

WRITING AN INFORMAL LETTER



Слово	Транскрипция	Перевод
accept	ək'sept	принимать, признавать, соглашаться
appreciate	ə'pri:ʃieɪt	быть благодарным; ценить, оценивать,
arrangement	ə'reɪndʒmənt	договоренность, соглашение,
cheer sb up	`tʃiəʳ ʌp	подбадривать кого-либо
consist of	kən'sɪst ɔv	состоять из
cosy	`kouzi	уютный, удобный, укромный,
games arcade	geɪms ɑr'keɪd	игровой зал
hang out	`hæŋ `aut	проводить время; вывешивать,
hospitality	`hɒspɪ'tælɪtɪ	гостеприимство, гостеприимность
input	`ɪn,put	полученная информация; вход, ввод,
permission	pə'r'mɪʃən	разрешение, позволение
refuse	rɪ'fju:z	отказываться; отходы, мусор,
relative	`relətɪv	родственник, родственница,
remark	rɪ'mɑ:rk	комментарий; замечание, ремарка,
upstairs	ʌp'steəʳz	наверху, навверх, верхний этаж,

SAMPLE TASK

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

... It was great to hear that you went to Italy during your spring holidays. I have always wanted to visit this wonderful country. Did you enjoy your journey? What places of interest did you visit? What impressed you most of all?

As for me, I am awfully tired because we've got too many tests at school. Can't wait for the summer break...

Write a letter to Mary.

In your letter

- - Tell her about your journey to Italy
- - ask 3 questions about her plans for the summer
- Write 100-140 words
- Remember the rules of writing

Sender's address

Date of writing

Salutation

Opening sentence

Body of the letter

Closing sentence

Complimentary close

Signature

THE SCHEME OF THE LETTER

	Адрес
	Дата написания письма
Обращение,	
Ссылка на предыдущие контакты.	
Основная часть письма. Раскрытие аспектов, указанных в задании.	
Задайте необходимые по заданию вопросы.	
Упоминание о дальнейших контактах.	
Завершающая фраза,	
Имя автора	

WRITING ADDRESS

*пишется в правом верхнем углу

номер дома, название улицы
город
страна

Example:

18 Lenina Street
Berezniki
Russia

WRITING THE DATE

*пишется под адресом, пропустив строку

Example:

June 7th, 2013

7 June 2013

07/06/13

FLAT 145
4 LENIN STREET
PERM 614001
RUSSIA
17 DECEMBER 2015



PERM
RUSSIA
17 DECEMBER 2015



HOW TO START THE LETTER

* обращение должно быть неофициальным

* после обращения ставится запятая

Example:

- Dear John and dear Mary,
- Dear Mr. Johns and Mrs. Johns,
- Darling Mary,
- My dearest,

Dear Lucy,



OPENING SENTENCE

You should write about the aim of the letter, quote the latest letter, thank for smth (reply, post-card, attention...). There can be from one up to two-three sentences.



THANKING FOR PREVIOUS CONTACTS

упомяните о предыдущих контактах:

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!

извинитесь за то, что не писали раньше:

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.

и/или упомяните какой-либо факт из полученного письма:

I'm glad you passed your History test!

Sounds like you had a great time in London.

Great news about your...!

OPENING SENTENCE

- I'm writing to (thank/ tell/ ask/ congratulate/ apologize/ etc...
- I'm writing to thank you very much for the nice post card...
- I'm writing to tell you that we are going to be in my native city during holiday time.
- I'm writing to ask you if you would come to dinner one day soon: would Monday, 28.12. 2015 suit you?

OPENING SENTENCE

- *How are you? Thank you for your last present. It was wonderful! I really happy that New Year's Day is coming.*



BODY OF THE LETTER

- As a rule, this part of the letter consists of two paragraphs. The first one contains answers on friend's questions. In the second paragraph it's your turn to ask question to receiver of the letter, if it is said in the task. Look very attentively how many questions should be asked.



THE BODY OF THE LETTER

обычно 2-3 абзаца

раскройте все аспекты, указанные в задании

задайте все вопросы, необходимые по заданию

используйте неформальные средства связи

(well, by the way, anyway, so)

HOW TO FINISH THE LETTER

Объясните, почему заканчиваете письмо:

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.

Упомяните о дальнейших контактах:

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!

CLOSING SENTENCE

Please write me soon

I would appreciate an early reply

Let me know what you decide

I hope you will have a very nice holiday

I am waiting to your letter



CONCLUSION

На отдельной строке напишите завершающую фразу-клише. После нее поставьте запятую

Example:

Lots of love,

All my love,

All the best,

☐ Yours truly,

☐ With all good wishes to you both,

☐ Best wishes,

☐ Yours ever,

☐ Yours affectionately,

☐ With kind regards,

☐ Our best wishes to you all,

☐ Yours sincerely,

☐ Love,

☐ Hugs and kisses,

☐ Yours,

COMPLIMENTARY CLOSE

□ *Love and hope,*



WRITING THE NAME

*пишется на отдельной строке под завершающей фразой.
Указывается имя автора (без фамилии!)

