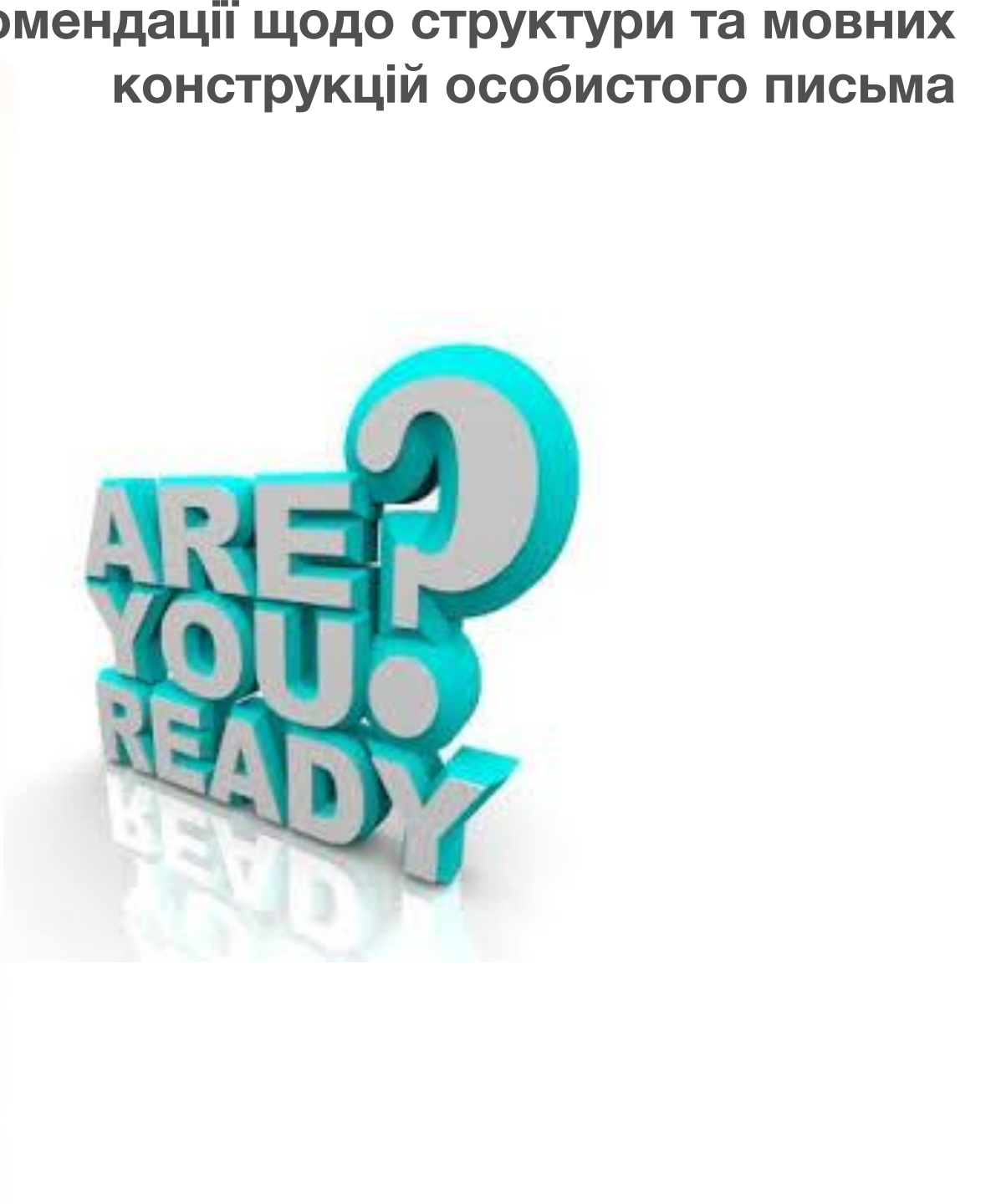




Rostem Kate

WRITING A LETTER

Методичні рекомендації щодо структури та мовних конструкцій особистого письма





1. Неофіційне привітання (informal greeting).

