

1. Read the text and decide if the following sentences are True (T) or False (F). Correct the False ones.

- a) You should maintain a friendly tone while writing an informal letter.
- b) The address is always at the top left hand corner of the page.
- c) The American and British way of writing the date is slightly different.
- d) The first paragraph of the body states your reason for writing.
- e) "I am looking forward to seeing you" is not a good way to close a letter.
- f) "Best wishes" is a casual way of greeting someone.

2. Write what these words refer to.

- a) They (prg.1) refers to
- b) they (prg.2) refers to
- c) it (prg.5) refers to
- d) their (prg.5) refers to

3. Answer the questions below.

- a) How many sections does an informal letter consist of?
- b) Where can you see the signs of your culture in the letter?
- c) Have you ever written a letter? Who did you write to? Why?
- d) Who would you like to write to today?