Unit 3 Writing letters

1. What is letter?

_____

_____

2. If you want to send a letter, where do you send it?

_____

3. What is “sender” mean in Thai language _____

4. What is “receiver” mean in Thai language _____

5. How many types of a personal letter _____

อธิบายรูปแบบของ Letters และบอกความหมาย

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

6. How many components of a personal letter? _____

อธิบายหัวข้อต่อไปนี้เป็นภาษาไทย

1. Address heading = _____

2. Date = _____

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3. Inside address = _____

4. Attention = _____

5. Greeting or Salutation = _____

6. Subject line = _____

7. Introduction = _____

8. Body = _____

9. Closure or Closing = _____

10. Complimentary Close = _____

11. Signature = _____

12. Post Script (P.S.) = _____

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