

A. Please identify the part of personal letter below with the provided word!

	22 Green Street London W1 B 6DH Phone 071066429	1
3	Dear John and Ann	22 December 2007 2
4	Thanks a lot for a great weekend. We really enjoyed ourselves.	
	Bill and I were talking about the holidays. We thought it might be nice to go camping in Scotland for a couple of weeks.	
5	Are you interested? Let me know if you are, and we can talk about dates.	6
	See you soon, I hope. Thanks again.	7
8	Love Alice	
9	PS Did I leave a pair of jeans behind in the bedroom? If so, do you think you could send them on?	

Address	Date	Post Script
Signature	Introduction	Salutation
Complementary close	Body	Closure

B. Please find the right expression based on the categories!

Gratitude



Asking for help



Apologizing



Giving advice




*Delivering Bad
news*



*Delivering good
news*





I'm just writing to thank
you for ...

It was very kind of
you to ...

By the way, did you know
that ...?

Have you thought about
...?

I'm so sorry that ...

I am sure that you'll be
interested to know that ...

I'm sorry but I have to
tell you that ...

I wonder if you could
help me.

Well, I thought about it and if
I were you, I would ...

I would like to apologize
for ...

I wonder if I could ask you a
favor. Could you ...?

Bad news, I'm afraid,
but no way to avoid it,
so here it goes ...