

PERSONAL LETTER

ENGLISH FOR XI GRADE

Dwi Wahyu Sugiarti

SMAS UNGGULAN AMANATUL UMMAH

WHAT IS PERSONAL LETTER

Letter noun [countable]

a written message from one person to another, usually on paper, then put in an envelope and set by post

Personal letter

A type of informal letter that is concerned with personal matters and is sent to someone you know (friend, family member, classmate, pen pal)

SOCIAL FUNCTION


To inform writer's personal matter and to strengthen the bond between two people writing to each other.



TYPES OF PERSONAL LETTERS

A yellow banner with a paint roller icon on the right side, containing the title 'TYPES OF PERSONAL LETTERS' in white capital letters.

Personal letters could be sent:

- To a **pen pal**
 - As a **fan mail** to someone you admire
 - As a **love letter**
 - To bid someone **farewell**
 - To wish someone **get well**
 - To express **condolences**
 - To **congratulate** someone
 - As a **thank you** letter
 - During **holidays/celebrations** (birthday/Eid ul Fitr, Christmas, New Year, etc.)
- 
- A large, irregular orange paint splatter graphic on the right side of the slide.

STRUCTURES OF A PERSONAL LETTER

01 The sender's address

Write the address in the upper right-hand corner.

02 The date when the sender writes the letter.

- British Style: 17 August 2017
- American Style: August 17, 2017.

03 Salutation (greeting and name of receiver)

It is written the left-hand corner and ended with coma.

"Dear Sofiya," "Hi Diyan," "Hello Ema,"

04 Body of the letter

- **Introduction**, the opening of the letter usually starts with how are you or refers to previous letter (reason of writing the letter in the first paragraph)

- **Body**, the main part of the letter. It includes what you want to write to the other person

- **Closure**, the sender can end the letter with clear ending stating what the sender expects and feeling

05 Complimentary Close

It contains short closing expressions and is followed by comma.

"With Love," "sincerely yours," and so on.

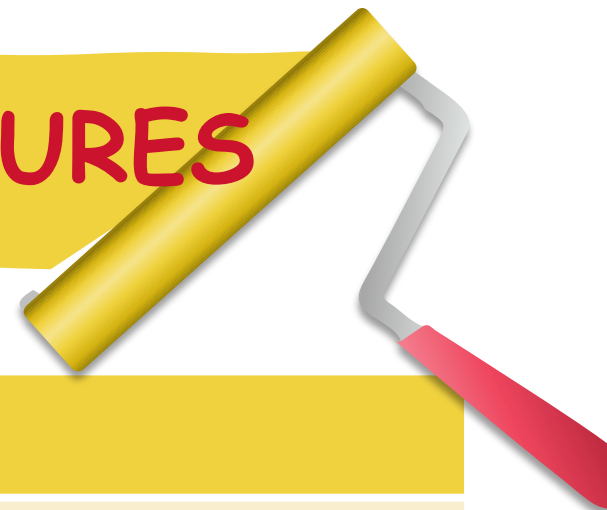
06 Signature

- It is written under the complementary close
- It refers to signature or initials of the writer

07 Postscript P.S. (it's optional)

After thought in letter, writer begin with P.S. and end it with your initial

LANGUAGE FEATURES



Linguistic Features

Sentence structures

- Accuracy of grammar is important.
- Complete sentences are expected.
- Slang can be used.
- Use the constructions 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.

EXAMPLE OF PERSONAL LETTER

Puri Anjasmoro B7/25
Semarang, Central Java 50144, Indonesia

21 August

Dear Evan,

How are you? I hope you and your family are fine. My family and I are fine, too.

Thank you for the bag you sent me. I like it very much. However, my sister says I shouldn't wear it to school because it is very big. My sister is the best but sometimes I feel that she talks too much.

Do you have any plans to visit me? I hope to hear from you soon.

Your loyal friend,

Raka

Address

Date

Salutation

Introduction

Body of the letter

Closure

Complementary close

Signature





THANK YOU