

**MINISTRY OF EDUCATION**  
**SECONDARY ENGAGEMENT PROGRAMME**

**OCTOBER 2020**

**Subject: Spanish**

**Week # 7**

**Grade: 11**

**Worksheet # 7**

**Objectives: To understand the structural pattern of writing a letter in Spanish.**

**Topic: Letter Writing (Use of the ‘Preterite Tense’)**

**Concept: Content**

**Simple steps of informal letter in Spanish**

When writing a letter in Spanish, there are steps we normally take for the letter to go with a flow. In this content, ideas will be demonstrated and given to you for developing good writing skills. As we know, for a language to come alive we need words to express such.

In order to write a letter in Spanish, there are tenses and parts of speech that we need to use for clarity, correct grammar usage and profound use of the Spanish vocabulary.

These tenses and grammar usages may include:

- |                                      |                                    |                        |
|--------------------------------------|------------------------------------|------------------------|
| -The Preterite Tense                 | -Present and Past Continuous tense | -All forms of pronouns |
| -The Future Tense                    | -Perfect and Imperfect             | -Adjectives            |
| -Use of the Subjunctive              | -Conditional tense                 | etc                    |
| -Direct and Indirect Object Pronouns |                                    |                        |

## **Know names of persons in Spanish**

Here is a list of names:

Anabela	Elena	Marquéz
Ana	Maya	Romario
María	Mila	Antoño
Marisoli	Adelina	Luís
Cerena	Adriana	José
Carolina	Juanita	Agustín

## **-Know villages in Spanish**

<b>Argentina</b>	<b>Colombia</b>	<b>Venezuela</b>
Buenos Aires	Villa de Leyva	Maracaibo
Córdoba	Antioquia	Santa Lucía
Santa Cruz	Caldas	Merida
San Luis	Barichara	San Antonio

## **How to write address and date in the letter**

The address and date is always written on the top right hand side of your paper.

For Example:

**Santa Cruz, 20 de mayo del 2020.**

Note: You must not write your real name and address.

## **Form of greeting**

Querido (M) } Dear  
Querida (F) }

**-A colon is placed after a person or the name of a person.**

Querida Elena: - Dear Elena:

Querido Sánchez: - Dear Sanchez:

Querido amigo mío: - My dear friend: (M)

Querida amiga mía: (F)

Querida mía: - My dear ... (Talking about a close relative or friend)

Queridísima mamá: - Dear mom

### **First paragraph**

In the first paragraph, we must include also other forms of greetings to see how the person is doing and ask about their well being. Also you must state the reason for your letter.

### **Some beginners**

-¡Qué tal! – What's up!

-¿Cómo sigue su familia? – How is your family doing?

-Espero que estés bien de salud – I hope you are in good health

-Espero que tengas buena salud - I hope you are in good health (Another way)

-Por aquí todo bien – here everything is fine

-Disculpa que haya tardado tanto en contestar tu carta – Sorry, I was late to answer your letter.

-Espero que al recibir esta carta te encuentres muy bien de salud – I hope this letter reaches you in good health.

- Espero que tú también estés bien - I hope you are fine as well

-por aquí todo está muy bien y espero que a ti también te vaya todo bien - Here everything is just fine, hopefully with you as well

### **How to start by giving reason**

Estoy escribiendo esta carta para decirte acerca de (sobre) ... – I am writing you this letter to tell you about ...

### **The body of the letter**

-The body of the letter entails two paragraphs. Each paragraph must have a balance of 48-50 words in Spanish.

-In an instruction of a letter, you are asked to include four points the most. Two points should be used for each paragraph.

### **Concluding paragraph**

-Bueno amigo, me despido por ahora, cuídate mucho y espero que me escribas muy pronto. – Ok, I am going now, take care and write me soon.

-Cuídate mucho y espero pronto tener noticias tuyas - take care and hope to hear news from you soon.

-¡Que tengas un buen día! – Have a nice day!

- Es un placer estar en contacto contigo. ¡ Cuídate! - It's a pleasure staying in touch with you, take care!

-Da mis saludos a tu familia –Say hi to the family for me.

-Con muchos abrazos y besos. – with lots of hugs and kisses

-Escríbeme pronto – write me soon

**-This final ending must always be placed on the bottom left-hand corner of the letter.**

**Su amigo,**

**Juán**

On the following page, there is an example of how a letter is written in Spanish. Here is an exercise.

