

# Правила оформления письма личного характера (С1)

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# Read the letter

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

*... We moved to a new house a few weeks ago and I changed school. At first I was a bit afraid but I made new friends sooner than I expected. The teachers are nice and everything seems to be working out well. And what about you? Have you made any friends in your new school? Do you enjoy studying there? Have you got any new subjects this year?*

*I've got to go now! It's time for my music lesson. Drop me a line when you can.*

*Lots of love,*

*Mary.*

# Task

Write back to Ann.

In your letter

- answer her questions and tell her about your new school
- ask **3 questions** about her preferences in music

Write **100-140 words**.

Remember the rules of letter writing.

# The structure of the letter

Your address

The date

Greeting

Introduction

Main Body

Conclusion

Ending

Letter

# Address

Write your address in the right upper corner:

- City
- Country
  
- ***Krasnodar***
- ***Russia***



# Date

Miss a line under your address and write the date:

- ***May 1<sup>st</sup> , 2011***
- ***1 May 2011***
- ***01/05/11 (Br)***
- ***05/01/11 (Am)***



# Greeting

Never begin *Dear friend / Pen-friend*;  
write the name:

***Dear Mary,***

After the greeting put **the comma!**



# Introduction



- Thank your pen-friend for his/her last letter



- Beg his\her pardon

- Mention the facts from his/her letter





# How to thank

- **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!**



# How to beg pardon

- *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.



# How to mention the facts

- I'm glad you passed your History test!
- Sounds like you had a great time in London!
- *Great news about ... !*



# Main body



- Answer the questions of your pen-friend
- Ask your questions according to the task



# Answer the questions

*Have you made any friends in your new school?*

*Do you enjoy studying there?*

*Have you got any new subjects this year?*



# Ask the questions

Write back to Ann.

In your letter

- answer her questions and tell her about your new school
- ask **3 questions** about her preferences in music

Write **100-140 words**.

Remember the rules of letter writing.



# Conclusion



- Explain why you are finishing writing
- Mention the future contacts



# How to explain why you are finishing 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 the washing up.
- I've got to go now! It's time for my favourite TV show.





# How to mention the future 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!**



# Ending

Write a completing phrase:

- Love,
- **Lots of love,**
- All my love,
- All the best,
- **Best wishes,**
- Yours,

Put **the comma** and sign your **first name**.



# Letter

Krasnodar  
Russia  
01/05/11

*Dear Mary,*

*Thank you for your letter. It was great to hear about your new house!*

*As for my new school, it's very big! It has three computer rooms and wonderful sports facilities. Actually, it seems a nice place and I enjoy studying there. The kids in my class are very friendly. I've already made some new friends and we often meet after classes. I've got only one new subject this year. It's Economics and I'm beginning to think it's not difficult, after all!*

*By the way, what music styles do you enjoy? Have you got any favourite bands? Would you like to go to their concerts? As for me, I prefer Radiohead. They are cool!*

*I'd better go now. Mum wants me to help her with the housework. Take care and stay in touch!*

*Lots of love,  
Olesya*

Finish

# Список использованной литературы и Интернет-ресурсов

- Е.С.Музланова. Английский язык. Экспресс-репетитор для подготовки к ЕГЭ. «Письмо».