



# English

Grade 11





### Lesson 25 – Writes Personal Letters

**Competency 7** - Uses English creatively and innovatively in written communication

**Competency level - 7.3** Writes for personal purposes

#### Writes personal letters

Personal letters are written to relations, neighbors etc.

The followings are the parts of a personal letter.

- (1) Sender's address
- (2) Date
- (3) Salutation
- (4) Body of the letter
- (5) Ending

(1) The following letter is not in the correct order.

Read the parts of the letter and put them in the correct order.

	10- 11- 2020
	With love Minula
	261 B Vihara Mawatha Mahawa
	Dear Menula
	How are you? Think you are in good health. I have a good news to tell you. My pen friend Harris visits Sri Lanka next year. He is going to stay at my place. I would like you to come and stay with us. Then we can plan our stay. What are you doing these days? We have lots of online classes. What about you? Please write me when you are free. I will remain now. May the triple jems bless you.



(2) Read the following letter and fill in the blanks with the words given in the box.

Please send me your paper,      Thank you very much for it,      Looking forward to hearing from you,      Think you are okay,      I got 85 marks.
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13 B,  
Vihara Road,  
Matale.  
13- 11-2020.

Dear Diana,  
How are you? -----  
I received your letter. ----- Last week we had our English  
monthly test.  
It was easy for me. ----- . What about  
you? Did you have yours? -----  
I will send mine. We can get together and discuss the difficult questions. I'll remain  
now. -----.  
With love,  
Dilrukshi

(3) The following is a letter written by Samitha about what she did during the Covid 19  
pandemic. Read the letter and write what you did.

36 c,  
Mallahawa Road,  
Gampaha.

06.10.2020.

Dear Anuttara,

How are you? Think you are in good health. What are you doing these days? We can't  
go out of the house because of the Covid 19 pandemic. We have online classes these  
days. We have created a WhatsApp group and teachers send work through that. How  
about your parents and sister? Give my love to them. I'll remain now.

With love,  
Gayali