

## **CHAPTER II**

### **THEORETICAL REVIEW**

#### **A. Definition of Reading**

Reading is way in which something is understood (Oxford, 2011, p. 366). It probably the most important skill people need for success in their studies. It is one of the four skills: listening, speaking, reading, and writing. Reading is the receptive skill in the written mode. It can develop independently of listening and speaking skills, but often develops along with them, especially in societies with a highly-developed literary tradition. Reading can help build vocabulary that helps listening comprehension at the later stages, particularly. It is a process to analyze meaning of sentences. The word “reading” is derived from a verb “to read” which the suffixing and become a noun. This change is called “gerund”. With reading, people can get information and ideas. Reading process needed continuous time, refinement, and elaboration to implement to be usual habit.

Study reading has some purposes. Those are to expand ability in reading critically in order to find the information speedily and compare different sources of the information (Glendinning & Holmstorm, 2004, p.6). According to Singhal (1998, p. 1), reading is an interaction process between the reader and the text in order to understand the text. A good reader can know what the writer means in text is, although they can not know all of vocabulary in the text. This is because in reading

the reader must to have some skill such as skimming and scanning. These skills can help us to read well.

A recent study (Djamal, Ichsan, Toy, Jamil & Fauziati, 2006, p.4) concludes that ability of the reader to understand part of text can improve her / his reading skill. It is easy to understand the simple text. But, reader need much time if text very long and the sentence is complex. Sometimes, there are some terms that the reader does not know or familiar. There are types of reading. Those are:

### **1. Intensive Reading**

Intensive reading is generally at a slower speed and requires a higher degree of understanding to develop and refine word study skills, enlarge passive vocabulary, reinforce skills related to sentence structure, increase active vocabulary, distinguish among thesis, fact, supportive and non-supportive details, provide sociocultural insights. The classroom is taken place by people to do it (Harmer, 2007, p.99). It is usually do in teaching learning process. The teachers usually teach some types of text. They may ask students to read any sources like newspaper or magazine to look for the extract.

### **2. Extensive Reading**

Extensive reading develops at the student's own pace according to individual ability. It refers to reading that people do not in the classroom (Harmer, 2007, p.99). Its usually do for pleasure. For example read novels, web pages, newspaper, magazines or any other reference material. It will be selected at a lower level of

difficulty than that for intensive reading. Where frequency word counts are available for the language being learned, extensive reading will conform to a lower frequency word count than intensive reading. According to Bell (1998, p.2) extensive reading has some role in language learning. For example:

1. It can provide 'comprehensible input
2. It can enhance learners' general language competence
3. It increases the students' exposure to the language
4. It can increase knowledge of vocabulary
5. It can lead to improvement in writing
6. It can motivate learners to read
7. It can consolidate previously learned language
8. It helps to build confidence with extended texts
9. It encourages the exploitation of textual redundancy
10. It facilitates the development of prediction skills

So, from some roles above, extensive reading has much benefit for the readers. It can increase the readers' knowledge in reading and others skill such as increase vocabulary and improve their writing in learning language.

## **B. Definition of Reading Comprehension**

Reading comprehension is the act or process to understanding what is the meaning and purpose of a text that we are reading. Reading comprehension is one of the pillars of the act of reading. People will mix up with a cognitive process. They

must to use their consciousness and understanding of phonemes, phonics and ability to comprehend or construct meaning from the text.

New vocabulary and phrases usually can we find in a text (Bailey, 2011, p.19). Because of that to understand a text we must be able to the vocabulary used in the piece of writing. When we try to understand each distinct word in a text, we have to be able to put them together to develop an overall conception of what it is trying to say. This is text comprehension. Text comprehension is much more complex and varied than vocabulary knowledge. Readers use many different text comprehension strategies to develop reading comprehension. These include monitoring for understanding, answering and generating questions, summarizing and being aware of and using a text's structure to aid comprehension.

