

Personal Letter

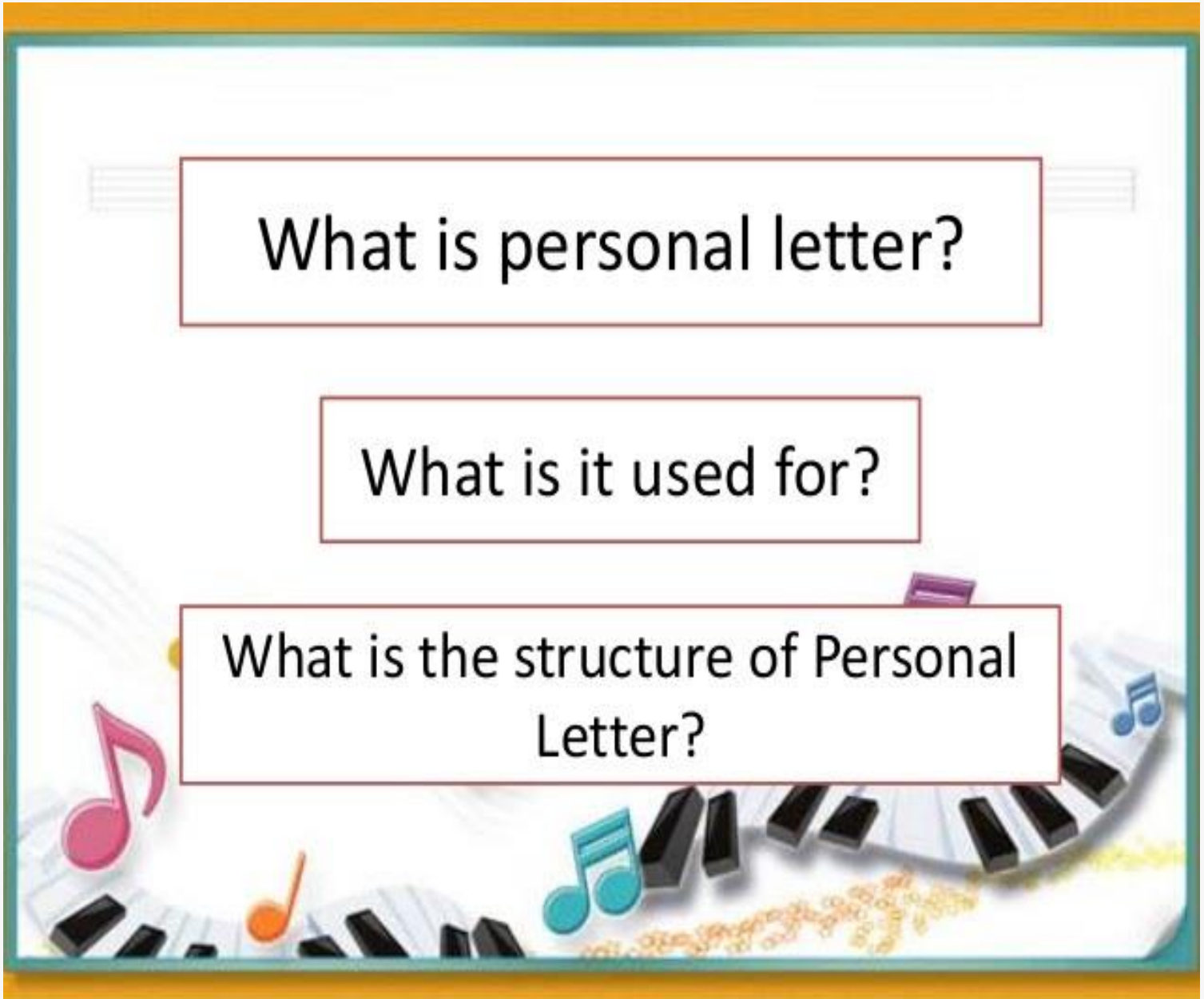




What is personal letter?

What is it used for?

What is the structure of Personal Letter?





Meaning

Personal letter is a letter which is written for someone you know. Example: friend, family, classmate, pen pal, best friend.

Surat pribadi adalah sebuah surat yang ditulis untuk kepentingan pribadi. Contohnya untuk, teman, keluarga, teman kelas, teman dekat.



