

Подготовка к  
письменной части ОГЭ.  
Письмо

# ПИСЬМО ЛИЧНОГО ХАРАКТЕРА

- ❖ требуемый объем для личного письма С1 – 100–120 слов
- ❖ если в личном письме менее 90 слов, то задание проверке не подлежит и оценивается в 0 баллов
- ❖ при превышении объема, т.е. если в выполненном задании С1 более 132 слов, проверке подлежит только та часть работы, которая соответствует требуемому объему.
- ❖ максимальный балл – 10
- ❖ время выполнения – 30 минут

При определении соответствия объема представленной работы требованиям считаются **все слова**, начиная с первого слова по последнее, включая вспомогательные глаголы, предлоги, артикли, частицы.

В личном письме **адрес, дата, подпись также подлежат подсчету.**

При этом:

- **стяженные (краткие) формы** (например, I've, it's, doesn't, wasn't) считаются как **одно слово**;
- **числительные, выраженные цифрами** (например, 5, 29, 2011, 123204), считаются как **одно слово**;
- **числительные, выраженные словами** (например, twenty-one), считаются как **одно слово**;
- **сложные слова** (например, pop-singer, English-speaking, ill-mannered) считаются как **одно слово**;
- **сокращения** (например, UK, e-mail, sms, TV) считаются как **одно слово**.

## Личное письмо должно содержать:

- адрес автора (в правом верхнем углу письма); учитывая небольшой объем письма, лучше использовать краткий адрес (город, страна);
- дату (под адресом): date/month/year; month/date/year;
- обращение (слева, на отдельной строке), например, *Dear Jim/Alice*+ЗАПЯТАЯ;
- ссылку на предыдущие контакты: благодарность за полученное письмо;
- (начало письма), например, «Thank you for your recent letter»; «I was very glad to get your letter», «Thanks for writing to me» и т. д.;
- ответы на три вопроса друга по переписке (основная часть письма);
- Для того чтобы письмо было логичным, можно использовать фразы: «You asked me about ... Well, I can say that ...» или «As you are interested in ... I'd like to tell you that ...» и т. п.;
- упоминание о дальнейших контактах, например, «Write back soon»; «Hope to hear from you soon»; «Look forward to hearing from you»; «Please, write to me soon»
- завершающую фразу, например, «Best wishes»; «All the best»; «With love»; «Yours» (на отдельной строке, после этой фразы ставится ЗАПЯТАЯ);
- подпись автора (только имя, на отдельной строке, ТОЧКА НЕ СТАВИТСЯ);

**АДРЕС (свой)**

**ДАТА**

**ОБРАЩЕНИЕ,**

**ВСТУПЛЕНИЕ**

*Благодарность за полученное письмо; извинение, что не писал раньше;  
ссылка на предыдущие контакты*

**ОСНОВНАЯ ЧАСТЬ (1 абзац)**

*Подробные ответы на 3 вопроса письма-стимула  
(в той последовательности, как вопросы заданы)*

**ЗАКЛЮЧЕНИЕ**

*Причина по которой заканчиваем письмо, приветы (факультативно),  
дальнейшие контакты*

**ЗАВЕРШАЮЩАЯ ФРАЗА,**

**ПОДПИСЬ (ТОЛЬКО  
ИМЯ)**

# 1. Your Address

**24 Ulitina Street  
Tula  
Russia**

**1. 24 Ulitina Street  
Tula  
Russia**

2.

3.

4.

5.

6.

7.

8.

## 2. Date

10 May 2016

1. 24 Ulitina Street  
Tula  
Russia

2. 10 May 2016

3.

4.

5.

6.

7.

8.

### 3. Greeting

Dear Jane,

Don't forget to write down the comma!

1. 24 Ulitina Street  
Tula  
Russia

2. 10 May 2016

3. Dear Jane,

4.

5.

6.

7.

8.



## 4. Introduction

You usually:

a) *thank* your friend  
for the received letter:

*Thanks for ...,*

*Many thanks for ...,*

*How nice of you to ...,*

*I am awfully glad to get  
your letter...*

*Thanks a lot for ...*

1. 24 Ulitina Street  
Tula  
Russia

2. 10 May 2016

3. Dear Jane,

4. Thanks a lot for your letter.

5.

6.

7.

8.

## 4. Introduction

b) *apologize* for not writing earlier:  
*I must apologize for not writing ...*  
*I really should have written sooner, but...*  
*Sorry, I haven't written for so long, but I was busy at school.*

1. 24 Ulitina Street  
Tula  
Russia

2. 10 May 2016

3. Dear Jane,

4. Thanks a lot for your letter. **I was so glad to receive it.**

5.

6.

7.

8.

