

# CHAPTER 5

## Letter Writing

### KOMPETENSI DASAR

- 3.6 Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat pribadi dengan memberi dan menerima informasi terkait kegiatan diri sendiri dan orang sekitarnya, sesuai dengan konteks penggunaannya
- 4.6 Teks surat pribadi
  - 4.6.1 Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk surat pribadi terkait kegiatan diri sendiri dan orang sekitarnya
  - 4.6.2 Menyusun teks khusus dalam bentuk surat pribadi terkait kegiatan diri sendiri dan orang sekitarnya, lisan dan tulis, dengan memperhatikan fungsi social, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks



## Pre-Activity

**Read the letter given below.**

35 Senggigi Raya  
Lombok  
75009 Nusa Tenggara Timur

12<sup>th</sup> January 2014

My Dear Lovely Siti,

Hello!

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 of the whole city, so we had practically been everywhere.

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

Lots of love

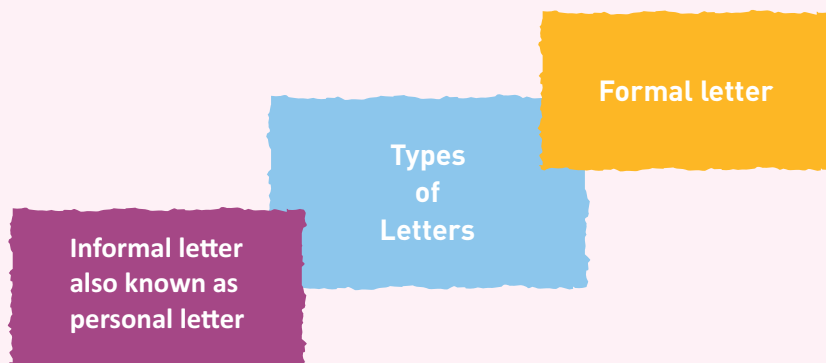
XOXO

Lana

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

Discuss with your partner, what kind of letter is this and how can you say that.

## B Building Blocks




### Personal Letters

Social Function	
Personal letters are letters that are written to people we know such as friends, parents, siblings, and cousins. Letters are not only written to inform but to strengthen the bond between two people writing to each other.	
Linguistic Features	
<b>Sentence structure</b>	<ul style="list-style-type: none"> <li>- Accuracy of grammar is important.</li> <li>- Complete sentences are expected.</li> <li>- Slang can be used.</li> <li>- Use the contractions such as "I'll", "I'm", "we'll".</li> <li>- Use personal pronouns such as "I", "we", "you".</li> <li>- Use active voice.</li> </ul>
<b>Style:</b>	<ul style="list-style-type: none"> <li>- Language use may be personal like first and second person pronouns.</li> <li>- Be warm.</li> <li>- Use the person's name you are writing to.</li> <li>- Vary sentence length.</li> <li>- Write in a natural, conversational style.</li> <li>- Let your personality shine through in your writing.</li> </ul> <p>(Bly, 2004).</p>

Table 5.1 Linguistic features of personal letter

Structure of Personal Letter	
<b>Date</b>	Date when the letter is written (top left).
<b>Address</b>	Place where you are writing from (top right).
<b>Salutation &amp; Name</b>	Greeting and the person's name you are writing to
<b>Introduction</b>	The opening of the letter usually starts with how are you or refers to previous letter.
<b>Body</b>	The main part of the letter. It includes what you want to write to the other person.
<b>Closure</b>	The part indicates the letter is going to end.
<b>Complimentary close</b>	Short expressions like “love you”, “sincerely yours”, “love”.
<b>Signature</b>	Signature or initials of the writer.
<b>Postscript P.S.</b>	After thought in a letter. You begin with P.S. and end it with your initials.

Table 5.2 Structure of personal letter



**DID YOU KNOW**

**World's longest letter**  
 In 1952, a lady in Brooklyn, USA wrote a letter using a narrow tape. She used 3.200 feet of the narrow tape. It took her one month to write the letter.

**World's shortest letter**  
 In 1862, Victor Hugo wanted to know how his book “Les Miserables” was selling. He wrote to his publisher:  
 “?”  
 The publisher replied:  
 “!”

## Some useful expressions for letter writing

### Gratitude

- I'm just writing to thank you for ....
- It was very kind of you to ....
- Thanks very much for ....
- I am very grateful for ....

### Giving advice

- Well, I thought about it and if I were you, I would ....
- Have you thought about ....?
- In your last letter you said you weren't sure what course of action to take, I suggest ....
- I think you shouldn't ....
- In your last letter you asked me about ...., I think ....

### Delivering good news

- I'm sure you will be happy to hear that ....
- I am sure that you'll be interested to know that ....
- By the way, did you know that ....?
- OMG!! You'll never guess what happened!
- I am totally ecstatic to hear about ....
- I was happy beyond limits to read that ....

