Правила написания письма личного характера на английском языке

- **.. А**дрес.
- **2.** Дата
- **3.** Обращение
- <mark>4. Б</mark>лагодарность.
- **5.** Извинение.
- 6. Выражение надежды на здоровье.
- Выражение темы письма.
- 8. Письмо
- <mark>9. В</mark>опросы.
- <mark>10. К</mark>онцовка.
- **11.** Подпись

1.Адрес.

Novorossiysk Russia

9th April, 2012

Обращение – <u>не</u> с красной строки

Dear Mary,

Dear Lucy,

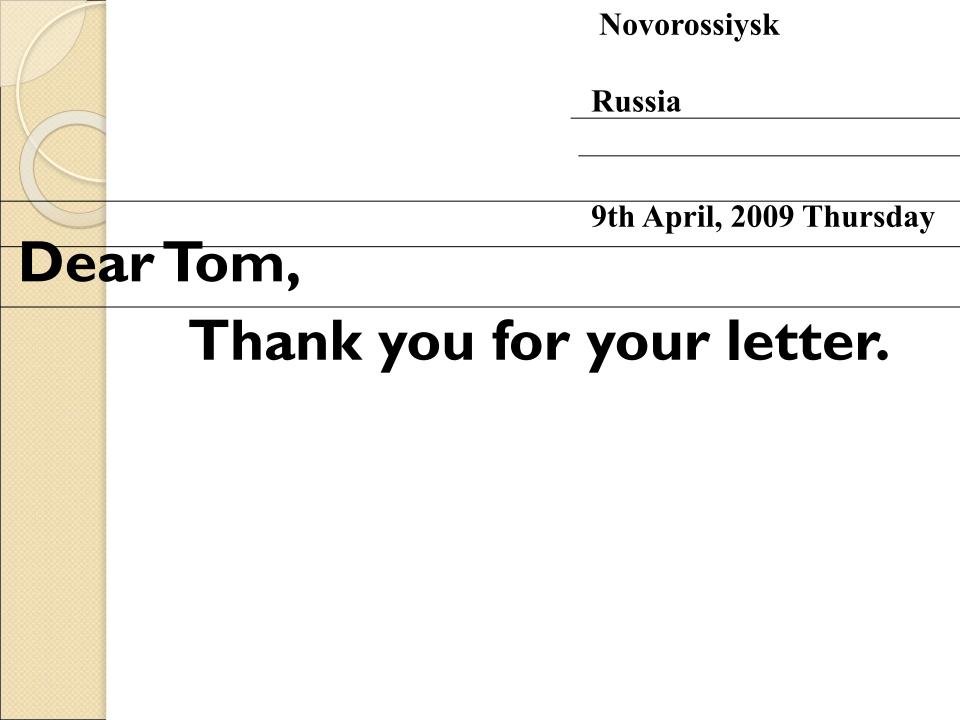
Dear Jack,

2.Благодарность. (с красной строки)

Thank you for your letter.

Many thanks for your recent letter.

It was good (nice, great) to hear from you recently.



3.Извинение.

I'm sorry I haven't written because I was busy.

Novorossiysk

Russia

9th April, 2012

Dear Tom,

I'm sorry I haven't written because I was busy.

4.Выражение надежды на здоровье.

hope you are well.

I hope you and your family are well.

Novorossiysk

Russia

9th April, 2012

Dear Tom,
Thank you for your letter.
I'm sorry I haven't written
because I was busy. I hope you
are well.

5.Выражение темы письма.

You want to know if I go to school. You asked me to tell you about ...

Novorossiysk

Russia

9th April, 2012

Dear Tom,

Thank you for your letter.
I'm sorry I haven't written
because I was busy. I hope you
are well. You want to know if I go
to school.

Well,

You want to know if I go to school.

Well, I do. It's very big. My classroom is comfortable and always clean. The blackboard and the floor are brown.....

7.Вопросы. (с <u>красной</u> строки)

Is your school big? What name does your school have? When does your school year end? What about your plans for the holidays?

8. Концовка. (с красной строки)

I am looking forward to hearing from you. See you soon. Write soon. Hope to hear from you soon.

Drop me a line.

Подпись (через строчку)

Lots of love,

Kate

Love,

Kate

Yours,

Kate

Best wishes, Kate

Novorossiysk
Russia

9th April 2012

Dear Tom,
Thank you for your letter. I'm sorry I haven't

Thank you for your letter. I'm sorry I haven't written because I was busy. I hope you are well. You want to know if I go to school.

Well, I do, It's not very big. There is a good

Is your school big? What name does your school have? When does your school year end? What about your plans for the holidays?

I am looking forward to hearing from you. Drop me a line when you can.

Best wishes,

Ann.