Sometimes, the readers can not understand what the writers mean in a text. It is because they have different life experiences such as writer intention and reader comprehension (Stott, 2001, p.3). So, to understand the text well, the readers must to have some strategies to be a good reader.

According to Upton (2004, p.66) there are some strategies to be a good reader:

## **1 Pre reading**

There are some strategies in pre reading. There are:

- 1 ) Make an aim for each reading
- 2 ) Preview the text

- 3 ) Decide *what* to read and in *what order*
- 4 ) Mentally note what you learned from pre reading
- 5 ) Consider what you already know about the topic

## **2 While Reading**

- 1 ) Use a combination of reading styles

For example such as read the text straight through, skim the text from beginning to end, scan the text, reading only selected based on your prior knowledge and pre reading decisions.

- 2 ) Use a combination of skills and strategies

For example such as read aloud, look for the patterns that the author uses to help your understanding, repeat or restate difficult ideas immediately after reading them, paraphrase section to understand the overall structure and to use related words, concepts, or ideas in your own sentences, and pause to think about the text.

- 3 ) Use the text and main ideas to help your understanding

For example such as you begin to read, adjust your answer as you read more of the text, and what is your final understanding of the text based on content and structure.

#### 4 ) Identify important information

For example such as use terms you already know in a text to build your understanding of important new ideas, look for and learn they key words of the text, look for topic of sentences and paragraph, copy key sentences, make notes important point including important examples, and note references in the text that should be looked at or considered later.

#### 5 ) Make conscious inferences

For example such as know the referent of a pronoun, guess the meaning by using internal and external clues, infer global meaning of a text's words and sentences, relate information in the text to your knowledge, and make inferences about the author.

#### 6 ) Integrate different parts of the text

For example such as try to understand the “big picture” of the text's meaning before you try to understand how the details are organized, recognize the main idea of the text and the components that support it, use your knowledge of the texts and use other parts of the text to help you understanding difficult passages.

### **3 Post Reading**

- 1 ) Retell and summarize the text
- 2 ) List pieces of information found in the text
- 3 ) Construct a cohesive summary of the text
- 4 ) Ask yourself questions over the text
- 5 ) Create conclusion based on the text's information
- 6 ) Continue to evaluate and possible reconstruct your understanding of the text

So, to be a good reader, the readers must to do pre reading, while reading and post reading in order to know what the writers mean in their text are.

Besides those strategies, the readers must to have some skills in reading in order to be a good reader. Those are:

#### **1 Previewing**

Previewing here means survey information in a text. This is same with pre reading that the readers do in reading strategy. The purpose is to find out what the readers are going to be reading before really does it (Mikulecky & Jeffries, 2004, p. 17). So, it is very useful for readers to get information before read the text.

According to Mikulecky & Jeffries (2004, p. 19) there are some guidelines for previewing longer passages.

Those are:

- Just preview a few second
- Read the title
- Decide what kind of text it is
- Look at the length and organization of the passage
- Notice if there are maps, pictures, charts, names, dates, or numbers in the passage
- Look at the first line or sentence of each paragraph and the last sentence of final paragraph

So, in previewing, the readers just look at some part of text for no more than one minute previewing , not read all of contains the text.

## **2 Skimming**

Skimming is one of reading technique to get general information (Harmer, 2007, p. 283). People usually look for main idea in skimming. When they skim, they alternate read and glance, and their goal is to obtain an impression of the whole.

According to Kawabata (2007, P.3), these are sample questions for skimming:

- What is the text about?
- How do we know about the topic of the text?
- What is the purpose of this type of text? (I.e. to provide information, to recount an event, to explain?)

- How the text is organized? (identify major stages such as background events, sources)

So, from those questions the reader can know what the writer means in the text is. They can get general information through skimming.

### **3 Scanning**

Scanning is one of reading technique to get specific information. In scanning, people usually have a question to, or something specific to look for. When they scan, their goal is to find just the information they want. So, they do not need read every word. But only use the key word to look for main idea. When they've found it, they are finished reading.

