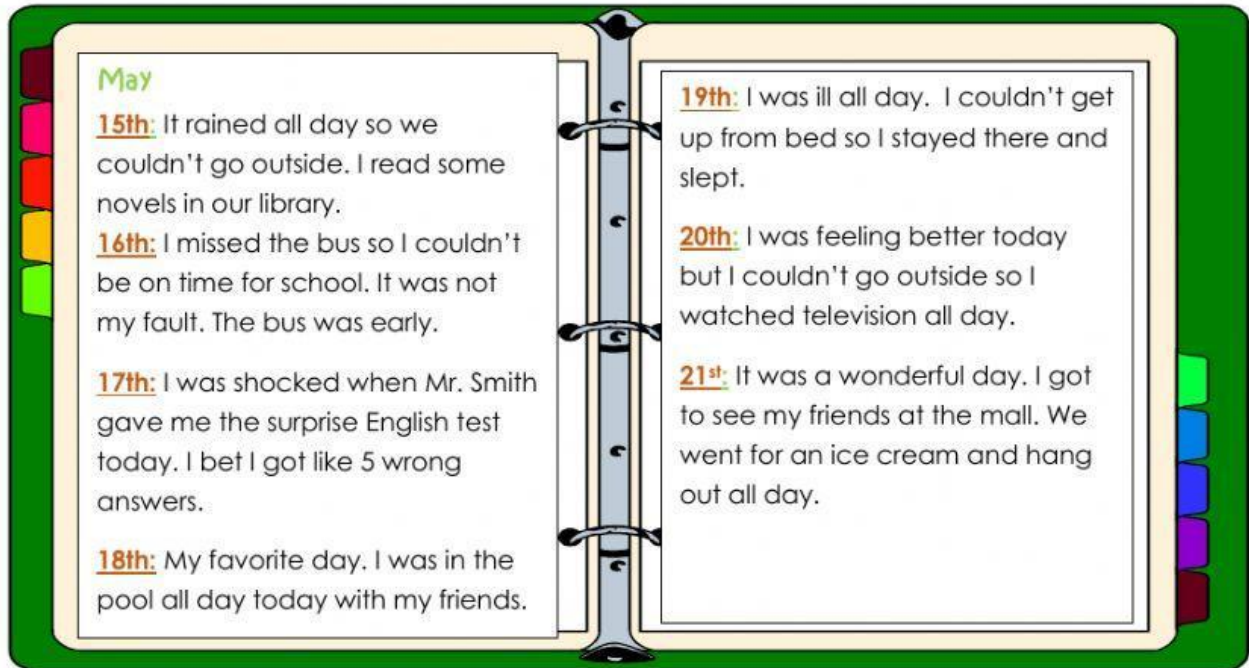


DIARIES AND JOURNALS



1. Read the following diary and match the activities done by Sally with the correct day.



- Monday 15th
- Tuesday 16th
- Wednesday 17th
- Thursday 18th
- Friday 19th
- Saturday 20th

I went swimming.

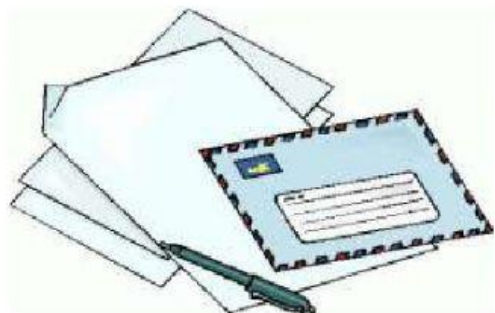
I stayed in bed and slept.

I read books.

I was late for school.

I watched TV all day.

I did an English Test.



Formal Letter

2. Look at the letter layout below. Match the numbers with the corresponding part that is at the side.

The diagram shows a formal letter layout with the following numbered sections:

- 1**: Top left rectangular box.
- 2**: Top right rectangular box.
- 3**: Small rectangular box below section 2.
- 4**: Small rectangular box on the left side.
- 5**: Large rectangular box on the left side containing four sub-sections labeled **A**, **B**, **C**, and **D**.
- 6**: Small rectangular box at the bottom left.
- 7**: Small rectangular box at the bottom left, below section 6.
- 8**: Long rectangular box at the bottom left.

Writer's
address

Body

Signature

Date

Name

Receiver's
address

Greeting

Complimentary close (Good bye)

Informal Letter



3. Match the missing part of the letter (**a to e**) with the blank space (**1 to 5**). Write **corresponding letter (A, B, C, D or E)** in the space provided.

1.

2.

3.

How are you? Thanks for your last letter. It's very exciting to hear that you are attending school nowadays.

I wish I was there to go with you. At this moment I am taking online classes only. That is keeping me very busy.

By the way, are you coming to visit me any time soon? Let me know the dates so I can arrange to meet up. Hope to see you soon!

4.

5.

a. Best wishes

b. Adam

c. Dear John,

d. 11 Morris Ct.
Union

e. May 12th
2021