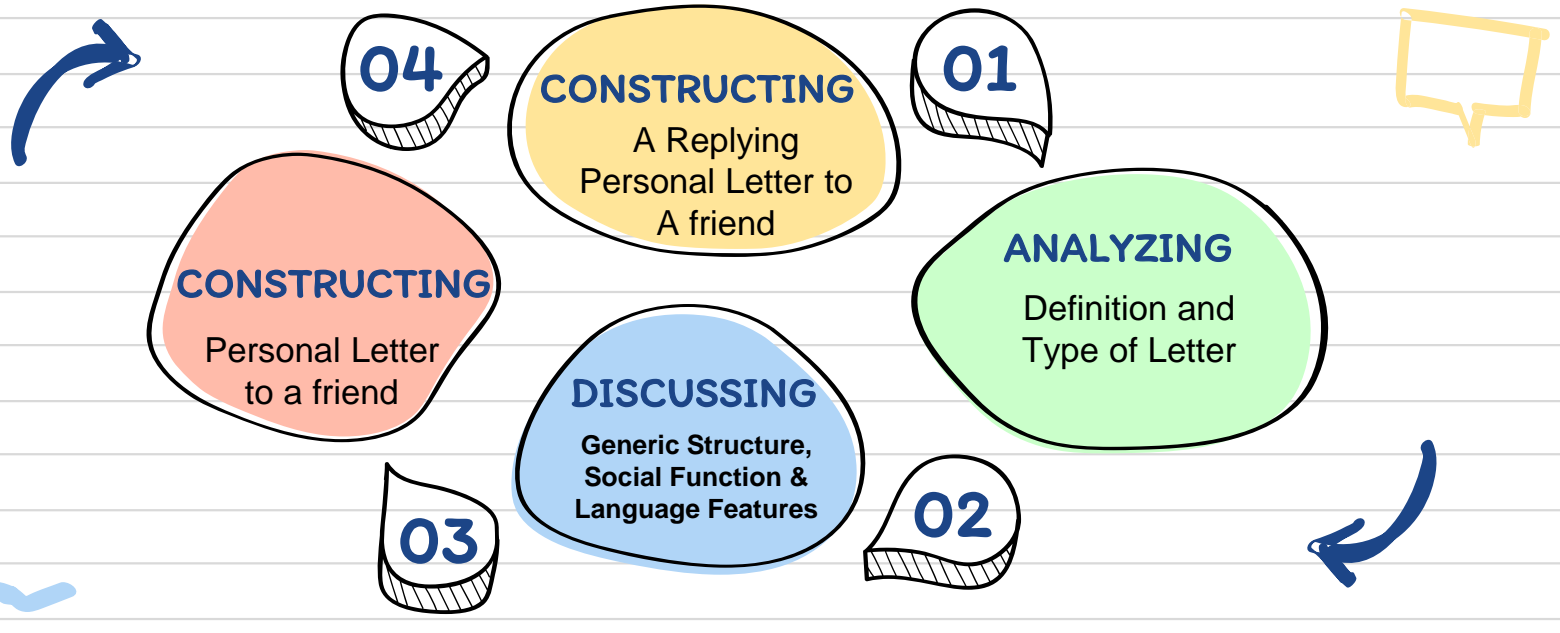




# PERSONAL LETTER

By. Aprilia Susanti, S.Pd

# PETA KONSEP PEMBELAJARAN





**PAY  
ATTENTION TO  
THE  
FOLLOWING  
PICTURES**

*Bandung, 19th July 2019*

*Dear Carolina,*

*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.*

*Your best friend,*

*Bella*



Dear my Brother..

I miss you so much. I'm about to forget your face and voice. So please come back home. Also, please pick up my phone. I need to talk to you about Bo. I know you got angry toward Bo about what he had done to me. But please do not run hurt him. I do not want Bo to get hurt. Please.. If you read this letter, stop your plan. Just let me figure it out the way to get back him. I can do it..

P.S. I'm sending you my picture with this letter. I love you.

Mikela



Bandung, 5 November 2017

To my beloved friend, Aurora.

In Paris

Hello Aurora, How are you today? Hopefully you are fine. It's been a while since you left me here alone, huhuhu so sad. My family and I here are missing you a lot.

How is Paris? I guess it's very beautiful. Winter is coming soon right? Ah, I really want to know how the winter is. But, most importantly, please wear warm outfits and don't get sick.

