

STEP 1.

FILL IN THE DOTS BELOW!



Students' Worksheet

Name :

Class :

Activity 1.

Read this personal letter. Then, drag the word below to identify the parts of the letter.

Bandung, 19th July 2019 → 1.....

Dear Carolina, → 2.....

I'm really glad to read your last letter. It so amazing to hear you after 17 months we never meet again. You look so happy in Budapest.

Thank you for having sent me the photos, Budapest looks so beautiful. Someday, I would definitely like to visit Budapest.

Here, My activities makes me bored. I was busy with my routine activities like my part time job, and my college.

Anyway, would you coming to Bandung in anytime soon? If you are, please let me know the dates and I can pick you up at the airport. → 3.....

Your best friend, → 4.....

Bella → 5.....

Closure

Salutation

Complimentary close

Name

Date

Stage 2

Project Planning Complete the following planning table.

Address

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Date

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Receiver

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Purpose of Writing

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Research Notes



Step 3: Drafting a Personal Letter: Draft your personal letter based on the following guidelines.

Sender's Address: Date: Greeting: Opening paragraph: Body: Closing paragraph: Closing: Signature

Stage 4: Revision and Finalization: Exchange drafts with friends. Provide feedback on:

- Letter structure
- Language accuracy
- Content clarity

Stage 5: Project Presentation: Each student will present their personal letter, with the following requirements:

- Explain the purpose of the letter
- Read or summarize the contents of the letter
- State the main message of the letter