So, the good readers are the readers that know about the terms in reading. Because some terms above is very useful for the readers to know about the text and how to get information from it.

### **4 Using Vocabulary Knowledge for Effective Reading**

In reading the readers must to use their vocabulary knowledge to know information about the text. But, how are if the readers find words that they usually do not know? Guessing what the words mean is best strategy. Because with guess unknown vocabulary is effective and efficient way to know the meaning without stop reading to look at the dictionary, or ask other people.

## **5 Making Inferences**

Good readers must to know how take conclusion from a text. In a text, the writers usually give some clues to help the readers to get information. If the readers can comprehend those clues, they will be easy to make inferences.

## **6 Finding Topic**

In a text usually contain general information that includes all the other words. This is called topic (Mikulecky & Jeffries, 2004, p. 79). Good readers have to find it. They can to find it with read vocabulary in often used by the writers in a text.

## **7 Discovering Topics of Paragraphs**

Besides finding topic in a text, good readers also have to discover topics in each paragraph. It should not be too specific or too general and also should cover to all parts of it.

## **8 Understanding Main Ideas**

Main idea is the authors' idea about the topic. It is always a complete sentence that include both the topic and idea the writers to express related topic (Mikulecky & Jeffries, 2004, p. 96). So, the readers must to find main idea in order to comprehend the text well.

## **9 Identifying Patterns of Organization**

Pattern here means rule used by the writers in a text. According to Mikulecky & Jeffries (2004, p. 108) there are five pattern of organization in English. Those are:

- List of related ideas or examples

- Sequence
- Comparison or contrast
- Cause or effect
- Problem or solution

So, if the readers can determine pattern that used by the writers in a text, it means that they are good readers. Because it means they can understand the text.

### **10 Summarizing**

Summarizing is the process retelling important part in the shorter form sentences (Mikulecky & Jeffries, 2004, p. 141). The good summary includes main ideas and major supporting points of text.

So, from the explanation above, the readers must to have strategies and skill in reading in order to understand the text.

To know the reader's ability to comprehend the text well, it can use comprehension questions (Kawabata, 2007, P.7). Comprehension questions can divide to be various questions. Examples:

1. True or False Questions. For example:
  - English is popular language. True or false?
  - English is intermediately language. True or false?
2. Alternative Questions. For example:
  - Was the first lesson on June 10 or July 10?
  - Was the lesson English or Arabic?

- Was the first lesson a successful or not successful?

3. WH-questions. For example:

- What was the event?
- When did the event occur?
- Where did the event occur?
- Who was involved in the event?
- How did the event occur?
- Why did the event occur?

Beside some comprehension questions above, people can make comprehension questions like reading comprehension passage and open ended reading comprehension questions.

For reading comprehension passage, it has some features such as use main ideas, expression, idiom, phrases in the context, detail, inference, grammatical features, excluding facts not written, supporting ideas, and vocabulary in context to set of questions (Brown and Abeywickrama, 2010, p.246). The forms of these questions usually use multiple choices. For example:

- What is the topic of this passage?
- Which is of following is NOT mentioned in the text?
- The pronoun “it” in line 5 refers to...

For open ended comprehension questions it is usually use short answer, usually in written form, in a sentence or two (Brown & Abeywickrama, 2010, p.247).

For example:

- What do you think the main idea of the passage is?
- What would you infer from the passage about the future of air travel?
- In line 6 the word “sensation” is used. From the context, what do you think this words means?

So, to measure how the reader’s ability in understanding a text is, it can use comprehension questions. It has some types like true or false questions, alternative questions, WH questions, reading comprehension passage, and open ended comprehension questions.

### **C. Definition of Letter**

Today people can know information about their family or friend from any sources. They can get it with use any kind of technology such as hand phone, android, etc. They can communicate with send message or talk with use technology above. But, they also can communicate with the others with usual way that often use in the past such as send a letter.

