

Обучение написанию письма при подготовке учащихся к ГИА

Если объём письма более 132 слов, то проверке подлежат только 120 слов, если объём письма менее 90 слов, то задание оценивается в 0 баллов

При определении соответствия объёма представленной работы требованиям считаются все слова, начиная с первого слова по последнее, включая вспомогательные глаголы, предлоги, артикли, частицы. В письме адрес, дата, подпись, также подлежат подсчёту.

При этом:

- Краткие формы (I've, it's, doesn't, wasn't) считаются как одно слово;
- числительные, выраженные числами (5, 29, 2010) считаются как одно слово;
- сложные слова (pop-singer, English-speaking, twenty-two) считаются как одно слово;
- сокращения (UK, e-mail, TV) считаются как одно слово.

Стратегии написания личного письма

- **Важно!** Нужно обязательно соблюсти требования к объему письма – 100-120 слов. Не пишите лишних подробностей. **Помните**, что обязательные повторяемые элементы письма - адрес, обращение, благодарность за полученное письмо, заключительные фразы и ваше имя в конце письма уже составляют около 20 слов. Заучите эти фразы и зрительно запомните схему расположения частей письма.
- **Прочитайте** отрывок из письма от вашего предполагаемого друга по переписке и задание к нему. Задание вам поможет сориентироваться, что от вас требуется написать.
- **Подчеркните** содержащиеся в отрывке вопросы, на которые вы должны ответить в первой половине вашего письма.
- **Определите** для себя тему вопросов, которые вы должны задать во второй части вашего письма.
- **Зрительно восстановите в памяти** макет письма. Начните писать, соблюдая правила написания личного письма
- **Закончив ваше письмо, обязательно проверьте** его на наличие орфографических или грамматических ошибок. Если вы не уверены, правильно ли написано какое-либо

Структура построения личного письма

адрес

дата

Обращение,

Благодарность за полученное письмо.

Ответы на вопросы друга по переписке.

Надежда на будущий контакт

Завершающая фраза,

Имя

Адрес и дата

- Адрес (находится в правом верхнем углу (адрес человека, который пишет письмо)).

- **Полный**

-

- **1-ая строка - номер квартиры,**

- **2-ая строка - номер дома, затем название улицы,**

- **3-ая строка - сначала город, затем почтовый индекс,**

- **4-ая строка - страна.**

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Flat 14

-

25, Lenin Street

-

Omsk

-

Russia

-

20.10.2012

- **Краткий**

-

Omsk

-

Russia

-

20.10.2012.

- Дата (её можно написать несколькими способами, пишем после адреса).

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20 October, 2012

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October 20, 2012

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The 20th of October

-

20.10.2012

Обращение

- Как правило, письмо на английском языке в формате ГИА-9 начинается с неформального обращения -

Dear Helen,
Dear Tom,

Вступление (выражаем благодарность за полученное письмо).

Примеры:

- Thank you for your letter. I haven't written to you for a long time because of my school exams;
- I was glad to get your letter. It was great to hear from you so soon!
- Thanks for your letter. Sorry for not having written earlier but I was too busy at school.
- Hi! How is it going? I hope you're well. Thanks for your last letter. It was great to hear from you.

- **Можно упомянуть на какой-либо факт из полученного письма. Примеры:**
- I'm glad you are in your school volleyball team now.
- I'm glad you're going to visit Russia.
- I'm glad you have no problems at school now.
- It was great to hear your news.
- I also wish you a Happy New Year!

Основная часть письма

- Основная часть письма включает ответы на вопросы друга по переписке. Эта основная составляющая часть, где решаются коммуникативные задачи. Здесь раскрывают все аспекты, указанные в задании.
- Здесь нужно использовать неформальные слова – связки, т.к. письмо пишем в **неформальном стиле**:
- **By the way, anyway, so, actually, as for me, first of all, no doubt, also, finally, so that, however.**
- Для логической связки перехода от вступления к основной части можно использовать:
- **Примеры:**
- In your letter you asked me about...
- First of all, let me tell you about my...
- I'll try to answer your questions.

Заключительная часть

Здесь вы выражаете надежду на ответ друга.

Примеры:

- Write to me soon.
- Hope to hear from you soon.
- Take care and write back soon.
- Take care and keep in touch!
- Looking forward to hearing from you.
- Drop me a letter when you can.

Заключительная фраза и подпись

Завершающая фраза должна быть написана в соответствии с неофициальным стилем самого письма, например:

- Best wishes - с наилучшими пожеланиями
- All the best - всего наилучшего
- Take care - береги себя
- With love - с любовью
- Lots of love - с любовью

- **После этой фразы обязательно ставится запятая.**

После заключительной фразы вам необходимо подписаться, т.е. написать свое имя. Только имя, без фамилии. Подпись ставится на отдельной строке. После подписи точка - не пишется!

