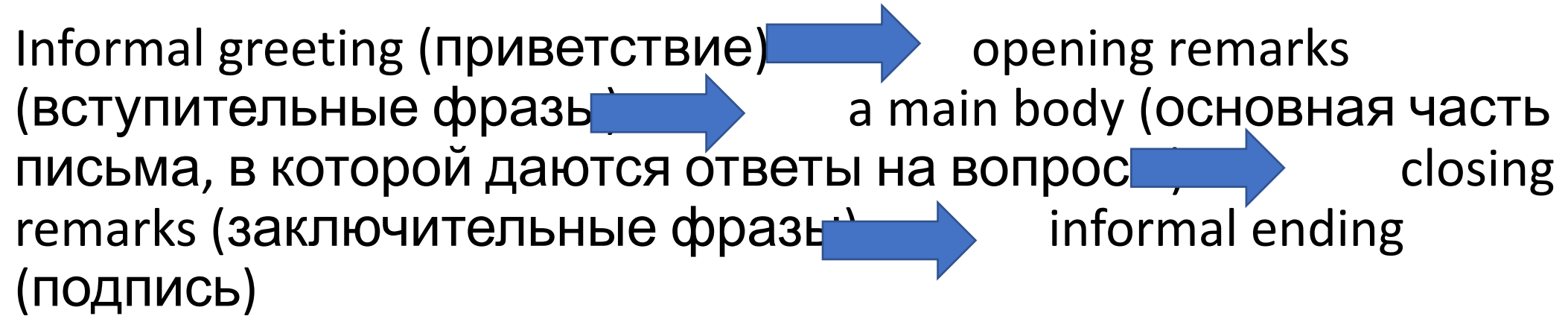


STRUCTURE



Greeting

Обращение пишется слева на отдельной строке в неформальном или нейтральном стиле

Dear Tom,

Варианты обращения:

Hi, Tom,

Hello, Tom,

После обращения **ОБЯЗАТЕЛЬНО**
ставится **ЗАПЯТАЯ**

OPENING REMARKS

Thanks (Thank you) for your (recent) letter. It was great to hear from you again.

Варианты:

I was very glad to get your letter.

Sorry, I haven't written for so long.

Фразы-клише, говорящие о том, что письмо не является первым, следуют за благодарностью и пишутся на той же строке без отступа.

MAIN BODY

В этой части письма следует ответить на три вопроса друга.

Варианты начала ответа:

You asked me about...

You are interested in...

Важно:

Ответы на вопросы должны быть написаны
в одном абзаце

CLOSING REMARKS

Фразы-клише пишутся слева с красной строки, под текстом письма.

Варианты:

Please, write back.

Keep in touch.

Hope to hear from you soon.

Drop me a letter when you
can.

ENDING

Фраза-клише пишется в письме слева над подписью, на отдельной строке, и заканчивается запятой.

Варианты:

- Love,
- Lots of love,
- Best wishes,
- Take care,

ENDING

На следующей строке под завершающей фразой указывается
ИМЯ

Автора (**без фамилии и точки в конце!**)

Write back soon.

All the best,

Sveta

Example of the letter

Dear Tom,

Thanks (Thank you) for your (recent) letter. It was great to hear from you again.

You asked me what films I like. Well, I prefer watching romantic films. My favourite one is "The Titanik" ...

Write back soon.

All the best,

Sveta

Example of the task

You have 30 minutes to do this task. You have received an email message from your English-speaking pen-friend Ben:

From: Ben@mail.uk

To: Russian_friend@sdamgia.ru

Subject: Dear friend

... My older brother has decided to collect mugs, imagine that. He has already got eight mugs from different places he has visited. It's a nice collection but it takes up so much room ... Why do people collect things? What do you collect or what would you like to collect? What other hobbies are popular with teenagers in your country?

Write a message to Ben and answer his 3 questions. Write 100–120 words. Remember the rules of letter writing.

Example of the letter

Dear Ben,

Thanks for your letter. It was nice to hear from you. Sorry, I couldn't answer you earlier. What an interesting hobby your brother has chosen! I don't know anyone who did the same thing. In my opinion people collect things because they want to compete with other people who have the same kind of hobby. Also, I think that collecting is similar to a game and it's fascinating. Right now I'm collecting various match boxes with matches of different colors and sizes. At the moment my collection counts 50 different kinds. In Russia teenagers do many things besides collecting. Nowadays it's popular to do sports: dance, aerobics, fitness and so on.

Write back soon.

Best wishes,

Emma

Match the beginnings to the endings

Beginnings

Endings

1.Thank you so much for the lovely flowers you sent me while I was in hospital. It was so kind of you and they really cheered me up!

2.I just got your letter and of course I'd love to come to your birthday party. I'm sure it'll be a lot of fun!

A.I'm really looking forward to it. See you then!

B.So look after yourself and get well soon. Please let me know if there's anything I can do.

Match the beginnings to the endings

Beginnings

3. Hi! Hope you're well. I'm writing to ask for your help with a problem I have. I just don't know what to do.

4. I'm sorry to hear that you've been in hospital. I really hope that you feel better soon and I'd love to visit you some time.

Endings

C. Let me know as soon as you can so we can make the arrangements.

D. I'd appreciate any advice you can give me and I hope to hear from you soon.

HOMework

- From: Ben@mail.uk
- To: Russian_friend@sdamgia.ru
- Subject: Dear friend
- ...I am so fond of Japanese cartoons, that I've decided to learn Japanese. Mum says it's hard, but I think it's worth it. Besides, their writing is cool! ...
- ...What languages do you learn at school? What other language would you like to learn, why? What do you think about my choice of Japanese?