

WORK SHEET 1

Say if the following are used in formal or informal letters.

1. DATE

- a. July 13th 1998
- b. Tues, July 7th
- c. Friday afternoon

2. GREETING

- a. Dear Jake,
- b. Hi, Nicola!
- c. Dear Sir,

3. OPENING

- a. Thanks for your card.
- b. Thank you for your letter of July 5th
- c. It was great to hear from you.

4. CLOSING

- a. Hope to hear from you soon.
- b. I look forward to hearing from you.
- c. Write soon!

5. ENDING

- a. Yours faithfully, L. Tremayne
- b. Best wishes, Tom
- c. Love, Maria