

**Правила написания
письма личного
характера на
английском языке**

1. Адрес
2. Дата
3. Обращение
4. Благодарность
5. Извинение
6. Выражение надежды на здоровье
7. Выражение темы письма
8. Письмо
9. Вопросы
10. Концовка
11. Подпись

1.Адрес

Yaroslavl

Russia

9th April, 2012

Обращение – не с красной строки

Dear Mary,

Dear Lucy,

Dear Jack,

2. Благодарность. (с красной строки)

Thank you for your letter.

Many thanks for your recent letter.

It was good (nice, great) to hear from you recently.

Yaroslavl
Russia
9th April, 2012

Dear Tom,

Thank you for your
letter.

3.Извинение

I'm sorry I haven't
written because I was
busy.

Yaroslavl
Russia
9th April, 2012

Dear Tom,

Thank you for your
letter. I'm sorry I haven't
written because I was busy.

4.Выражение надежды на здоровье

I hope you are well.

I hope you and your
family are well.

Yaroslavl
Russia
9th April, 2012

Dear Tom,

Thank you for your letter.
I'm sorry I haven't written
because I was busy. I hope you
and your family are well.

5.Выражение темы письма

You want to know if I
go to school.

You asked me to tell
you about ...

You want to know if I go to school.

Well, I do. It's very big. My classroom is comfortable and always clean. The blackboard and the floor are brown.

Yaroslavl
Russia
9th April, 2012

Dear Tom,

Thank you for your letter. I'm sorry I haven't written because I was busy. I hope you and your family are well. You want to know if I go to school.

Well, I do. It's very big. My classroom is comfortable and always clean. The blackboard and the floor are brown.

7. Вопросы (с красной строки)

Is your school big?

What name does your school have?

When does your school year end?

What about your plans for the holidays?

8. Концовка (с красной строки)

I am looking forward to
hearing from you.

See you soon.

Write soon.

Hope to hear from you
soon.

Drop me a line.

9. Подпись (через строчку)

Lots of love,

Kate

Love,

Kate

Yours,

Kate

Best wishes,

Kate

Yaroslavl
Russia
9th April, 2012

Dear Tom,

Thank you for your letter. I'm sorry I haven't written because I was busy. I hope you are well. You want to know if I go to school.

Well, I do. It's not very big. There is a good playground in front of the school. We have ten classrooms and there is a big beautiful hall in it. My classroom is comfortable and clean.

Is your school big? What name does your school have? When does your school year end? What about your plans for the holidays?

**I am looking forward to hearing from
you. Drop me a line when you can.**

**Best wishes,
Ann**