Letter is a convey expression of thought (Crowther, 2007, p. 2). It is one of the functional short text, a piece of paper or more, and sent through the post office for

someone else, who was somewhere else. With all the new technology of today, the golden age of handwritten letters may be past. But receiving a long, newsy letter is still a treat, and there are times when nothing but a mailed letter will do. Whether handwritten, printed, or typed, the standard letter format hasn't changed.

Letter can divide into business letter and personal letter or letter. Business letter usually write for job or business. Where as personal letter usually write for personal problem. According to Cabral (2004, P.6), writing a letter begins with a time to think about the rhetorical situation such as who writes to whom, why and what for, and how? There are some rules in writing a letter such as organization of the text, the description of the problem and the communicative function of opening and closing paragraphs. So, to be good writer in writing letter, it is important for people know about kinds of letter and its rules.

#### **D Definition of Personal Letter**

Personal letter is letter that does not have any specific rule in writing. Informal or personal letters are letter written by someone to other people that they know like friends, cousins, aunts, uncles, etc.

In a personal letter the writers can touch on many subjects just like they do during casual conversations. They may also discuss these subjects in any order they like. Note that the use of colloquial expressions which would be totally out of place in a formal letter is also permissible in personal letters. But this does not mean that personal letters should be written in a careless and slovenly manner. In fact, it must

be remembered that however friendly your tone may be, we are all bound by the rules of spelling, grammar and punctuation. Note that grammatical and spelling errors will instantly get you stamped as uneducated.

a. **Parts of Personal Letter**

There are some parts of personal letters.

**a Heading**

The heading of a letter include writer's complete address like street, city, state, and the date (Crowther, 2007, p. 11). It is placed in the upper right hand corner of the letter. Don't write name as any part of the heading. Dates and names of places have to be written with a capital.

The heading may be blocked or intended. For blocked form, it must have same point every new and use open punctuation and not use ordinal number or abbreviate for date. For example:

- Blocked :11 Steward Cottages

PORTCHESTER

Dorset

DT13 2 BS

Thursday 21 October

Whereas for indented form can use ordinal number or abbreviate for the date. It is also can use a comma after the house number and always use the slope in the address. For example:

- Indented : 11 Steward Cottages

PORTCHESTER

Dorset

DT13 2 BS

Thursday 21<sup>st</sup> October

We can write the date in indented form like:

- Thursday, 21<sup>st</sup> October
- 21<sup>st</sup> October, 200-
- 21/10/05

#### **b Salutation**

Salutation is sender's greeting to the reader of a letter (Wishon & Burks, 1980, p. 336). The salutation put on the left-hand side of the paper. Put a comma after the salutation. Never use both first name and last name. It is usually begin with "Dear". But, in email we can write "hi" or "hello". For blocked form is not use a comma after salutation, whereas indented form always use comma after salutation.

For example:

- Dear Aunt Louise and Uncle Alex (blocked)
- Hi Devi, (intended)

### c **Body**

The body is composition of a letter. It divided into three parts. Those are:

#### 1 ) Introduction

In introduction of letters' body there are some expressions that often use such as:

- Refer to a letter you have recently received.

Example: I was very happy when I received your letter yesterday or  
Thank you so much for answering my letter so quickly.

- Refer to an event which has prompted you write.

Example: I am writing to tell you ..., or I am so sorry ...

- If you have a definite purpose or pressing need, write it directly

Example: I need a letter of invitation from you to ...

#### 2 ) Development or purpose

Development or purpose is the most important part. It is usually write tactfully by the writers' letter.

#### 3 ) Conclusion

This part indicates the letter is going to end. It is usually round off the letter with a polite wish.

Example: I hope you will be able to..., I am looking forward to hearing from you soon, I appreciate your time and effort.