Useful expressions

- Thanks (a lot) for your (last, recent) letter.
- Your last letter was a real surprise.
I was glad to get your letter.
It was great to hear from you!
- It was great to hear that...
- I was happy to hear...
- Sorry I haven't written for so long but ...
- Sorry I haven't been in touch for so long.
I'm sorry I haven't answered earlier but I was really busy with my school.
- I'm glad you passed your History test!
Sounds like you had a great time in London!
Great news about your...!
- I believe/feel (that)
- To my mind
- If you ask me
- It seems to me
- In my view
- I'm not sure. I haven't thought about it much.
- That's a very good point.
- I can see what you mean.
- As for me...
- On the one hand...on the other hand
- Maybe it....

Полезные замечания

1. При делении на абзацы нужно либо делать **КРАСНУЮ СТРОКУ**, либо делать заметный **ПРОПУСК МЕЖДУ АБЗАЦАМИ**

2. Нельзя начинать абзац со слов:
YES, BUT, WELL
OF COURSE, BECAUSE

3. Если в письме спрашивают “in your country”, то нельзя использовать местоимение «I», нужно писать «People\We...»

4. Если спрашивают про что-то «вообще», не нужно описывать конкретный случай


Образец выполненного задания С1

14/4 Topolinaya
Togliatti 445047
Russia

1 February 2013

Dear Tom,

- I'm sorry I couldn't reply straightaway. I was busy with my schoolwork.
- I'm only 16 and I can't help relying on my parents now, but most of my friends and I dream to be independent. As soon as I leave school, I'll go to university. If I find a part-time job, I'm ready to leave my family and start living on my own. Of course, it's hard financially to rent a house or an apartment in Russia, especially if you are a student and don't have much money, but I'm prepared for this.
- Well, I'm happy to hear you've finally fulfilled your dream – a trip to Scotland! How long were you there? What places did you visit? Did you try on a kilt?
- Oh, I have to go now. Mum wants me to do some shopping for her.
- Hope to hear from you soon,
- Andrey

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- **Тренировочные упражнения на отработку и закрепления материала по разделу «Письмо»**

Тренировочные упражнения

- **1. Прочитайте фразы (1-15), которые вы можете употребить в различных частях письма. Подумайте, где именно. Заполните таблицу их номерами.**
- 1. Waiting for your letter.
- 2. Thanks for your letter.
- 3. Dear Chris,
- 4. Say hello to everyone.
- 5. Best wishes,
- 6. How are you?
- 7. Yours,
- 8. Lots of kisses,
- 9. Hello Julie,
- 10. Bye for now,
- 11. Love,
- 12. All the best,
- 13. Dearest Jane,
- 14. It was nice to hear from you.
- 15. Well, that's all for now.



Приветствие (greeting)	Вступительная часть (introduction)	Основная часть (main body)	Завершение (ending)

○ **В этом письме перепутаны части. Расставьте их по порядку и заполните таблицу их номерами.**

- A. Best wishes,
- B. If we can't stay outdoors, could you find out what we could do indoors? Perhaps we could go to a museum or somewhere else.
- C. I'm glad to learn that you're having fun in London. By the way, I'm coming to see you next weekend, and I'm really looking forward to joining you.
- D. Thank you for your last letter. Sorry, I haven't written sooner, but I've been very busy at school.
- E. Martin
- F. I hope it won't rain because I'd also like to visit some of London's famous parks. I've heard that Hyde Park is really beautiful in autumn.
- G. I'm finishing, I have to do some homework. See you on Friday evening.
- H. Dear Emma,
- I. First of all, I'd like to go on the London Eye. I've heard that the views are fantastic, especially if the weather is good.

Read the sentences and decide which are from introductions and which are from conclusions.

○

1. Please let me know as soon as possible.
2. I'm writing to invite you to our wedding on 6th May.
3. I'm sure it will be fun, and I hope you'll be able to come.
4. Looking forward to seeing you then.
5. We're organising a fancy-dress party and it would be great if you could come.
6. We'd love it if you could come to our house-warming party on 27th January.

You have received a letter from your English pen friend, but some words and expressions have missed. Fill in them correctly.

- (1) Thomas
- (2) besides
- (3) Thanks for your letter.
- (4) another thing
- (5) Thomas Black
- (6) of course
- (7) by the way
- (8) to start with
- (9) wait to see you.
- (10) looking forward to meeting you

(1) _____
23, Randall Street
Brighton BX 1002
UK
05/06/11

Dear friend,

(2) _____ I was so glad to hear that you're going to visit us this summer here in Brighton. Let me tell you about some of the things we'll be able to do while you are here.

(3) _____, we'll play paintball with my friends in the woods behind our house.

(4) _____, you'll need old clothes for that but don't worry — you can wear some of mine.