And how about your college life? Is it run smoothly as you expected. I guess you will be the best in the class because you are the smartest one haha. Oh, By the way I will be starting my study in January. I'm very excited about it, because it is the first college class. I take English Education as my majority.

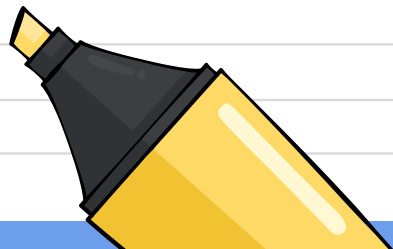
Okay, I think that's all for now. I want to hear everything about your new life in Paris. Please don't forget to reply my letter! See you and good luck~

With Love,

Miya





**CHECK IT  
OUT!**



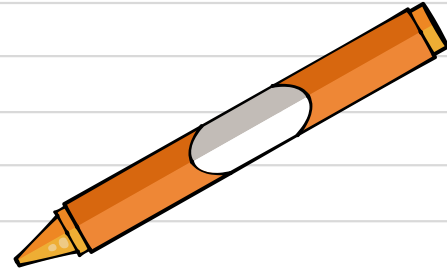


01

# DEFINITION



What is letter?  
What is personal letter?

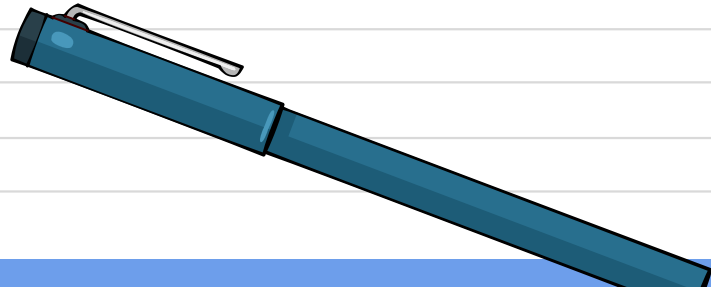
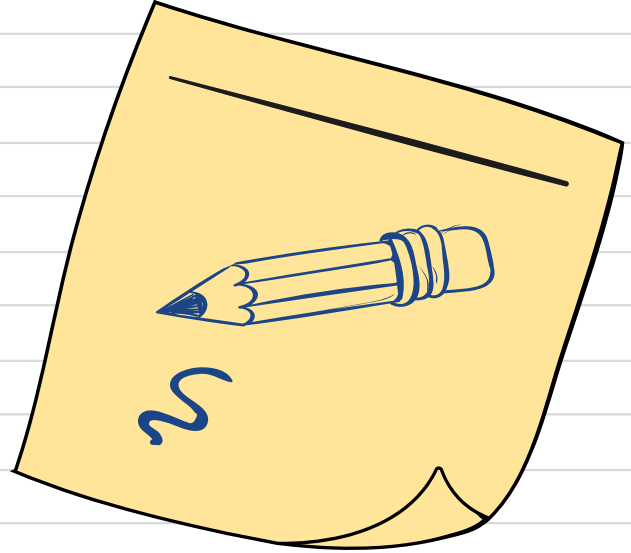





# LETTER

Letter is a written message from one person to another, usually put in an envelope and sent by post.

(Cambridge Dictionary)





“A personal letter is a type of letter (or informal composition) that usually concerns personal matters and is sent from one individual to his/her friends, relatives, parents, etc.”

—Richard Nordquist





02

TYPES OF  
LETTER





## THERE ARE 2 TYPES OF LETTER



Informal letter  
also known as  
personal letter

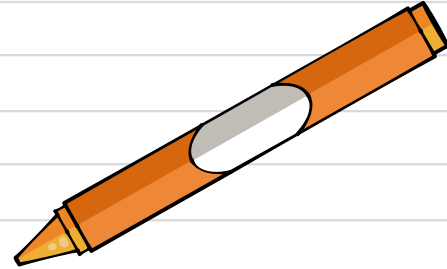
Types  
of  
Letters

Formal letter



03

**SOCIAL  
FUNCTION**



# Social Function of Personal Letter

## First

To inform personal matters like the writer's feeling, experiences, plan, etc.