In writing body of a letter usually use some expressions. The expressions may be different appropriate to kind of letters. These are some expressions that often use in the body of the letter:

- 1 ) When sender of the letter has important news, the expression that use is “I am writing to tell you that...”
- 2 ) When sender of the letter wants to invite reader of letters to an event or meet up with him or her, the expression that use is “Have you made any plans for...?”
- 3 ) When receiver of the letter thanks to sender for sending something or inviting someone, the expression that use is “Many thanks for sending or inviting ...”
- 4 ) When receiver of the letter sincerely thanking sender for telling, offering or writing regarding something, the expression that use is “I am very grateful to you for letting me know or offering me or writing to me...”
- 5 ) When receiver sincerely appreciates something someone wrote, invited or sent, the expression that use is “It was so kind of you to write / invite me / send me...”
- 6 ) When sender of the letter announces good news to friends, the expression that use is “I am delighted to announce that...”
- 7 ) When receiver of the letter relaying a message or news, the expression that use is “I was delighted to hear that...”

8) When announcing bad news to friends, the expression that use is “I am sorry to inform you that...”

9) When comforting a friend regarding bad news that they had, the expression that use is “I was so sorry to hear that...”

So, people usually some expressions above appropriate to kind of letter that they write to their friends or family.

When write the body of letter, it will be better if text divide into paragraph. It is not intended for blocked form. But, it is indent the first line of each new paragraph about five spaces or 2-4 cm from the left-hand margins.

Example for body of a letter:

- Blocked

My dear Dermot

It was wonderful to hear your news! We’re delighted that you got the job. At last you’ll be able use your own initiative and have plenty of responsibility. It sounds just what you’ve looking for.....

- Intended

My dear Dermot,

It was wonderful to hear your news! We’re delighted that you got the job. At last you’ll be able use your own initiative and have plenty of responsibility. It sounds just what you’ve looking for.....

#### **d Closing**

Closing in a letter same like the word” good by”. Capitalize only the first word of closing. The closing is followed with a comma and line up the first word of your closing with the first word in heading if there is intended form. But for blocked, form it is not use comma and placed on the left of the page. There are some forms of closing in a letter:

- Sincerely
- Sincerely yours
- Yours
- Yours truly
- Your friend
- Your son or daughter or etc
- Affectionately
- Fondly
- Warmly
- With love (You use love only if you already know somebody very well and have built up a friendship!!)
- Best wishes / With best regards
- Regards / Best regards
- Kind regards / With kind regards

### e **Signature**

Signature is part of letter where we usually sign our name (Wishon & Burks, 1980, p. 336). Do not place any punctuation after the signature. In the signature, the writer can write the first or full name. Sign the name beneath the closing; the first letter of your name should line up with the first letter of the closing. For example:

Blocked form :Your friend

Nadia

Intended form: Your friend,

Nadia

### **The Envelope**

The envelope is important part of letter. Without it, the letter may be can't reach destination. It placed on right-side up. The size of an envelope should not be any smaller than 90 mm × 140 mm, larger than 150 mm × 255 mm, or thicker than 5 mm. For blocked form, the postal town is in block capitals, there is space at left above for franking. For example: Mr Dermot Sandiford

Flat 3

39 Avery Road

EDINBURGH

EH16 7 AD

For intended form, the address are sloped or stepped. The space has been the top of the envelope for franking.

For example: Mr Dermot sandiford,

Flat 3,

39 Avery Road

EDINBURGH

EH16 7 AD

**b. Kind of Personal Letter**

Personal letter has some kind. Those are:

**a. Friendly Letter**

In this type, there are some cases that usually written. For example:

- 1 ) Tell friend about something fun recently did.
- 2 ) Congratulate friend on a job well done for a recent accomplishment.
- 3 ) Ask friend some questions.
- 4 ) Share about a place visited.
- 5 ) Ask for advice.

According to Winter (1999, p. 5) there are some instructions to write friendly letter. For example:

- 1 ) Write about things that would be interesting topic.
- 2 ) Letters to friends should be written in an easy, conversational style and use casual language.

