

Challenge Station on Text Types

How is a personal letter usually structured? Write the correct letters in the boxes. Then choose the best answer for each question by blackening the circle.

A. Body

B. Greeting

C. Opening paragraph

D. Complimentary close

E. Closing paragraph

1. Dear Grace,

How are you? Are you still suffering from insomnia? I have asked a psychologist friend of mine about it. She gave me an hour-long lecture on it last Friday. Let me share what I have learnt with you. I hope it would in
5 some ways benefit you.

3. There are several common factors contributing to insomnia, including stress, busy work schedules, poor sleep habits and irregular eating patterns. I know you have always been a night owl, playing games on either your smartphone or your tablet and snacking before bed. While
10 using electronic devices at night can surely pose a threat to your eyes and make it harder for you to fall asleep, eating before bed can make you gain weight and upset your digestive system, which is supposed to be resting at midnight. That is why it is high time for you to break with these habits.

15 Sleep is vital to health. You should sleep for 7 to 9 hours per day [?] make sure you are well rested. Reading and listening to soft music may put you in the mood for sleep. With enough rest and healthy habits, I believe you will no longer be dogged by insomnia.

If my tips happen to do you a favour, remember to let me know! I can't
20 wait to hear good news from you. Sleep tight and [?]!

5. Best wishes,
Aunt Alison

6. Aunt Alison thinks Grace should _____ staying up late and eating before bed.

A. take a break from

B. quit

7. The '?' in line 15 can best be replaced by '_____'.
15

A. in order to

B. so that

8. The '?' in line 20 can best be replaced by '_____'.
20

A. write back soon

B. I hope action will be taken