

WRITING A LETTER

The Five Parts of a Personal Letter

I) READ AND WRITE

1.Fill in the text with the following words: signature/body/salutation/ closing/ heading/

The 1st part is called the It includes the writer's complete address and the date that the letter was written.

The 2nd part of a personal letter is called the In most personal letters we start the salutation with "Dear (whatever the person's name is)."

The 3rd part of a personal letter is called It includes all of the writer's thoughts organized into paragraphs.

The 4th part of a personal letter is called The includes the closing greeting like : Yours truly; Sincerely; Friends forever; and Love.

The 5th part of a personal letter is called the

COMPREHENSION

I) READ AND WRITE

Instructions: Fill in the blanks the different parts of the letter: the body, heading, closing, signature, salutation.

18720 Linnet Street, Apt #102
Tarzana, CA 91356

September 8, 2007

Dear Jasmina,

Hi, how are things going! I just got back from my vacation in Alaska. I had a really great time with my family. First, we flew on Delta Airlines from Los Angeles to Vancouver, Canada. It was so cool!

We spent the night in Vancouver and went to the cruise ship the next day in time for lunch.

The cruise ship was humongous and spectacular. Once we got onboard we went straight to our room. It was huge. My mom and dad had their bedroom with an enormous bed

Well, I don't want to tell you everything. I'll save the rest for when we see each other face-to-face.

Your friend,

Leana Young

1

2

3

4

5

II) READ AND SPEAK

WHAT ARE FRIENDLY LETTERS FOR?

When you write a letter to someone you know, it is called a personal/friendly letter. Letters to your family and friends are like conversations. You can write a letter to thank someone, congratulate them, share family and school news, pass on interesting information, describe what's been happening, or tell funny stories.

Here are some hints on what to write in a personal letter:

- Talk about family birthdays, special events, trips you've been on and big achievements
- Share funny stories about your pets
- Tell your friends about your new computer game, CD or DVD
- Wish someone Happy Birthday
- Share some news about school – your teacher, your friends, excursions you've been on, special visitors and activities.
- Write about what's been happening in your street, town or city.
- Tell a friend about a great book you've read, or an exciting film you've been to see
- Tell a riddle or joke
- Ask questions about what they've been doing and what interests them

Voc:

riddle: énigme *f*, devinette *f*

congratulate : féliciter, complimenter

SPEAK: WHAT IS A FRIENDLY LETTER?

II) READ SPEAK AND WRITE

Instructions: Read what these teens answer to TheDudeJ. Choose your and give your advice.

VIRTUAL TEEN

Recover, learn and grow together

<http://www.virtualteen.org/forums/showthread.php?t=2043422>

Virtual teen forum

Smoking

TheDudeJ

Hello everybody, so my friends and I have tried smoking a cigarette a few times, u know just to try and yesterday my friend's sister snitched on him and he got in trouble. Now I'm quite scared his parents could call all of our parents as well, so my question is if u ever had to deal with smoking and your parents and what happened? btw I'm not a smoker, just tried!

Re: Smoking
ska8er

Could Call"-I would not worry bout it. If anything IS said-say No. Smoking is a bad habit that I would give second thought to if only for ur health. We r all curious to try some thing once.

Re: Smoking
jamie_n5

*I am gay and happy with that. I love talking to people very open & willing to listen.
I am also glad to try help with questions or problems.Hit me up for anything. I promise I don't bite.*

If anything happens just tell your parents that you tried it just to try it and have no intention of smoking.

Re: Smoking
Just JT

Smoking is bad for you bro. Don't smoke, it stinks bad to
If they do call your rents and they talk to you be honest about it
You tried it, didn't like it.

Tbh I'd think your parents would be really happy to hear that
Not that you tried it, but you didn't like it, you experienced something, made a decision and are honest about it when asked

Building trust is easy

Re-building it is really really hard

It was a learning curve, I, sure they get that