- 3 ) Use clean paper, detail explanation or neat writing in order to the reader can imagine what writer means in the letter.
- 4 ) Use the correct grammar, capitalization, punctuation and spelling to write sentences and paragraphs. So, the reader can understand contain of the letter.
- 5 ) Ask comment or question to the reader, so he or she will reply or write the letter back to the writer.
- 6 ) If answer a friendly letter, the writer must to say thanks for her / his letter that sent and answer the question or comment in the letter.
- 7 ) Check the letter before sent. If there are errors in writing, correct to be good sentences.

### **Example of letter for friend in the blocked layout**

---

---

12 tulip road

Flowertown

Dublin 20

6 February 2008

Dear sally

How are you settling down in your new school in Cork? Our class is quite different since you left. It's much quieter for a start. All the teachers are remarking on it!

We had an English test yesterday. When Mrs. Byrne came in today with the results she was so mad there was nearly smoke coming out of her ears!

Phil Martin and Sandra Byrne have split up. Phil is really down in the dumps, but otherwise everybody is in great form. We are all going down to the club in the Sports Centre on Friday night. It's a pity you won't be with us.

Write soon and tell us all about Cork. Goodbye for now.

Love

Joe

---

### **b. Letter for Teacher**

This letter is written by parents' student to explain the reason for their children's absence from school. Its need not be posted. The student can take it to school on his or her return. This is an example for letter for teacher:

#### **Example of letter for teacher in the indented layout**

---

Jalan Sriwijaya 2

Semarang 40252

29<sup>th</sup> July

Dear Mr Machillen,

Please excuse Sally's absence from school all last week.

She has been in bed with tonsillitis and a very high temperature. (She slept for the best part of three days!) Thankfully, she is feeling very much better now and Dr Grimes has confirmed that she is well enough to return to school. I know that she will do her very best to caught up with the work she has missed.

Yours sincerely

Louise Carter

---

---

**c. Thank You letter**

This letter is written for thank someone for his or her thoughtfulness or kindness (Winter, 1999, p.8). It should be sent as soon as possible after receiving the gift or favor.

**Example of letter thank you letter in the blocked layout**

---

898 East 53rd Street

May 8, 1922.

My dear Mrs. Callender

This is the first opportunity I have had to thank you for your wonderful gift. But, as you know, our arrangements were changed at the last moment and many of our wedding gifts we did not have time to open before going away. So we hope you will forgive us for the delay.

We are now back in town established in our new home and I want you to know how appropriate those exquisite candlesticks are. Mr. Duncan and I are both deeply grateful for your thought of us.

Yours most sincerely

Dorothy Evans Duncan.

---

#### **d. Apology Letter**

This letter is written by someone to admit what he or she makes a mistake or in the wrong position. It should be whole-hearted. It should admit the fault, express genuine regret, and offer to make amends.

#### **Example of apology letter in the indented layout**

---

175 Pitkin Park Road

Apt No. 7

Montpelier, VT

10<sup>th</sup> April 2012

Dear Martin,

Please regard this as a letter of apology for the recent problems that I caused you by moving your belongings in the parking garage without your permission.

Believe me, I had no intention of causing you any problems. Over the long weekend I decided to rearrange my space in the garage and install some new shelving on the front wall opposite my parking space. While I was at it I thought I would also tidy up the entire garage. It was during that process that I noticed that your boxes of books were stored, what I thought was, dangerously close to the electric heating element. So, I took the liberty of moving those boxes to the other side of the garage. It didn't occur to me at the time that this would block the entry and exit on the passenger side of your vehicle.

Sincerely,

Jeff Gibson

---

**e. Regret Letter**

It is written if we get an invitation but we can not attend it (Winter, 1999, p. 13). It is not only polite, but also expected. This letter contains explanation of the reason why we can't attend at the moment.