FUNCTIONS OF PERSONAL LETTER:

- **Telling good news.**
- **Giving advice.**
- **Delivering bad news.**
- **Asking for help.**
- **Apologizing.**

STRUCTURE OF PERSONAL LETTER

1. Sender's address
2. Date
3. Salutation and Name
4. Introductory paragraph/Introduction
5. Body paragraph/the content of the letter
6. Closing paragraph/closure
7. Complementary close
8. Signature
9. P.S. (postscript)

Heading/Date

- The heading includes **your** address and the date.
- Write the heading in the upper right-hand corner, about 1" from the top of the page
- Line up the leading edges, STOP at the margin line

Body

- The thoughts and ideas you want to share.
- Skip one line after the salutation, then single space
- Indent each new paragraph.
- Keep paragraphs short for easy reading.

Closing

- Skip one line, indent twice.
- Capitalize only the first word.
- Follow with a comma
- Common closing words:
**Love, Sincerely,
Your friend, Respectfully,
Regards, Yours truly,**



The structure of the letter

Your address

The date

Greeting

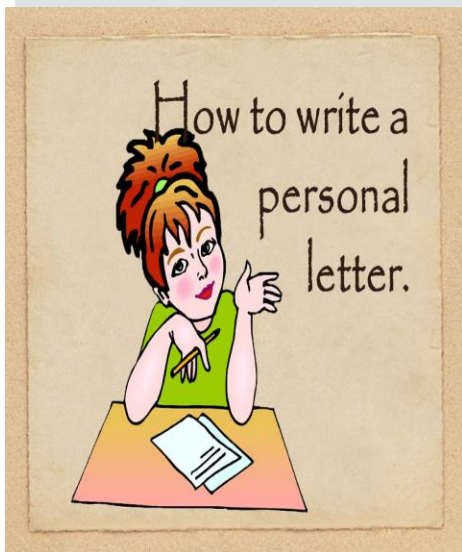
Introduction

Main Body

Conclusion

