EVALUATION
PERSONAL LETTER



Name :

Grade :

A. Match the following terms with their definition by draw the arrow to the appropriate answer!

Body	This section is for writing the greeting and the recipient's name.
Address	The opening of a letter usually starts with an opening like the response to a previous letter or it could be an initial introduction if you are just starting to sends the letter.
Closure	Here you write the address where the sender lives. Address is written at the top right.
Complimentary Close	This section is under the complimentary close, you can put a signature or it could be just your initial.
Signature	This section shows that you will end the letter.
Date	This section is the content or essence of the letter, in this section, you tell all the contents of the letter that you want to tell.
Introduction	This section is a short concluding phrase such as with love, Sincerely yours, etc
Salutation	It is usually the date is written on the top left. This date indicate when the letter was written

LIVEWORKSHEETS