

# Writing a personal letter



# Структура письма

Адрес

дата

обращение

Благодарим за письмо

Основная часть

Подводим к завершению

Завершающая фраза

Ваше имя

***Адрес : город  
страна***

***Lipetsk  
Russia***

***Дата***

***20 September, 2018***

# Обращение: *Dear* + имя

Dear Laura,

Hi Tania,

Hello Bill,

**Запятая обязательна**

**!**

# Первое предложение:

*короткое предложение,  
обращённое к адресату*  
**БЛАГОДАРНОСТЬ**

- ☐ **Thanks for your letter.** – Спасибо тебе за твое письмо.
- ☐ **I am (was) glad to get (your letter)it.** – Я (был) рад получить твое письмо.
- ☐ **I am (was) happy to receive your letter.** - – Я (был) рад получить твое письмо.
- ☐ **I haven't heard from you for ages.** – Очень давно о тебе не слышал.
- ☐ **I'm happy to learn news from you.**- Я рад узнать новости от тебя.

# Извинения:

- Sorry, I haven't written for so long because I (was really busy).
- Sorry, it's been so long since I wrote.
- I haven't written sooner as I was busy at school.
- Sorry, I couldn't answer at once. I've been really busy because ...

## **Ответы на вопросы:**

- ☐ In your letter you ask(ed) me about ...
- ☐ You ask(ed) me about/ how/what ....
- ☐ (In your letter) You took a deep interest in
- ☐ First of all, let me tell you about ....
- ☐ In your letter you want to know about ...
- ☐ I've had to think much over your questions about ...
- ☐ It was good to get your letter, where you wrote about ...

# Содержание письма (смысловые абзацы)

I'm glad to hear from you. Thanks for your letter. How are you getting on?

I'm having a great time here in London. We are staying at a nice hotel.

I have a lot of things to do. *Yesterday* we visited the Tower of London and walked along the streets.

*Tomorrow* we are going to the Covent Garden where I hope *I'll* buy some presents for you. On Saturday we are going to a party near Wimbledon. I think it will be great!

Один абзац  
содержит  
информацию по  
одному вопросу

Помни о времени,  
в котором  
происходит  
действие!

Черты  
неофициального  
стиля: краткие  
формы,  
восклицания



# **Выражение надежды на следующее письмо:**

Sorry, I have to stop to help my ...

Well, I must fly now. I've got so  
much homework to do tonight.

Sorry, it's time to do my homework

## Второе предложение на надежду

- Keep in touch!
- Write back soon!
- Drop me a line when you are free.
- I'm looking forward to your answer!
- I hope to hear from you soon!

Take care and keep in touch. — Береги себя; будем на связи.

I hope to hear from you soon / looking forward to hearing from you. — Жду от тебя новостей.

I can't wait to see you. — Не могу дождаться встречи с тобой.

Drop me a line when you can. — Пиши мне, как сможешь.

I've got to go now as I have lots of homework to do. — Мне нужно идти, у меня много уроков.

I must fly. My friend is waiting for me. — Мне нужно бежать. Меня ждет друг.

I'd better go now. My friend is calling. — Мне нужно идти. Мне звонит мой друг.

# Заключение:

*приветы другим людям,  
подпись – ваше имя*

- All the best,
- Love,
- Best wishes,
- With love from,

**Подпись:**

**пишите имя**

**Best wishes,**

**All the best,**

**Anna**

# Образец письма

Dear Sally,

Thank you for your letter. I was glad to hear news from you.

In your letter you asked me about my summer holidays. Well, last summer my family and I were in Sochi. We were there 10 days. We stayed at a nice hotel.

The weather was hot and sunny. We went to the sea, swam and played games.

In the morning we had breakfast. After it, I walked a lot and read books. In the afternoon we visited a lot of interesting places. Then we had lunch in a café. We ate tasty food. In the evening we danced and listened to music on the beach. At 10 o'clock we went to bed. I enjoyed it very much.

Sorry, I have to stop, mum is waiting for me.

Best wishes,

Anna

# Слова-связки

|                              |                          |
|------------------------------|--------------------------|
| <b>In</b>                    | Итак, ...                |
| <b>In the beginning, ...</b> | В начале,...             |
| <b>Next ..</b>               | Далее ...                |
| <b>Then</b>                  | Затем ...                |
| <b>After that(it), ...</b>   | После этого ...          |
| <b>Besides ...</b>           | Кроме того ...           |
| <b>In any case</b>           | В любом случае ...       |
| <b>As for (me) ...,</b>      | Что касается (меня), ... |
| <b>Anyway, ..</b>            | В любом случае, ...      |
| <b>In the end ...</b>        | В конце ...              |

# Необходимая лексика

Go abroad/to the country

Visit relatives/ lots of places

Go to museums

See lots of nice flowers

Eat tasty food in a cafe

Have breakfast/lunch/ dinner

Buy(bought) presents

Swim (swam) in the sea

Meet friends

Play games

Go by bus/car/ plain/train

Be happy

Enjoy summer holidays

The weather .. Nice/warm/hot/ pleasant/ wonderful

Sleep a lot

Watch TV

Stay at a nice hotel

Do a lot of things as ...

Drink juice

Useful/ comfortable