## Second

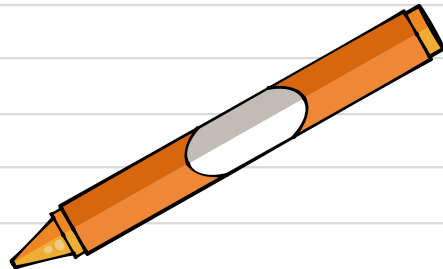
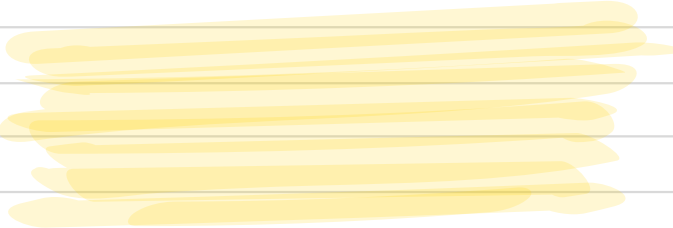

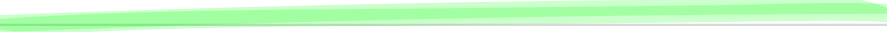
To strengthen the bond between the sender of the letter with the receiver of the letter



04



# GENERIC STRUCTURE



# There are 3 main parts of Personal Letter

## Heading

It contains :

1. Date of the letter
2. The address
3. Salutation/ greeting

## Body

It contains :

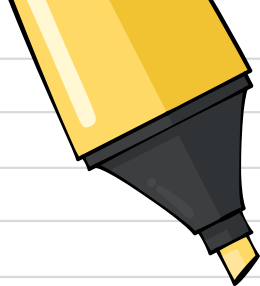
1. Introduction
2. Body
3. Closing



## Closing

It contains:

1. Complimentary Close
2. Signature





  
**Check the structure**  


**Date**

12<sup>th</sup> January 2014

My Dear Lovely Siti,

**Salutation**

35 Senggigi Raya  
Lombok  
75009 Nusa Tenggara Timur

**Address**

Hello!

**Greetings**

**Introduction**

How are you, sweetie? I know you are angry with me because I am writing to you after a long time. I am so sorry, please forgive me. You know we are in Lombok right now. It is so beautiful beyond imagination. I am writing to you from this really cute little café on the Senggigi beach. As you know, mum loves shopping, so she goes and will go for hours. I took a rain check from shopping and decided to write to you while I enjoy my cup of coffee.

You know, yesterday we went to Gili Nanggu Island; it is a beach on the southwest of Lombok. The place is awesome. It is so beautiful I couldn't believe my eyes. There are beautiful coral reefs everywhere. We went for snorkeling and we saw the most amazing fish ever. I wish you were here; it would have been much more fun.

Mum was making sure that we didn't miss any sight in the whole city, so we had practically been everywhere.

I have to go, mum is here. I will see you soon.

Lots of love

XOXO

**Closing**

Lana

**Signature**

**Closure**

P.S. I'm bringing you lots of souvenirs and pictures!!

**Postscript**

The content of the letter



05

LANGUAGE  
FEATURES





## Linguistic Features

### Sentence structure

- Accuracy of grammar is important.
- Complete sentences are expected.
- Slang can be used.
- Use the contractions such as "I'll", "I'm", "we'll".
- Use personal pronouns such as "I", "we", "you".
- Use active voice.

### Style:

- Language use may be personal like first and second person pronouns.
- Be warm.
- Use the person's name you are writing to.
- Vary sentence length.
- Write in a natural, conversational style.
- Let your personality shine through in your writing.

(Bly, 2004).

# The language Features



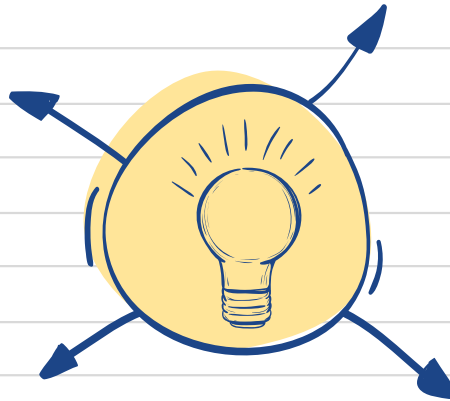
# Some expressions used

## Salutation

Dear, My dearest,  
sweetheart,  
Dearest, My dear,  
My love, etc.

## Closing

Yours, With love,  
Sincerely yours,  
All the love, All  
the best, Best  
wishes, etc.

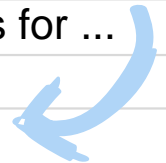


## Starting the letter

1. How are you?
2. Hope this letter finds you, ...
3. It was so good to hear from you ...
4. Thank you for your last letter
5. etc

## Conclusion

1. I am looking forward to seeing you soon
2. My best wishes for ...
3. See you
4. etc



Thanks!

