

Unit 3 Writing letters

1. What is letter?

2. If you want to send a letter, where do you send it?

3. What is “sender” mean in Thai language _____

4. What is “receiver” mean in Thai language _____

5. How many types of a personal letter _____

อธิบายรูปแบบของ Letters และบอกความหมาย

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

6. How many components of a personal letter? _____

อธิบายหัวข้อต่อไปนี้เป็นภาษาไทย

1. Address heading = _____

2. Date = _____

3. Inside address = _____
4. Attention = _____
5. Greeting or Salutation = _____
6. Subject line = _____
7. Introduction = _____
8. Body = _____
9. Closure or Closing = _____
10. Complimentary Close = _____
11. Signature = _____
12. Post Script (P.S.) = _____