

3 Correct the statements.

Read Talib's letter on page 5 of the Classbook. Tick the statements that are true and correct the false ones by writing them in your exercise book. Then decide if Talib's letter is formal or informal.

- 1 The date has been written in full. ☐
- 2 The writer uses **Sir** at the beginning. ☐
- 3 There are contracted forms for words. ☐
- 4 The name and address of the receiver have not been written. ☐
- 5 The letter ends with the word **from**. ☐

