



**ЗАДАНИЕ**  
**INFORMAL LETTER**

# Критерии оценивания



## 1. Решение коммуникативной задачи –

### Содержание (максимум 2 балла)

- есть ответы на вопросы
- 3 вопроса заданы
- стилистически оформлено верно

## 2. Организация текста К2:

- высказывание логично
  - средства логической связи использованы верно
  - структурное оформление текста правильное
- (2 балла)

## 3. Языковое оформление текста К3:

- лексика и грамматика соответствуют поставленной задаче
- практически отсутствуют орфографические и пунктуационные ошибки (2 балла)

# Образец

## задания:

You have 20 minutes to do this task.

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

...At school we are doing projects on reading habits of people in different countries. Could you tell me what kind of books you and the members of your family like reading?

As for the family news my sister got married last week...

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 sister's husband

Write 100-140 words

Remember the rules of letter writing.

# The structure of the letter

## **Your address**

House № / flat №, name of the street

City/town, post code

Country

Date

**Dear ... (name),**

The beginning: giving 'thanks' for the previous letter, giving excuses for not writing .

## **Main body:**

- answering the questions
- asking your 3 questions

**The ending of the letter:** asking for the reply, giving excuses for having to go.

**Giving regards,  
Your name**

# Образец ответа

145/4 Esenin Street  
Cheboksary 428000  
Russia  
1 February 2012

Dear Steve,

Thanks a lot for your letter. It was really interesting to know about your sister's marriage. I'm sorry for not writing during a long time.

We also have lots of different projects in our school, so I have to read some textbooks. Frankly speaking, I prefer reading detective stories. My mom likes novels. As for dad, reading is not his cup of tea.

Can you write me about your favorite book? Who is your favorite author? What was your last book about?

Well, I have to go now. I've got much homework to do.

I'm looking forward to your reply.

Best wishes,  
Hellen

# Упражнения на правильное написание адреса

Put the following lines in the correct order:

Milsom Street

45/6

Great Britain

London

3 February 2014

Q234F

***45/6 Milsom Street***

***London Q234F***

***Great Britain***

***3 February 2014***

**Label the different parts of this letter by writing the appropriate letter in each space.**

- A. Put Love or Best wishes and then put my first name.
- B. Put Dear and my pen friend's first name, followed by a comma.
- C. Write my address and the date here.
- D. Say goodbye and tell my pen friend to write back.
- E. Make more suggestions and give further advice.
- F. Say hello and thank my pen friend for their letter.
- G. Make my first suggestions and give some advice.

- 1 \_\_\_
- 2 \_\_\_
- 3 \_\_\_
- 4 \_\_\_
- 5 \_\_\_
- 6 \_\_\_
- 7 \_\_\_

Key

1. C; 2. B; 3. F; 4. G; 5. E; 6. D; 7. A

**Put the parts of this letter in the correct order.**

Part 1 \_\_\_\_\_

Part 2 \_\_\_\_\_

Part 3 \_\_\_\_\_

Part 4 \_\_\_\_\_

28

Лекция 6

Part 5 \_\_\_\_\_

Part 6 \_\_\_\_\_

Part 7 \_\_\_\_\_

Part 8 \_\_\_\_\_

Part 9 \_\_\_\_\_



A. Anyway, I've got to go now. Loads of homework (unfortunately!).

B. I'm sorry to hear you've had an argument with your best friend and that you're not speaking at the moment. Yes, it has happened to me too, and it's awful, isn't it?

C. Carol

D. Dear Sally,

E.

Write back soon!

F. Thanks for your letter. It was great to hear from you! Well done on passing your exams!

G. I think you need to ask yourself one question: what's more important – that argument or your friendship? I remember when I asked myself that it all became clear. I realised my friendship with Chris was far more important. I called him immediately and told him. We became friends again immediately. Maybe you should do the same thing. Let me know what happens! Good luck!

H. 23 Portland Street

Manchester

MN3 6YL

24th September

I. Lots of love,

**Key**

: Part 1. H; Part 2. D; Part 3. F; Part 4. B; Part 5. G; Part 6. A; Part 7. E;  
Part 8. I; Part 9. C

**Rewrite each of the following statements in a more informal way. There may be more than one possibility.**

1. Dear Jenny Williams,

---

2. I would like to thank you for your recent letter.

---

3. I had a similar experience and I found it unpleasant

---

4. Would you mind telling me whether you know the girl well?

---

5. I would advise you to inform the girl of your feelings.

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6. I look forward to hearing from you in the near future.

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7. Yours sincerely,

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**Imagine that you are a professor . Evaluate the late to Steve.**

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Cheboksary 428000

Russia

1 February 2012

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Best wishes,

Hellen

## Fill in the examination's card:

Criteria	points
<p>Содержание. Есть ответы на все вопросы</p> <p>Стилистически оформлено</p>	<p>3 вопроса заданы</p> <p>2</p>
<p>верно</p> <p>Высказывание Структура</p> <p>логично средства логической связи соблюдена.</p>	<p>2</p>
<p>использованы</p> <p>языковое оформление</p>	<p>2</p>
<p>- лексика и грамматика соответствуют поставленной задаче</p>	
<p>- практически отсутствуют орфографические и пунктуационные ошибки</p>	

***Спасибо за  
внимание***