

TWGHs Wong Fung Ling College
Elective Module: Learning English through Short Stories
Final Assessment Task
Pre-task 2: Letter format and organizing ideas

A. *How does a personal letter look like? Listen to your teacher and label the letter below. You can refer to the hints in the box if needed.*

body	complimentary closing	opening	signature	closing
	address	salutation	date	

B. Read the situation and your mind map in pre-task 1 again. What do you want to tell your cousin and how can you give him advise clearly? You need to organize your ideas so that he can understand your letter easily. Try to plan your letter in the graphic organizer below using point form. His address is provided for you.

101, Building 1,
 309 Yinghua Road,
 Pudong New District,
 Shanghai,
 CHINA

I _____
 :

:

:

:

I _____
 :

B _____

~The End~