**Using the following outline as a guide, write a letter of NO MORE THAN 130-150 words in SPANISH. Use the tenses appropriate to the topic.**

***YOU WILL BE PENALIZED FOR DISREGARDING THESE INSTRUCTIONS.***

You have just returned spending Christmas vacation with your pen pal in Colombia. Write a letter to him/her in which you include:

- (i) Information about your returned trip
- (ii) Your expression of gratitude for his/her hospitality
- (iii) What you like most about the vacation
- (iv) An invitation for him/her to spend Christmas in your country.

**(Do NOT write your real name and address, but include the date in SPANISH and use the appropriate beginning and ending.)**

Baranquilla, 12 de septiembre del 2020.

Querida Adriana:

¡Qué tal! ¿Cómo sigue tu familia? Espero que tengas buena salud. En este momento, mi hermana mayor y yo estamos haciendo una gran limpieza de la casa. Estoy escribiendo esta carta para expresar mi agradecimiento.

Para que sepas, estoy sana y salva en casa. El viaje de regreso a Panamá fue muy fatigosa y me sentí muy cansada. Además de eso, el avión estaba lleno de pasajeros y había un bebé que lloró durante todo el viaje. De todos modos, estoy muy feliz de haber pasado las vacaciones de Navidad contigo y tu familia, me divertí.

Las vacaciones de Navidad en tu país fueron fabulosas y emocionantes para mí, ya que fue una experiencia nueva. Mi mejor experiencia fue cómo la gente celebró la festividad con sus amigos cercanos y familiares. Seré emocionante que vengas la próxima Navidad y tengas la experiencia panameña.

Bueno amiga, me despido por ahora, cuídate mucho y espero que me escribas muy pronto. Con muchos abrazos y besos.

Tu amiga,

Sarafina.

160 words

Dear Adriana:

What's up! How is your family doing? I hope you are in good health. In this moment, my big sister and I are doing a big cleaning at home. I am writing you this letter in order to express my gratitude.

As you know, I am safe and sound at home. The returned trip to Panama was very fatiguing and I felt very tired. On top of that, the plane was crowded with passengers and there was a baby who cried throughout the trip. Anyhow, I am very happy that I spent the Christmas holiday with you and your family, I enjoyed myself.

The Christmas vacation in your country was fabulous and exciting for me, since it was a new experience. My best experience was how the people celebrated the festive season with close friends and families. It will be exciting for you to come next Christmas and have a Panamanian experience.

Ok my friend, I am going now, take care and I hope you write me soon. Lots of hugs and kisses.

Your friend,

Sarafina.

Using the following outline as a guide, write a letter of **NO MORE THAN 130-150 words in SPANISH**. Use the tenses appropriate to the topic.

***YOU WILL BE PENALIZED FOR DISREGARDING THESE INSTRUCTIONS.***

You are a student exchange programme overseas. Write a letter to your Mexican friend in which you include

- (i) How you were selected to participate in the programme
- (ii) Information about the country you are presently visiting and your host family
- (iii) Activities in which you have participated during your stay
- (iv) How would you promote the exchange programme

**(Do NOT write your real name and address, but include the date in SPANISH and use the appropriate beginning and ending.)**

## **Actividad # 2**

Using the following outline as a guide, write a letter of **NO MORE THAN 130-150 words in SPANISH**. Use the tenses appropriate to the topic.

***YOU WILL BE PENALIZED FOR DISREGARDING THESE INSTRUCTIONS.***

You have just spent a weekend with your class doing research in a part of your country where you do not live. Write a letter to your brother/sister studying abroad and include

- (i) When, where and why you visited
- (ii) The preparations you made for the weekend
- (iii) How you and your classmates felt during the visit
- (iv) An unexpected event that occurred while you were there

**(Do NOT write your real name and address, but include the date in SPANISH and use the appropriate beginning and ending.)**



## **Grade 11 Spanish Answer Sheet # 7**

Letters will be marked according to:

-Correct grammar usage

-Correct use of tenses

-Correct use of vocabulary

-Steps used in a letter.

-At the CSEC level the required marks permitted; 30 mks

-CSEC is also accepting 120-170 words.