### Delivering bad news

- I'm sorry but I have to tell you that ....
- Bad news, I'm afraid, but no way to avoid it, so here it goes ....
- I'm extremely sorry to hear that ....
- It was heart wrenching to read about ....

### Asking for help

- I wonder if you could help me.
- I hope it's not too much to ask but ....
- I wonder if I could ask you a favor. Could you ....?

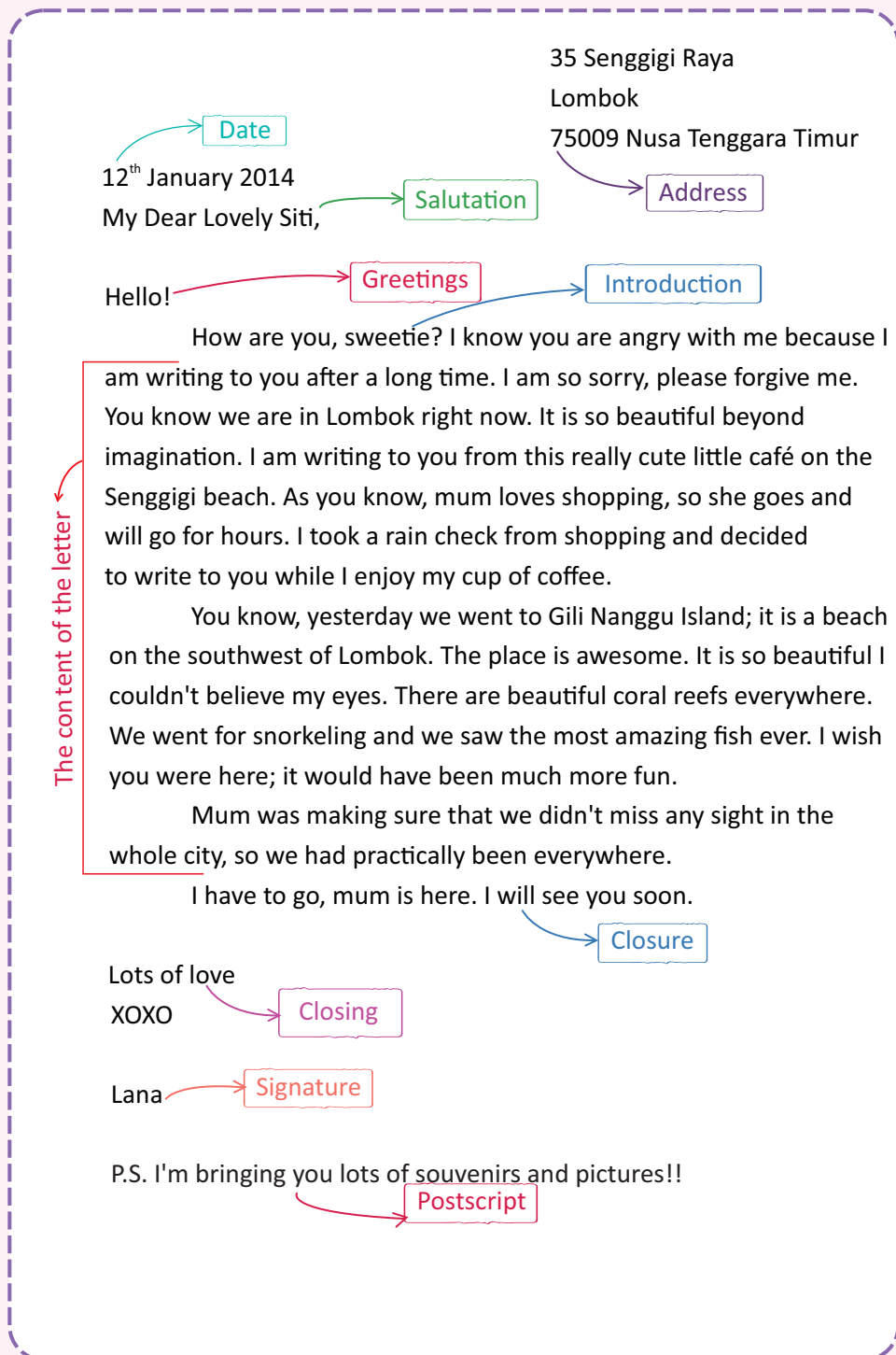
### Apologizing

- I would like to apologize for ....
- I'm so sorry that ....
- Words are not enough to erase the pain I have given you but I want to say how sorry I am ....

