I can only wish that my new ... (7) will give me such rewarding experiences and …….. (8) friends.

Thank you so much for making my time at SysTek a truly …….. (9) one. I invite any of you who would like to keep in touch, to speak to me before I leave on Friday and I will be happy to give you my My very best.....(10) for the future go out to each new phone and e-mail coordinates, and every one of you

Yours sincerely
John Hurley

Wishes	leaving	enjoyable	career	jobs
August	feelings	goodbye	supportive	colleagues

Choose the correct the right answer

Text for No 1-5
1000 S Grand Ave Los Angeles, CA 90015
April 22nd, 2018

Dear Richard,

How has life been treating you, friend? I read your novel and I am writing to tell you that T thoroughly enjoyed it. Well done!
Since you left to Paris to pursue your writing career, we have drifted apart. I hope we can start a correspondence here, where you can tell me about your Parisian exploits.
Give my regards to Monsieur Leon Dupuis, the bartender at Strada.
Best.
Jordan

1. Where did the letter sent from?
   A. Grand Ave
   B. Jordan
   C. Los Angeles
   D. Monte Carlo
   E. France

2. When was the letter written?
   A. on April 2nd, 2018
   B. onApriM2th, 2018
   C. on April 22nd, 2018
   D. on April 23rd, 2018
   E. on April 27th, 2018

3. To whom the letter is addressed to?
   A. Dave
   B. Jordan
   C. Richard
   D. Leon
   E. Angel

4. What is Richard's job?
   A. He is a writer.
   B. He is an artist.
   C. He is Parisian.
   D. He is a bartender.
   E. He is a drifter.

5. Who is Monsieur Leon Dupuis?
   A. Parisian
   B. The sender of the letter
   C. A novel writer
   D. The writer's friend who pursue his career
   E. The bartender at Strada