

# *HOW TO WRITE A PERSONAL LETTER*



## Let's write the **address**

- House, street
- City or town
- Country

**15 Festivalnaya  
street  
Protvino  
Russia**

You can write the address in short

**Protvino  
Russia**


Miss a line, then write the **date** of the letter under the address.

**9 April 2016  
or 9.04.16**



**Warning:  
no commas,  
no points!**





Let's start the letter (**paragraph 1**). Greet your friend and thank him for his letter.

*Dear Tim,*

*Thanks (a lot) for your (last) letter.*

*Your last letter was a real surprise.*

*I was glad to get your letter.*

*It was great to hear from you!*

*It was great to hear that...*



***You can also apologize for not writing  
sooner.***

*Sorry I haven't written for so long but*

*...*

*Sorry I haven't been in touch for so  
long.*

*I'm sorry I haven't answered earlier  
but I was really busy with my school.*



- The **2<sup>nd</sup>** paragraph.

*We answer the questions of the friend.*





The **last** part.

*We should explain why we finish the letter:*

*Well, I'd better go now as I have to do my homework.*

*Anyway, I have to go now because my Mum asked me to help her with **Cooking**.*

*I've got to go now! It's time for my favourite TV show.*





*and mention further contacts:*

*Write (back) soon!*

*Take care and keep in touch!*

*Drop me a letter when you can.*

*Hope to hear from you soon.*

*I can't wait to hear from you!*





*Phrases for the end of the letter:*

- *Love*<sub>2</sub>
- *Lots of love*<sub>2</sub>
- *All my love*<sub>2</sub>
- *All the best*<sub>2</sub>
- *Best wishes*<sub>2</sub>
- *With best wishes*<sub>2</sub>
- *Yours*<sub>2</sub>

*On the next line you should write your name:*

*Kate*     *or*

*Andrew*



# Do some tasks, please

- **Task 1.** Put the parts of the address in a logical order.

**Russia**

**7 Kasatkina Street**

**Moscow**

- **Task 2.** Choose the right variant.

**31.03.2016**

**31,03,2016**

**31/03/2016**

**31March 201**



- **Task 3.** *Try to fill in the gaps.*

*D... Mark...*

*T... for your letter.*

*I agree with you that E... grammar is difficult so I think it's necessary to l... the rules and to do e... As for me I do it regularly.*

- **Task 4.** *Finish the letter. Put the phrases in a logical order.*

*a) Lots of love,*

*b) Helen*

*c) I'll get in touch soon*





