

BE : 3.6/4.6/4/3.6 ENGLISH XI

Fourth Semester

Personal letter

Basic Competence

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 sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks

Learning Objective

In this chapter, you will learn about Personal letters (formal and informal) and Question tags. Practicing writing letters is needed to enhance your understanding on the social function and the structure text of a letter.

BEFORE LEARNING

To begin this learning, you had better answer the questions below,

1. Do you ever get or send a letter?
2. If so, is it formal or informal?
3. What do you think about the differences between formal and informal letter?

WHILST LEARNING

ACTIVITY ONE

Read the two letters carefully, then compare them!



**Best friend
forever**



To my dearest Heditto,

How life is treating you? It's been a long time for us not to get in touch personally. I hope that you are blessed with a great health during the pandemic.

I'd like to tell you that our group is going to have social activities next month. The main purpose is to help people face this deadly virus. We hope that by having these activities, we can not only help people but also strengthen our ties. It's really surprising to have all members get involved. We will have the online meeting next week to discuss about it.

As you are more skillful in operating computer system, we would like you to manage the administration and handle any activity needing computerizing. Sorry for troubling you, but should you feel that you are too busy to help us, let me know it. It's my pleasure to provide you any information you need.

We are grateful to your willingness to be the administrator.

Kind regards,

Liana





ANDROMEDA HIGH SCHOOL

Orchid 345, Tulangbawang, East Java | (123) 456 7890
Andromeda@quitefun.com | www.quitefun.com

Dear Mr. Priambogo,

I am writing to receive further details about your offer of a ten to fifty percent discount on some encyclopedias. We would like to purchase them to complete our library collections. We need to know the list of the titles and how much they will be.

Would you be so kind as to send it as soon as possible for they will be used in teaching and learning activities this semester?

We are looking forward to your reply.

Yours sincerely,

Mr. Anton

Principal of Andromeda High School

Compare the two letters by completing the table below!
Give more necessary explanation for each item.

Items to be compared	First letter	Second letter
Purpose		
Language		
Format		
Formality		

ACTIVITY TWO

Having understood the differences of both letters, Now, practice comprehending a letter.

Read the letter, then answer the questions below!



WORLD EDGE AGENCY

Giving a great comfort in your journey is our business

Dear Mr. Setya

Thank you for your letter of 5th January 2021.
I am sorry to hear of your disappointment to our service and I appreciate your willingness to write me.

I have sent your complaint to and spoken with the manager of the hotel where you stayed. It turned out that there was a misunderstanding between our new assistant who took care of your journey and the staff there. I guarantee that there would not be such a big mistake in the future as I am going to set up a training program for all the new staff in two days.

A voucher is enclosed as compensation for your previous uncomfortable experience to your future travel. I would like to assure you that World Edge Agency values all our customers and focuses to provide the best service. We look forward to serving again.

Yours Sincerely,

Mr. Pinman
Customer Relation

111 Anywhere St., big City, Country | (123) 456-7890

1. What is the purpose of writing the letter?
2. What does the agency run?
3. What is probably the content of the letter written by Mr. Setya?
4. What do you think why the complaint should be sent to the hotel?
5. ".....there would not be such a big mistake...." (p2. Third sentence).
What kind of a big mistake is it?
6. What is the aim of giving the compensation?

ACTIVITY THREE

It's time to practice writing. Here are some topics that you can choose.

1. A reply to the complaint on the restaurant service
2. Sharing holiday experience
3. Telling good news
4. Complimenting on creative work
5. Requesting for service

ACTIVITY FOUR

It's necessary to improve your knowledge on grammatical structure to enhance your ability in writing and understanding text, so in this activity you will learn about question tags.

Open this:

<https://hedwigbooks.com/2018/10/14/question-tag/>

After you've got understanding on question tags, do the exercises below!

A. Add each sentence below with the proper tag question.

1. You'd not consider this misfortune as the curse.
2. You won't believe that ghosts exist.
3. There aren't enough evidences to bring this case to the court.
4. No one wants to be lonely.
5. They rarely pay attention on their customers' complaint.
6. Everyone in this training is being trained to read body language.
7. Take your time.
8. Let's collaborate and find our own role in this project.
9. Since your parents avoid snap judgement, their relationship has lasted for years.
10. Stay away from those glass tubes.

- 11. The killer'd found the girl before you did.**
- 12. The similar disaster's happened twice.**
- 13. What the fortune teller told you influences your way of thinking now.**
- 14. The hotel's swept away last winter.**
- 15. The most challenging adventure.**

B. Choose three sentences from Part A, then make a short dialog for each sentence.

Closing

To know whether you have mastered the material, answer these questions:

- 1. Tell what personal letter is.**
- 2. Differentiate the formal letter from the informal one.**