Dear Lucy / Dear John / Hi / Hello тощо

2. Вступ (introduction або opening remarks), у якому потрібно писати про загальні речі (запитувати про здоров'я друга, про останні новини; висловлювати подяку за отриманий лист, вибачатися за затримку відповіді, коментувати новини, про які дізналися з отриманого листа тощо) та згадувати причину, задля якої пишеться лист, тобто відповідати на

питання «Чому ви пишете лист?»

How are you?

I thought I'd write and let you know that....

The reason I'm writing is

Sorry, I've taken so long to put pen to paper, but...

I apologise for the fact that I haven't written for...

I have something special to tell you...

Can you imagine... тощо

3. Основна частина (main body), у якій потрібно розкрити головну тему (теми) детально. Ця частина складається з кількох абзаців, кожен з яких присвячено окремій підтемі (кількість абзаців у основній частині листа залежить від умови завдання).

Основна частина (main body) обов'язково має бути структурована за змістовими абзацами, у ній повинно бути три змістові абзаци (або два змістові абзаци, якщо дві змістові умови об'єднано в один абзац).

4. Заключна частина (conclusion або closing remarks), у якій потрібно підвести підсумок написаному в листі, може містити причини, що спонукають закінчити написання листа, привітання родичів/родичам або знайомих/знайомим, побажання всього найкращого, прохання до адресата не зволікати з відповіддю тощо.

кінцівка (closing remarks) обов'язково повинна містити фрази такого типу:

That's all my news for now. Write back soon...

Well, I'd better go and do some work! Once again, well done....

Please, write me soon and tell me all your news.

Well, that's all my news. I'd better end now, because... тощо.

5. Неофіційне прощання (informal ending) та ім'я адресанта (того, хто пише листа).

прощання (ending) – відповідно до вимог оформлення особистого листа:

Lots of love

Hope to hear from you soon

Give my best wishes to your parents

Looking forward to your letter

Best wishes to...

I would be glad to hear from you soon

Keep in touch

Love / Regards

Yours тощо

Напівофіційний лист (semi-formal letter) складається з таких частин:

1. Офіційне привітання (formal greeting).

привітання (greeting) – відповідно до вимог оформлення напівофіційного листа:

To the Editor /Dear Sir or Madam/Dear Mr.Brown тощо.

2. Вступ (introduction або opening remarks), у якому потрібно чітко визначити мету написання листа.

вступ (opening remarks) обов'язково повинен містити фрази такого типу:

I am writing with regard to your ... (recent review of the...)
I feel I have to express my consent / disagreement with... тощо

3. Основна частина (main body), у якій розкривається головна тема (теми) детально. Ця частина складається з кількох абзаців, кожен з яких присвячено окремій підтемі (кількість абзаців у основній частині листа залежить від умови завдання).

основна частина (main body) має бути обов'язково структурована за змістовими абзацами – три змістові абзаци (або два змістові абзаци, якщо дві змістові умови об'єднані в один абзац) та містить фрази такого типу:

*I (We) am (are) totally opposed to...
It worries me (us) that...
Although ... I (We) still believe... тощо.*

4. Заключна частина (conclusion або closing remarks), у якій слід підвести підсумок написаному в листі. кінцівка (closing remarks) обов'язково повинна містити фрази такого типу: *I (We) would be grateful if you could ... , Thank you in anticipation for*

*...
I (We) would appreciate if you ... тощо.*

5. Напівофіційне прощання (semi-formal ending) та повне ім'я й прізвище автора листа. прощання (ending) – відповідно до вимог оформлення напівофіційного листа:

*Yours faithfully,
Faithfully yours,
Yours truly,
Truly yours,
Best regards.*

Офіційний лист (formal letter) складається з таких частин:

1. Офіційне привітання (formal greeting) : Dear Sir/Madam – коли невідоме ім'я особи, якій адресовано лист; Dear Ms Brown – коли відоме ім'я особи, якій адресовано лист.

2. Вступ (introduction або opening remarks), у якому чітко визначено мету написання листа.

вступ (opening remarks) обов'язково повинен містити фрази:

I would like to apply for ...

I am writing to apply for the position...

With reference to your advertisement...