Example:

Kate

Andrew

СТРАТЕГИИ НАПИСАНИЯ ЛИЧНОГО ПИСЬМА

- Важно! Нужно обязательно соблюсти требования к объему письма - **100-140 слов**. Не пишите лишних подробностей. Помните, что обязательные повторяемые элементы письма - адрес, обращение (Dear...), благодарность за полученное письмо (Thanks for your letter. It was great to hear from you), заключительные фразы (типа Write soon. Best wishes) и ваше имя в конце письма уже составляют около 20 слов. Заучите эти фразы и зрительно запомните схему расположения частей письма.

СТРАТЕГИИ НАПИСАНИЯ ЛИЧНОГО ПИСЬМА

- Прочитайте отрывок из письма от вашего предполагаемого друга по переписке и задание к нему. Задание вам поможет сориентироваться, что от вас требуется написать.
- Подчеркните содержащиеся в отрывке вопросы, на которые вы должны ответить в первой половине вашего письма.
- Определите для себя тему вопросов, которые вы должны задать во второй части вашего письма.

СТРАТЕГИИ НАПИСАНИЯ ЛИЧНОГО ПИСЬМА

- Закончив ваше письмо, обязательно проверьте его на наличие орфографических или грамматических ошибок. Если вы не уверены, правильно ли написано какое-либо слово, замените его на другое, в написании которого вы уверены.

Dear Mr. Clinton,

CRITERIA AND SCHEME OF MARKING OF PERSONAL LETTERS



КРИТЕРИИ ОЦЕНИВАНИЯ ВЫПОЛНЕНИЯ ЗАДАНИЯ С1 (МАКСИМУМ 6 БАЛЛОВ)

- Решение коммуникативной задачи
- Организация текста
- Языковое оформление текста

- Примечание: при получении экзаменуемым 0 баллов по критерию «Решение коммуникативной задачи» все задание оценивается в 0 баллов

ORDER THE PARTS OF THE LETTER

1) First of all, let me tell you about my one week package holiday to Rome. Everything was OK. All the excursions were interesting. We visited the Vatican and were impressed by the famous St. Peter's Cathedral. I also enjoyed the Colosseum and other sights of Rome. All in all, we enjoyed our holiday.

2) Thanks a lot for your letter. I hope you passed all your tests!

3) And what about you? What are plans for the summer? Will you come to visit us? Russia is a unique country and I'll show you lots of interesting things. Let me know what cities you'd like to visit.

4) Well, I'd better go now. I have to do my homework. Write back soon!

5) Lucy

6) 41 Kosmonavtov Street

Moscow

Russia

15/02/08

7) Lots of love,

8) Dear Mary,

ОТВЕТ: 68213475

CHOOSE THE CORRECT VARIANT

The right variant of the date is:

A) 24, January 2012

B) 24 January, 2012

C) January 24th, 2012

CHOOSE THE CORRECT VARIANT

The right variant of the address is:

A) 41 Kosmonavtov Street
Moscow
Russia

B) Kosmonavtov Street 41
Russia
Moscow

CHOOSE THE CORRECT VARIANT

The right beginning of the letter is:

- A) I'm glad you passed your History test.
- B) Thanks a lot for your letter.
- C) I'm sorry I haven't answered earlier but I was really busy with my school.

CHOOSE THE CORRECT VARIANT

The best phrase to finish the letter is:

A) It was great to hear from you!

B) I have to go now because my mum asked me to help her with cooking.

C) Write back soon!

FILL IN THE GAPS

1 ...

Moscow

2 ...

15/02/08

3 ...

4 ...I hope you passed all your tests!

First of all, let me tell you about my one week package holiday to Rome. Everything was OK. All the excursions were interesting. We visited the Vatican and the famous St. Peter's Cathedral. I also enjoyed the Colosseum. All in all, we enjoyed our holiday.

And what about you? What are plans for the summer? Will you come to visit us? Russia is a unique country and I'll show you lots of interesting things. Let me know what cities you'd like to visit.

Well, I'd better go now as I have to do my homework. 5 ...

6 ...

Lucy

DO THE TASK

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

...I am very busy now arranging my summer holidays. Yesterday I went to the travel agent's. The thing is I'd like to practice Russian and see the country. I was offered some language schools but I chose the one in Saint Petersburg.

...Do you think it's a good idea to choose a language school in Saint Petersburg, why? What sights would you recommend to see in Saint Petersburg? What's the weather like in this northern city at the end of July?

Write a letter to Steve.

In your letter

- - Tell him about the kind of books you and your relatives like to read
- - ask 3 questions about his new house
- Write 100-140 words
- Remember the rules of writing