

# INFORMAL LETTERS CAN BE WRITTEN TO:

- Friends
- Relatives we know well
- People your own age

# An informal letter should include:

- An informal greeting (Dear Mary/ Hi,Mary/ Hi)
- An introduction with opening remarks (*How are you? I'm fine but I've really busy*) and your reason for writing (*I'm writing to let you know how I've been getting on*)
- A main body containing the main point(s) of your letter
- A conclusion with closing remarks (*That's all for now. Write back soon./ I'd better go now as I have to help Mum. Hope to hear from you soon!*)
- An informal ending (*Love from Fiona/See you soon/Best wishes/Yours, Kate*)

**Each paragraph should have a topic sentence followed by appropriate supporting sentence. Informal letters should be written in an informal style:**

- Everyday vocabulary (*It's taken me a while to...*)
- Short forms (*I've/ I'd/ there's*)
- Colloquial expressions/ idioms (*I thought I'd drop you a line/ My little brother is so energetic, he's full of beans.*)
- Phrasal verbs (*settle in/ get on with*)

# Распределение рекомендованных 20 минут

- ▣ 2-3 минуты на анализ задания и составления плана ответа по-английски
- ▣ 2-3 минуты на составление ключевых слов и словосочетаний к каждому пункту плана
- ▣ 12-13 минут на написание личного письма
- ▣ 2-3 минуты на проверку

# You have received a letter from your English-speaking pen friend Sheryl who writes:

... My parents and I are planning to start a new hobby but we haven't decided yet what hobby to choose. Do you have any hobbies? Do you feel you have enough time for your hobbies? What hobbies are popular with teenagers in Russia? Are there any hobbies you'd like to take up?

As for my school exams, they are almost over and I'm looking forward to my summer break...

- Write a letter to Sheryl.
- In your letter
  - -answer her questions
  - -ask 3 questions about her plans for the summer
- Write 100- 140 words.
- Remember the rules of letter writing.

# Address (no name!)

- Flat number
- House street
- City (town, village)
  - Country
  - Index
- \_\_\_\_\_
  - Flat 28
  - 36, Mira St.
  - Amursk
  - Russia
  - 682640
- 10.04.2015/ 10 April, 2015/ April 10, 2015

- Amursk
- Russia
- 10.04.2015/ 10 April, 2015/ April 10. 2015

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- ▣ Dear Sheryl,
- ▣ Thanks for your letter! I'm really glad you passed your History exam.
- ▣ First of all, let me answer your questions. Well, many teenagers are interested in music and playing computer games. Others are into collecting or doing sports. As for me, my hobby is cooking. I collect traditional Russian recipes and cook these dishes. However, I feel I don't have enough time for my hobby as I've got too much homework. If I had more free time, I'd take up photography. It's really exciting.
- ▣ Anyway, it's great that school is over. What are you doing in summer? Will you stay with your grandparents? Would you like to visit other countries?
- ▣ I'd better go now. I've got to get ready for my piano class.
- ▣ Take care and keep in touch.
- ▣ Love,
- ▣ Marina