




# **Правила написания письма личного характера на английском языке**

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- 1. Адрес.**
  - 2. Дата**
  - 3. Обращение**
  - 4. Благодарность.**
  - 5. Извинение.**
  - 6. Выражение надежды на здоровье.**
  - 7. Выражение темы письма.**
  - 8. Письмо**
  - 9. Вопросы.**
  - 10. Концовка.**
  - 11. Подпись**

1.Адрес.

**Novorossiysk**  
**Russia**

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**9<sup>th</sup> April, 2012**

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Обращение – не 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.

**Novorossiysk**

**Russia**

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**9th April, 2009 Thursday**

**Dear Tom,**

**Thank you for your letter.**

### 3.Извинение.

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

**Novorossiysk**

**Russia**

**9th April, 2012**

**Dear Tom,**

**Thank you for your letter.  
I'm sorry I haven't written  
because I was busy.**



4.Выражение надежды на здоровье.

**I 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 красной 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 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 playground in front of the school. We have ten classrooms and there is a big beautiful hall in it. My classroom is comfortable and clean. ....

**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.**