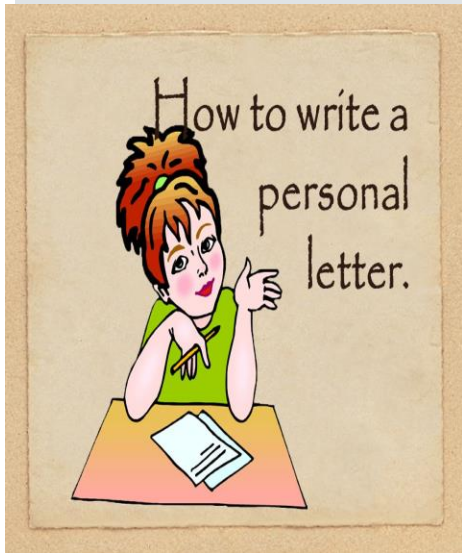
Ending

Letter

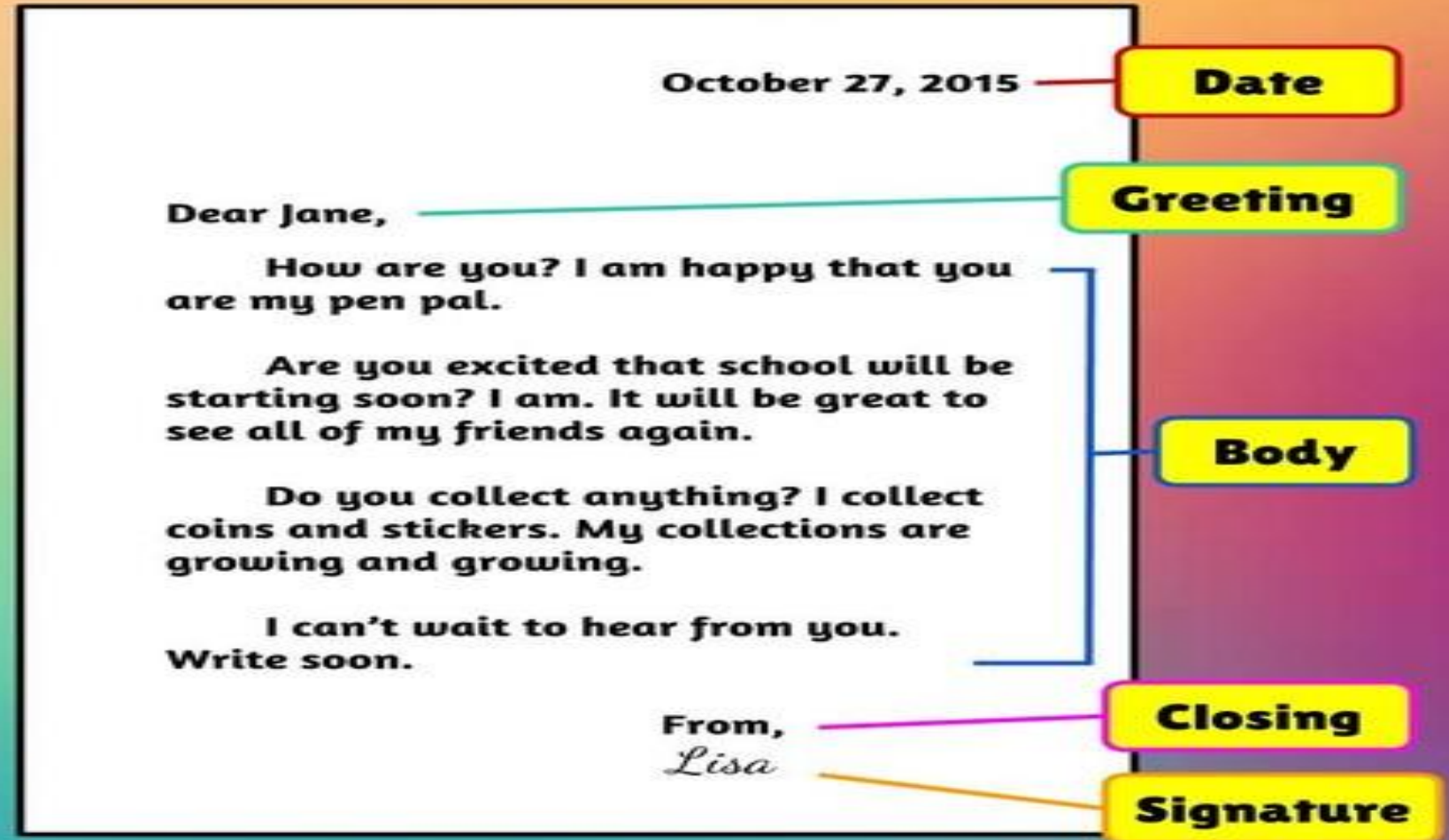
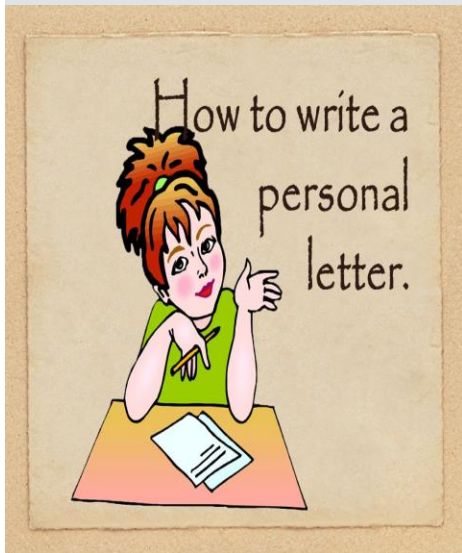


What are the features of a personal letter?

- The date of writing
- An opening greeting or salutation
- Paragraphing
- A sign off
- The writer's signature
- The use of informal language to relate feelings and experiences



Friendly Letter



TUJUAN PEMBELAJARAN:

1. Diberi teks terkait Personal Letter yang diakses dari link internet, peserta didik mampu menentukan tujuan teks Personal Letter terkait fungsi sosial, struktur teks.
2. Diberi teks terkait Personal Letter yang diakses dari link internet, peserta didik mampu menemukan informasi rinci/tertentu terkait fungsi sosial, struktur teks.
3. Diberi teks terkait Personal Letter yang diakses dari link internet, peserta didik mampu menggambarkan informasi rinci/tertentu terkait fungsi sosial, struktur teks.
4. Setelah mengamati teks tentang Personal Letter yang diakses dari link internet, peserta didik mampu merangkum informasi rinci/tertentu terkait fungsi social, struktur teks dan unsur kebahasaan terkait teks Personal Letter.

T H A K K
Y O U