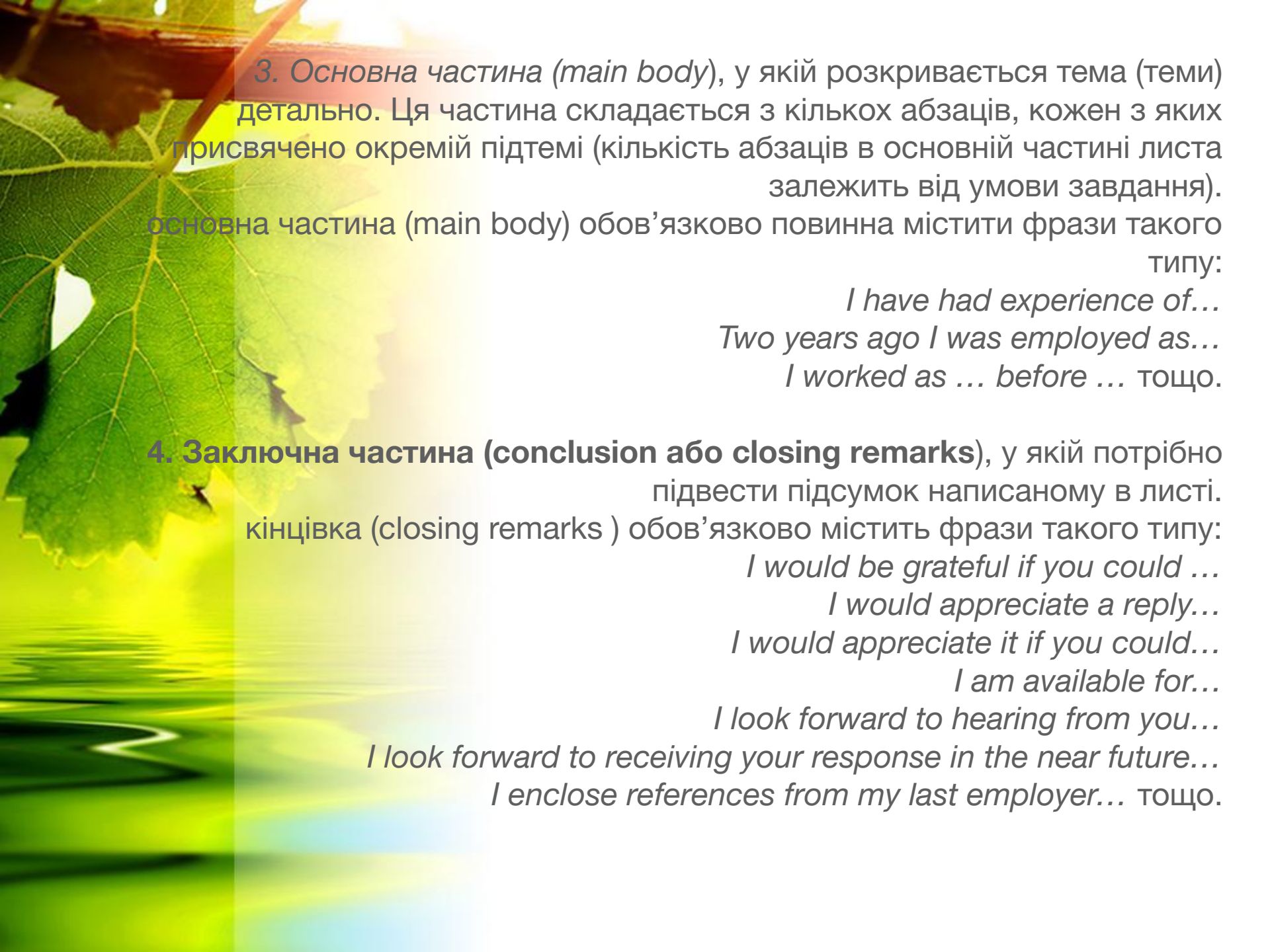
I am writing in post of your advertisement...

I am writing to enquire whether...

I am writing with regard to your advertisement...

I would like me to be consider for...

I consider myself to be... тощо.



3. **Основна частина (main body)**, у якій розкривається тема (теми) детально. Ця частина складається з кількох абзаців, кожен з яких присвячено окремій підтемі (кількість абзаців в основній частині листа залежить від умови завдання).