Examples of expressions used in personal letters	
<b>Salutations</b>	<p>"Dear", "Dearest", "sweetheart", "darling", "My dear", "My love", etc.</p> <p>Salutations depend on how well you know the person you are writing to.</p>
<b>Closing</b>	<p>"Yours", "with love", "sincerely yours", "all the love", "all the best", "affectionately", "much love", "best wishes"</p>
<b>Starting the letter</b>	<p>How are you?</p> <p>Hope this letter finds you ....</p> <p>Thank you for your last letter.</p> <p>It was so good to hear from you.</p> <p>Sorry for answering late.</p> <p>I'm sorry I should have written earlier ....</p> <p>Haven't heard from you in a while so I thought ....</p> <p>I am sorry to inform you that ....</p>
<b>Conclusion</b>	<p>I am looking forward to seeing you soon.</p> <p>I am looking forward to hearing from you soon.</p> <p>My best wishes for the coming test.</p> <p>See you.</p> <p>I will write soon.</p> <p>I will have to stop now.</p> <p>I am waiting for a quick reply.</p> <p>Looking forward to seeing you again.</p> <p>Bye.</p>

Table 5.3 Expressions used in personal letters

## Example of a personal letter





## Let's Practice

**A. Look at the expressions and match them with the purpose of the letter.**  
The first one has been done for you.

Expressions	Purpose
I am so happy to share this with you.	To apologize
Thank you so much for remembering me.	To ask for reply
Did you know....	To ask a favor
I am so sorry.	Closing
I will be waiting for your letter eagerly.	To give advice
Can I ask you for this favor.	To give bad news
Love always,	Changing topic
I think you should think it over before.	To share some information
I am so sorry but I have to tell you.	To thank the person
That reminds me of....	To share good news

**B. There are several mistakes (grammatical as well as in the format of the letter) in the letter given below. Highlight the mistakes and then rewrite the letter properly in the space provided.**

Jl Cinangka Raya  
2014

31<sup>st</sup> March

Ciputat - Tangerang Selatan

My dearest Lana,  
Hey sweetie

I hope all is well with you. It's been a while since you moved to the new city for college. It is so sad that you are not few houses away anymore. I hope your new life is going well. It must be exciting living on your own in the hostel college.

Everything is fine here. You know nothing much happens here.

Have you already settled in? When is your college starting? Do you like the place you are living in? How is the neighborhood? I can't believe you live on boarding. I will be starting college soon as well but my parents insisted that I live at home.



Anyway, a bunch of us were talking about a reunion in summer holidays. So you better keep your calendar free. Nothing has been decided so suggestions are welcome!!!

That reminds me if you need anything let me know. I will gladly help. Have fun and don't stay out late. we miss you so much!!!

P.S. I saw your mother the other day she misses you a lot and wishes that you called more often.

Take care and stay safe. Write as soon as you can.

Love always,

Jane

A large, empty rectangular box with rounded corners and a light yellow background, containing horizontal lines for writing. The box is designed for a response or additional notes.

## D Active Conversation

Create a dialogue for one of the situations given below. Using the role-play approach, reenact the conversation with your classmates.

### Situation No. 1

You and your friend have decided to write a letter to your parents to describe your recent field trip. Discuss what you want to write about.

You	:	<input type="text"/>
Friend	:	<input type="text"/>
You	:	<input type="text"/>
Friend	:	<input type="text"/>
You	:	<input type="text"/>

### Situation No.2

Your friend is mad at Lucy's cousin, you want to convince her to write to her cousin.

You	:	<input type="text"/>
Lucy	:	<input type="text"/>
You	:	<input type="text"/>
Lucy	:	<input type="text"/>
You	:	<input type="text"/>
Lucy	:	<input type="text"/>
You	:	<input type="text"/>

## E

## Writing Connection

**Choose one of the following activities.**

- Write a letter to your friend telling her/him all about your adventures during your trip to the Bromo mountain. Use the proper letter-writing format you have learnt in the building blocks.
- Write a letter to your uncle telling him about the birthday party you organized for your grandmother. Use the proper letter-writing format you have learnt in the building blocks.

[illegible]

## F Let's Create/Contribute

Choose one of the activities given below.

- Write a letter to your parents, thanking them for everything they have done for you.
- With a partner, create a postage stamp and a letter-writing pad. You can frame your postage stamp and display it in your class or, if you want to, you can take it to the local post office and show it to the staff of the post office.

### Example of postage stamp and letter pad



Picture 5.2 (Source : m7network.wordpress.com)



(Source : about.usps.com)

Table 5.1 Postage stamp & letter pad

**DID YOU  
KNOW**



The first postage stamp was invented by a British teacher in 1840.

The first two stamps were called Penny Black and Twopence Blue.





## Formative Assessment

**I can do this.**

**Complete these statements.**

1. The most interesting thing I learnt in this chapter was \_\_\_\_\_
2. The part I enjoyed most was \_\_\_\_\_
3. I would like to find more about \_\_\_\_\_
4. The hardest part in this chapter was \_\_\_\_\_
5. I need to work harder at \_\_\_\_\_

**Read the statements below and tick (✓) the option that is most applicable to you.**

	Definitely	Yes	Maybe	No	Not at all
The story was easy to understand.					
I can tell the difference between formal and personal letters.					
I can write personal letters.					
I like writing reflections.					
I will continue writing reflections					

**My plan to overcome the difficulties of this chapter**