**Example of regret letter in the blocked layout**

---

68 Pine Zaggat Lane

Hamperville, NE 25385

January 5, 2005

Dear Sylvia

Thank you so much for thinking of us and inviting us to be part of Mark and Emma's special day. Unfortunately, we will not be able to come because our daughter, Moira, is graduating from Mount Allison University in Sackville that weekend. You can't believe how disappointed we are that we will miss the fun with all our old friends. We do, however, want to be part of the donation you mentioned so I have enclosed a cheque for you to add to the pot.

Thanks again for including us. Please tell Mark and Emma that we will definitely make time to visit them later in the summer.

Love

Anna and Frank

---

**f. Condolence or Sympathy Letter**

This letter usually written for:

- 1 ) Absence of a superior who would normally respond
- 2 ) Anniversary of a death
- 3 ) Death of a family member of friend, neighbor, relative or colleague
- 4 ) Death of a pet
- 5 ) Divorce
- 6 ) Hospitalization due to serious illness or accident
- 7 ) Miscarriage or stillbirth
- 8 ) Misfortune : loss of job, bankruptcy, burglary, stolen crime

9 ) Natural disaster: flood/hurricane/drought /storms

10 ) Terminal illness

**Example of condolence or sympathy letter in the indented layout**

---

895 Don Mills Road, Unit 2735,

Toronto, ON,

M3C 1T5

November 19, 20xx

Dear Sabrina,

Please let me express my deepest sympathies to you and the children. I was shocked and shattered when I heard about Frank's horrific accident. I can't even imagine what you have been going through for the past ten days.

As you know, Frank and I have been colleagues and friends for the past eight years. His tragic loss leaves a terrible void in our office. He was so well-liked and respected by everyone who came into contact with him, both colleagues and clients alike. He had tremendous people skills, and as such, was a role model in our company and the industry at large.

I trust that, when they are older, the children will be made aware of what an outstanding person Frank was in his professional life.

Sabrina, please feel free to contact me if I can help in any way while you go through this very difficult period. I will support you in any way that I can should you reach out to me.

Also, please tell the children how terribly devastated all of us are here at the company due too their Father's tragic passing.

Sincere sympathy,

Darlene Francis

---

#### **g. Invitation Letter**

In this letter, the writer must give clear information to the reader. So, the reader can know exact time and place, and appropriate dress to be present at invitation (Winter, 1999, p. 11). These are expressions that usually use in invitation letter:

- It is my pleasure to invite you to ...,
- I would like to invite you to ...

#### **Example of Invitation Letter in the blocked layout**

---

West Road

Violetville

Cork.

25<sup>th</sup> February 2008

Dear Joe,

Greetings from Cork! Now that we have settled in our new house I am having a house-warming party to celebrate. I am inviting some of the gang from Dublin and some of my new school friends from Cork. The fun begins at 9 pm on Saturday, 3rd March. Why not come down on Friday night and stay for the weekend? I have asked Sandra and Brian stay over also. The train leaves Dublin at 4.15pm and arrives in Cork at 7.30pm. My will meet you at the station.

Let me know as soon as possible if you can come

Love,

Sally

---

#### **h. Congratulation Letter**

This is a happy letter. It sent to mark your happiness at someone else's success or another's good news.

These are some expressions in congratulation letter:

- Congratulations! , Please accept my warmest congratulations!
- Reply: It was very kind of you to send me good wishes.

**Example of congratulation letter in blocked layout**

---

500 Park Avenue,

February 6, 1923.

My dear Mrs. Elliott,

Congratulations on your birthday! I hope that all your years to come will be as and as helpful to others as those past.

I am sending you a little gift as a token of appreciation for your kindness to me, which I hope you will enjoy.

Most sincerely yours,

Katherine G. Evans

---

The letters above are examples of personal letters. From those letters, people can know how to write layout of personal letters and how to use rule and expressions appropriate to kind letter that they want to write. So, if people know about it all, they will write a good personal letter. A good personal letter is personal letter has clear explanation and follow the rules in writing letter. So, the receiver of the letter can know directly what the writer means in his or her letter is.