



- reading comprehension

Read the letter.

Ella Bella
10-160 Riverview Lane
Toronto, ON
M3N 1B2

Ms. Jane Dorian
175 Riverview Lane
Toronto, ON
M3N 1B2

May 23, 2023

Dear Ms. Dorian:

I'm writing to apologize for something that I've done, which you may not know about yet. This morning, as I was running for the school bus, I ran through your yard, and I trampled the tulips in your garden. Instead of attempting to correct my mistake, I continued running, hoping to get to school on time.

I know I've done quite a bit of damage, and I'm very sorry. I hope that I can make it up to you by offering my gardening services – planting, weeding, raking, or watering – or by buying you some new plants to replace the ones that you have lost due to my carelessness.

I promise never to repeat my mistake, and I hope that some time in the near future we can meet so that I can apologize in person.

Again, please accept my apology.

Yours sincerely,
Ella Bella

A. Find the following from the passage.



- 1. sender _____
- 2. addressee _____
- 3. date _____
- 4. salutation _____
- 5. complementary close _____

B. Answer the questions.

1. Which two elements of this letter show that it is formal?

2. What stylistic mistake has Ella made in her formal letter? Find two examples.

3. What is Ella apologizing for?

4. What caused her to make the mistake?

5. What is she willing to do to make up for her mistake?



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Yours sincerely,
Ella Bella

A. Find the following from the passage.



- | | | |
|----|---------------------|------------------------|
| 1. | sender | <u>Ella Bella</u> |
| 2. | addressee | <u>Ms. Jane Dorian</u> |
| 3. | date | <u>May 23, 2023</u> |
| 4. | salutation | <u>Dear</u> |
| 5. | complementary close | <u>Yours sincerely</u> |

B. Answer the questions.

- Which two elements of this letter show that it is formal?
The salutation and the complementary close show that it is formal.
- What stylistic mistake has Ella made in her formal letter? Find two examples.
She used contractions such as "I'm" and "I've".
- What is Ella apologizing for?
She is apologizing for trampling her neighbour's garden.
- What caused her to make the mistake?
She was running to catch the school bus.
- What is she willing to do to make up for her mistake?
She is willing to offer her gardening services or to buy some new plants as replacements.