## 5. Main Body

- Answer 3 questions in detail.
- Don't forget to use Linking Words:  
*but, and, because, as, Well, Anyway, To my mind,*

1. 24 Ulitina Street  
Tula  
Russia

2. 10 May 2016

3. Dear Jane,

4. Thanks a lot for your letter. I was so glad to receive it.

5.

6.

7.

8.

## 6. Conclusion

- write something that sums up your previous details.

*Sorry, I must finish now because ...*

*I'll write again soon.*

*Hope to hear from you soon.*

*Drop me a line.*

*Write to me as soon as possible.*

1. 24 Ulitina Street  
Tula  
Russia

2. 10 May 2016

3. Dear Jane,

4. Thanks a lot for your letter. I was so glad to receive it.

5.

6. Well, that's all for now. Hope to hear from you soon.

7.

8.

## 7. Ending

- *Best wishes,*
- *All the best,*
- *Yours,*

**Don't forget to write down comma after the phrase!**

1. 24 Ulitina Street  
Tula  
Russia

2. 10 May 2016

3. Dear Emily,

4. Thanks a lot for your letter. I was glad to receive it.

5.

6. Well, that's all for now. Hope to hear from you soon.

7. Best wishes,

8.

## 8. Signature

**Write down ONLY  
your name!!!  
Don't write down  
full stop!**

1. 24 Ulitina Street  
Tula  
Russia

2. 10 May 2016

3. Dear Emily,

4. Thanks a lot for your letter. I was so glad to receive it.

5.

6. Well, that's all for now. Hope to hear from you soon.

7. Best wishes,

8. Kate

*You have 30 minutes to do this task. You have received a letter from your English-speaking friend, Ben.*

*Write him a letter and answer his 3 questions. Write 100-120 words. Remember the rules of letter writing.*

*... My older brother has decided to collect mugs, imagine that. He has already got eight mugs from different places he has visited. It's a nice collection but it takes up so much room ... Why do people collect things? What do you collect or what would you like to collect? What other hobbies are popular with teenagers in your country?*

St. Petersburg

Russia

30 November 2016

Dear Ben,

Thanks for your letter. It was nice to hear from you. Sorry, I couldn't answer you earlier. What an interesting hobby your brother has chosen! I don't know anyone who did the same thing. In my opinion people collect things because they want to compete with other people who have the same kind of hobby. Also, I think that collecting is similar to a game and it's fascinating. Right now I'm collecting various match boxes with matches of different colors and sizes. At the moment my collection counts 50 different kinds. In Russia teenagers do many things besides collecting. Nowadays it's popular to do sports: dance, aerobics, fitness and so on.

Write back soon.

Best wishes,

Emma

*You have 30 minutes to do this task. You have received a letter from your English-speaking friend, Ben.*

*Write him a letter and answer his 3 questions. Write 100-120 words. Remember the rules of letter writing.*

*...I am so fond of Japanese cartoons, that I've decided to learn Japanese. Mum says it's hard, but I think it's worth it. Besides, their writing is cool! ...*

*...What languages do you learn at school? What other language would you like to learn, why? What do you think about my choice of Japanese?*

St. Petersburg  
Russia

30 November 2016

Dear Ben,

Thank you for your letter and I apologize I didn't answer you earlier, I was really busy. I'm glad you have a new hobby which is related with something what you like (I mean Japanese cartoons and your choice to learn this language). I think that it's a good idea indeed and I wish you good luck, because I know that it's hard, especially writing. Learning all those hieroglyphics should be a giant brain work. Talking about me, I learn English and Spanish at school and I like them both. I would like to learn Italian because it would be easy to do as I know Spanish already. Italian is very beautiful and what is more, I would like to travel to Italy one day and communicate with people on their language.

Write back soon.

Best wishes,

Emma



*You have 30 minutes to do this task. You have received a letter from your English-speaking friend, Ben.*

*Write him a letter and answer his 3 questions. Write 100-120 words. Remember the rules of letter writing.*

*...What an awful task — to read boring books all summer! And the list is so long! I like reading but the books I like are usually not my school's choice...*

*...How long is your school's list of books? What kind of books do you like to read? Do you think an electronic book is a good choice when you're travelling in the summer, why?*

St. Petersburg

Russia

30 November 2016

Dear Ben,

Thanks for your last letter, and sorry I couldn't answer you earlier.

In my school the teacher usually gives us tons of books to read as well. The list can include from 20 to 40 titles! I like to read short stories, because their final is usually unpredictable. Also I read some classic novels, in my opinion it's important to improve your erudition and vocabulary. Most of the times I read paper books, but I agree that electronic book is a good choice if you go travelling somewhere, because books are heavy and they occupy a lot of space in a suitcase.

Write back soon.

Best wishes,

Emma