основна частина (main body) обов'язково повинна містити фрази такого типу:

I have had experience of...
Two years ago I was employed as...
I worked as ... before ... тощо.

4. **Заключна частина (conclusion або closing remarks)**, у якій потрібно підвести підсумок написаному в листі.

кінцівка (closing remarks) обов'язково містить фрази такого типу:

I would be grateful if you could ...
I would appreciate a reply...
I would appreciate it if you could...
I am available for...
I look forward to hearing from you...
I look forward to receiving your response in the near future...
I enclose references from my last employer... тощо.



5. Офіційне прощання (formal ending): Yours faithfully (якщо невідоме ім'я особи, до якої звертаються в листі) або Yours sincerely (якщо відоме ім'я особи, до якої звертаються) та повне ім'я й прізвище адресанта (особи, яка пише лист).

прощання (ending) – відповідно до вимог оформлення листа-заяви:
Yours sincerely, Yours faithfully.

Saint-Petersburg
Russia

Dear Sally,

Thank you for the letter. It was great to hear from you again after such a long time. I really should have written sooner. I have been busy with my exams.


I think you should take the invitation. Caves in Scotland are so beautiful. Your life is boring if you never take risks. Extreme sports give you a chance to live a full life. Last summer I tried rock climbing and really enjoyed it.

It is great that Amy is coming at last! How long is she going to stay with you? What are you going to do together? What places are you going to visit?

Anyway, I must go and get on with my work!
Hope to hear from you soon.

All the best.

Kate



Jack Mason
Cherry Street 129
2344 London

7th of June 2013

Winston School District
Ashley Lebev
Mary's Street 3
3455 London

Dear Mr. Lebev,

I would like to request a formal meeting with you this month, on a day which is convenient for you. I would like to discuss with you some issues concerning my child. He is a student at your school in the 11th grade. Some of the problems are quite urgent, so I would be more than grateful if you had the time during the next week to talk about them in person.

I appreciate your time and effort to meet with me and discuss this issue. I will be waiting for your confirmation in the next few days via email or phone at 456 345 333. The most convenient days for me are Thursday and Friday, between 12.00 and 16.00.

Looking forward to hearing from you,

Jack Mason

| Стиль | Ед. число | Мн. число |
|--|---|--|
| Формально и строго официально | My dear Sir / Sir My dear Madam / Madam | |
| Строго официально | Sir/ My dear Mr. Smith Madam/ My dear Mrs. Smith | Sirs empl Mesdames |
| Официально | Dear Sir Dear Madam | Dear Sirs/ Sirs Dear Mesdames/ Mesdames Gentlemen Ladies |
| Менее формально (при наличии предыдущей переписки) | Dear Mr. Jones empl Dear Mrs. Jones | Dear Messrs. Jones and Smith Dear Mmes. Jones and Smith |
| Неофициально | Dear Jack/ Jack | |

Formal and Informal Language

Formal words

- To request
- Requirements
- Further
- To verify
- To contact
- To postpone
- To regret
- To assist
- To receive

Informal words

- To ask for
- Needs
- More
- To check
- To get in touch with
- To put off
- To be sorry
- To help
- To get



FORMAL PUNCTUATION

- Do not use contractions
 - I don't smoke > I do not smoke
 - They can't > They cannot attend the meeting
 - We won't go > We will not go there
- Use commas
 - After adverbs at beginning of sentences
 - e.g. Additionally, Consequently, Finally, However,
 - In non-defining clauses
 - Tenerife, which is located off the coast of Africa, is a popular tourist destination.
 - Before and or but if the subject of the sentence changes
 - I would like to know when the course starts, and how long it lasts.
 - He asked me to finish the report, but I had to leave early.
- Do not use exclamation marks !! or dashes - in formal writing.

| Punctuation | | | |
|-------------|------------------|----|---------------|
| ' | Apostrophe | . | Full Stop |
| () | Brackets | - | Hyphen |
| : | Colon | ? | Question Mark |
| , | Comma | ; | Semi-colon |
| ! | Exclamation Mark | // | Speech Mark |



Useful phrases for writing formal letters

Writing formal letters to complain:

Reason for writing:

I am writing in order to complain about

I am writing to complain about

Firstly

In the first place

First of all

My first complaint is

The first problem is

The first thing I would like to draw your attention to is

My first concern is

Introducing further complaints:

Secondly

In the second place

Not onlybut also

In addition to this

Added to this

.....was also unacceptable

Demanding action:

*I suggest that you replace the item
I therefore suggest that I be given
a full refund*

*I would be grateful if my money
was refunded*

*I would be grateful if you could
give me a full refund*

Ending the letter:

*I look forward to hearing from you
I look forward to receiving a full
refund*

*I look forward to receiving a
replacement*

*I look forward to receiving your
explanation*

USEFUL PHRASES

- *Thank you for your letter*
- *It was nice to hear from you*
- *I'm sorry I haven't written for so long*
- *Hoping to hear from you before too long*
- *I'm afraid to say that I won't be able to...*
- *Do you think you could...?*
- *I regret to inform you that we are unable to...*
- *I am writing to ask whether it is possible...*



Useful phrases for your Introduction

| | | |
|--------------------------|-------------------------------------|---|
| How are you? | How are things with you? | How's life treating you? |
| Are you well? | Are you and your family doing fine? | What have you been up to? |
| Still alive and kicking? | Survived your examinations? | I have not heard from you for months. Are you okay? |

BENNINGS AND ENDINGS

INFORMAL LETTERS:

- You are writing to a relative:

- Dear Tom
- My dear Victoria
- Dear Aunt Ann
- Dearest Aunt Ann
- My darling Ann

Love to all
Love from us all
Yours
All the best
With much love from Sam
Lots of love from Sam
Much love, as always
All my love

Opening Sentences for an informal letter in English

Examples of opening sentences

Opening sentences of an Informal letter should be casual. Not so stiff as in Business letters. For examples of more formal opening sentences you should check out my business letter article.

How are you?

How have you been?

How is life treating you?

How are the kids?

I hope you are doing well

I hope you, Mike and the kids are having a great time in ...

Ending an informal letter in English

Examples of closing sentences - how to end an informal letter in English?

I am looking forward to seeing you,
I can't wait to see you soon,
I can't wait to hear from you,
I am looking forward to hearing from you,
I hope to be hearing from you soon,
See you soon,
Send my love to ..
I hope you are doing well,
Give my regards to..,

Signature

Here you can be pretty free in your choice of ending your letter. Here are some examples of a signature for an informal letter in English

- Best wishes,
- Kind regards,
- Best regards,
- Lots of love,
- Love,

Useful language for formal letters

Stating the circumstance

I am writing with regard/ with reference to...

I am writing to express my concern about/ disappointment with/ disapproval of / apologies for...

I would like to draw your attention to/ point out certain inaccuracies...

Introducing points

Firstly/To begin with/Moreover/
Furthermore/In addition

Finally (I feel) I must also
(dis)agree with...

I should also like to point out
that...

According to your article / Your
article states that...However, ...

Letter writing

Here are some general tips for letter writing.

For formal letters:

- Write your address in the top right hand corner
- Write the business address in the top left hand corner
- Start either with a name (if you are given it in the question) or with Dear Sir / Madam
- Begin by stating why you are writing the letter
- Write your points clearly and in paragraphs
- Finish your letter with *Yours faithfully* if you began with Dear Sir / Madam
- Finish your letter with *Yours sincerely* if you began with a name

For informal letters:

- Write your address in the top right hand corner. This shows the examiner you know how to set out a letter
- Start with *Dear (name of friend)*
- Write your points clearly and in paragraphs
- Finish your letter informally e.g. *lots of love* or *speaking soon*

FORMAL LETTER HELPFUL PHRASES

| Type of Letters | Opening | Closing |
|-------------------|---|---|
| Complaint | I am a resident of the Gulshan-e- Iqbal and I am writing in to complain about... | I seriously hope that you would look into the complaints that I have raised and remedy the situation as soon as possible. Thank you. |
| Invitation | On behalf of the school, we would like to invite you to our Annual Speech and Prize Giving Day to be held on March 15th in the school hall. | We sincerely hope that you will accept our invitation and we look forward to your presence on that day. Thank you. |