ENGLISH WORKSHEET FOR 11TH

TEACHER: FAJAR HARDINI S.Pd

Name :

Class :

Material : **Structure of Personal Letter**

1. ***match the structure of letter below with the description as the example***

DATE	Greeting and the person's name you are writing to
ADDRESS	Date when the letter is written
SALUTATION & NAME	Place where you are writing from
INTRODUCTION	The main part of letter
BODY	The part indicates the letter is going to end
CLOSURE	The opening of the letter usually stars with how are you
COMPLIMENTARY CLOSE	Signature or initials of the writer
SIGNATURE	Short expressions like "love you", "sincerely" etc.
POSTSCRIPT P.S	After thought in a letter. You begin with P.S.

2. ***Look at the expressions and match them with the purpose of the letter by <u>drag and drop</u> the answer are available.***

Expressions	Purpose
I am so happy to share this with you	
Thank you so much for remembering me.	
Did you know…?	
I am sorry	
I will be waiting for your letter eagerly.	
Love always,	
I think you should think it over before.	
I am so sorry but I have to tell you. That reminds me of ….	
Can I ask you for this favor	

- To apologize
- To ask a reply
- Closing
- To ask favor
- To give bad news
- To give advice
- To share some information
- To give good news
- To thank the person