(5) _____ we can do is go biking down to the land. It's a bit far from my house but I hope mother will let us go if my elder brother goes with us.

You shouldn't feel shy about meeting my friends. They are nice guys and are (6) _____.

(7) _____, your English is quite good, so you won't have any problems.

(8) _____, could you bring some photos of your city's historical places? My friends and I are doing a project on history of other countries and the pictures will really help us to make it nicer.

Well, I've got to get back to my homework. Can't (9) _____.

Best wishes,

(10)

Найдите 10 ошибок в письме (правописание, грамматика, пунктуация). Напишите правильный вариант.

2nd March

England, London

Dear Berth, thank you for your letter. Sorry I haven't written for you before, as I'm up to my neck in business.

Actually, I'm in need of pocket money like you and like you I'm crazy about computers. So, last month I started repairing my neighbours computers. They told their neighbours about that and so forth. Now I go to different people's houses on my bike to help them with any problems they have. This week I've already fixed 5 computers and the people seem happy to my service. At least I haven't had any complaints yet.

Anyway, enough about me. How you about?

Now I have to stop writing, because my mobile is ringing. Maybe, somebody needs my help in the computer!

Hope to hear from you soon. Best wishes,

Nick

Выберите из двух вариантов неформальный стиль личного письма

Dear **(1) Mrs. Smith/Kate,**

Thank you for your letter. I'm really looking forward to coming to Canada. Well, **(2) you asked me to tell you/ requested** a few things about myself, so (3) please **see below/ here** goes!

I'm tall, blonde, have green eyes. Like all models I'm a little bit **(4) underweight/skinny**. Anyway, **(5) I've popped in a snap of me/I have enclosed a photograph**, so that you can see for yourself.

The good news is that we both have the same hobby. I am **(6) fond of/crazy about** modern theatre. Shall we **(7) purchase tickets/buy** some tickets and go together to a new play when I come?

There are a lot of other things I am **(8) anxious/dying** to do when I get to your place. I've never tried fishing and boating, so perhaps you can teach me.

Well, I'd better finish now and get this in the post.

Hope to hear from you soon.

(9) Best wishes/Sincerely yours,

Jane

Обсудите в группах:

- - наиболее типичные ошибки, которые ученики делают при выполнении задания "Письмо";
- - составьте рекомендации для учащихся другой группы как выполнять раздел "Письмо";
- - составьте краткие рекомендации для экспертов по оцениванию работы "Письмо";
- - составьте "шпаргалку" для одноклассников (9 кл.) по основным моментам выполнения работы "Письмо";
- - составьте список средств логической связи для работы "Письмо".

Прочитайте предложения 1–8, определите, какие предложения соответствуют формальному письму (F), а какие неформальному (I).

- I am writing to complain about the course in business English for beginners.
- I would like to ask for compensation.
- It's cool!
- I hope you remember about the packet from Aunt Anna.
- I would also be very grateful if you could inform me ...
- Dear Ms Smith,
- I wonder if you could come to join me in the second half of August.
- I haven't heard from you for such a long time!

- **Key:** 1 – F, 2 – F, 3 – I, 4 – I, 5 – F, 6 – F, 7 – I, 8 – I

Match the items on the right to the items on the left

- | | |
|-----------------|---------------------------------------|
| 1) Greeting | a) Write: best wishes + your name |
| 2) Introduction | b) Thank your friend for his letter |
| 3) Main body | c) Say bye and promise to write soon |
| 4) Conclusion | d) Write «Dear + your friend's name |
| 5) Ending | e) Divide your letter into paragraphs |

Вставьте в пропуски выражения по смыслу и кратко ответьте на вопросы после письма.

- (1) everyday
- (2) usually
- (3) always
- (4) with a lot to do
- (5) once a month
- (6) twice a week
- (7) next week
- (8) to hear from you
- (9) always
- (10) to hearing from you
- (11) every day
- (12) at the moment
- (13) always

5 Essex Road
London SW12 5JL
24th October

Dear Janet,

Thank you for your letter. I'm (1) _____ very happy (2) _____. Everything you do is so exciting.


I'm sitting (3) _____ doing my homework. I'm waiting for mother so that we can have dinner together. School is rather boring (4) _____. I do the same things (5) _____. I (6) _____ get up at the same time in the morning and I travel to school (7) _____ by tube. I have the same subjects at school and I (8) _____ have lunch in the school canteen. (9) _____ I go to the cinema and (10) _____ I go to Brighton to see you. Never mind. Our spring holidays start (11) _____ and we are having a school party in June! At least that's exciting.

I look forward (12) _____ soon.

Love,

Joy


1. Who is the letter to?
2. Who is the letter from?
3. Where does Joy live?
4. Where does Janet live?
5. What is Joy doing at the moment?
6. What does Joy do at the same time every morning?
7. How does Joy travel to school?
8. Where does Joy usually have lunch?
9. