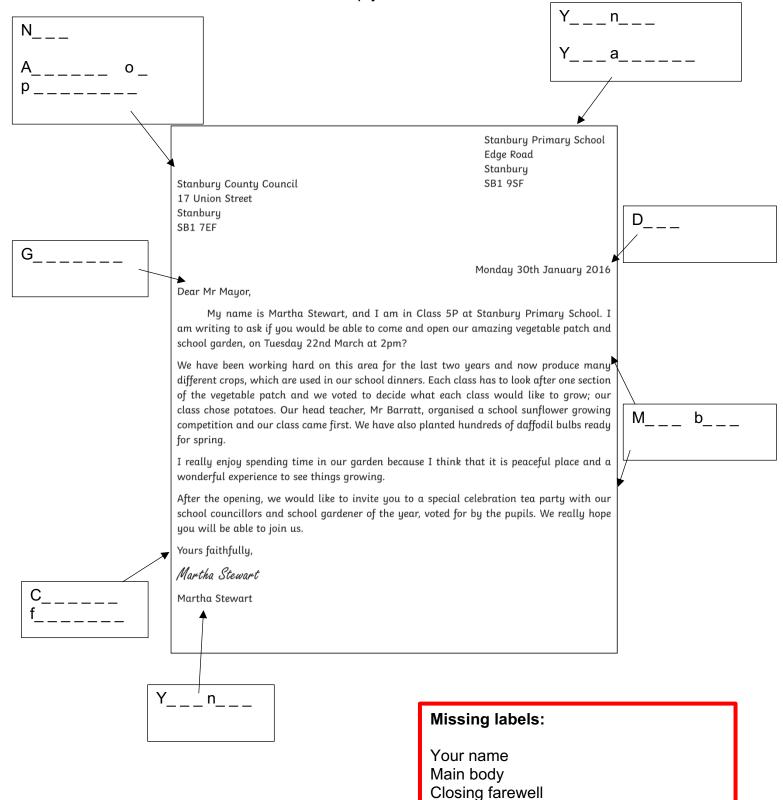
Red: Use the words in the box to fill in the missing labels to show how you structure a letter. The first letter of each word has been used to help you.



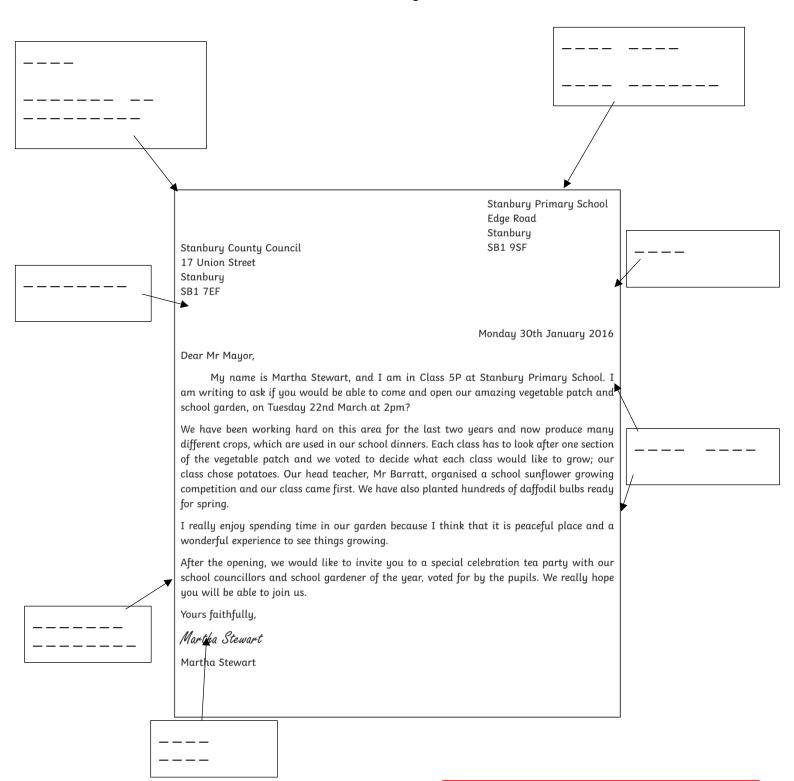
Date

Name

Your name Greeting Your address

Address of recipient

Yellow: Use the words in the box to fill in the missing labels.



Missing labels:

Your name Main body Closing farewell Date Address of recipient Your name Greeting Your address Name Green: Use what you have learnt today to fill in the missing labels. Read through the slides again if you need a recap on the information.

