

- 01. Study the letter given on the page 10 of your Pupil's book.
 - * Try to find out the following elements of the letter.
 - i. Sender's address
 - ii. Date
 - iii. Salutation
 - iv. Complimentary close
- 02. Answer the questions on page number 11 of pupil's book.
- 03. Reading the letter given in the pupil's book and write a letter to one of your friends. You can use the following phrases.
 - * What are your new plans?
 - * How are you getting on?
 - ₩ Have you planned any new work?
 - ₩ Hope you are keeping well there?
 - What about your family members?