

Name: _____ Date: ____/____/____ Score: ____/100

Homework 26
Unit 3: It's festival time!
Lesson 7: Skills Time-Writing (Page 34)

I. Read each action below and match it to its correct step number in the writing process.

- Step 1: Write the Header (Address & Date)
- Step 2: Add the Greeting
- Step 3: State the Main Purpose
- Step 4: Add Extra Details or Attachments
- Step 5: Write the Closing & Name

1. _____ "I have sent you a photo of the delicious garlic ice cream."
2. _____ "Dear Uncle Mark,"
3. _____ "3a / 4th Floor, Fo Tan Road, Hong Kong — August 2nd"
4. _____ "Best wishes, Danny"
5. _____ "Thank you so much for inviting me to the festival."

II. Arrange the steps a writer must follow from first (1) to last (5) to compose a complete letter.

- [] Write the opening greeting with "Dear" and the recipient's name.
- [] Sign off with "Best wishes" or "From" followed by your name.
- [] Place the address at the top right, with the date directly under it.
- [] Explain any extras you are including (such as a photo, present, or drawing).
- [] State the main reason for writing in the first body paragraph.