

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

22 Green Street  
London  
W1 B 6DH  
Phone 071066429

1

22 December 2007

2

3 Dear John and Ann

4 Thanks a lot for a great weekend. We really enjoyed ourselves.

5 Bill and I were talking about the holidays. We thought it might be nice to go camping in Scotland for a couple of weeks.

6 5 Are you interested? Let me know if you are, and we can talk about dates.

7 See you soon, I hope. Thanks again.

8 Love  
Alice

9 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 ...