

**The rules of  
writing a  
personal letter**

## The task



*Write down the letter to  
George about your  
favourite way of  
travelling.*

**Address**

**Date**

**Greeting,**

**Polite phrases to begin a letter**

**The body**

**Polite final phrases**

**Final phrase,**

**Name.**

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

**Gubakha  
Russia**

**March 14<sup>th</sup>,  
2016**

# Greeting

- **Dear Becky,**
- **Dear Bianca,**
- **Dear George,**



# **Polite phrases to start a letter**

- **I was so glad to get your letter.**
- **Many thanks for your letter.**
- **It was great to hear from you.**
- **Sorry for not writing earlier, but I was busy with my exams (I was ill...)**
- **How are you? I think everything is OK.**

# **The body**

**Tell George about your favourite way of travelling. Don't forget**

**about paragraphs. Remember you**

**have to write down 100-120 words.**

# Final polite phrases

**Hope to hear from you soon.**

**I'll write again soon.**

**Looking forward to seeing you.**

**Well, I must finish now because.....(*I have to go to the sports club; I have to do my homework; I have to help my mum...*)**

**Looking forward to seeing you.**

**Hope to hear from you soon.**



# Final phrase

- **Best wishes,**
- **Lots of love,**
- **Lots of love,**

**All the best,  
Yours,**

**Your name**

**Petya.**

**Anya.**

**Maksim.**