

**LESSON NOTES****School: Ba Sangam College****Year/Level: 9****Name: _____****Subject: English****Worksheet 24****Year: _____**

Strand	Writing and shaping
Sub Strand	Text Types: media, everyday communication, literary texts.
Content Learning Outcome	Investigate and apply specific purposes for various writing texts to demonstrate effective writing skills.

Personal Writing: Letter to a Friend

A personal letter is usually written to someone you know.

You can still use Block style of writing. Note the following:

- There is no inside address,
- Salutation can vary, according to the relationship we share with the person we are writing to, e.g. Dear Reema, Dear aunty Ema
- The complimentary close also varies, e.g. Your best friend, Your son, Love, Best wishes

Language and Tone

- Use of personal, informal and emotional tone. You are writing to someone you have known for a long time.
- Use of personal pronouns, contractions, few slangs.
- Avoid use of vernacular words and mobile text language.

Sample Letter

10 Viria Street
Wainimala
29th March 2018

Dear Payal

How are you doing? I bet you've been studying hard for your scholarship. I'm writing from the best pizza outlet in Suva and I feel like I'm on vacation everyday.

Actually it is my vacation. We went to Lagoon Resort and had loads of fun. The best part was going to collect shells after the high tide. Amazingly, our collections varied a lot. I'll send you all the pictures soon.

Mum made sure we didn't miss any unique one and made us collect them all. I have polished them all and decorated our bathroom shelves with it. Looks great and brings back fond memories of the time spent well.

The place was super busy and everyone made a grab for all sorts of water activities. My siblings and I enjoyed kayak rides the most. I missed and thought of you a lot during this time. Next time, you come with your family we will go together. It would be more fun.

Hope you enjoyed your holidays.

Miss you and your company a lot. I'm saving you a souvenir! Enjoy the new term and take care. Bye.

Love
Artika

Activity

(10 marks)

Use the given words to fill in the blanks.

fun	settled	everything	different	apartment
graduated	summer	forward	well	away

23 San Benito Rd.
Brisbane, CA 94005
August 19, 2012

Hi Arthur,

I hope all is well in your new city. Everything here is passing by so quickly, and the _____ months are almost gone. It's only been a little while since you left, but everything already feels _____. Even though it's super sad that you don't live just a bus ride away anymore, I really do hope that your new life is going _____. It's so exciting that you're moved in and ready to start college! It must be so surreal.

Have you _____ in already? And do you like your neighborhood? It must be nice staying in an _____ instead of a dorm. So much more space. And a kitchen! Hope you aren't too homesick either. All the rest of us here are getting ready for our college moves as well. Can't believe we're _____ and on our way to the real world!

A reunion has already been talked about, so look _____ to winter break. We're thinking about a road trip with a bunch of us, and it would be great if you tagged along. Location suggestions are welcome!

Again, I hope all is well with you. And let me know if you ever need anything. I'm a letter or a phone call _____. We all miss you tons, Arthur! Have a _____ time in school, and stay safe. Please write back when you get this. I'd love to hear all about how _____ is going.

Much love,
Erin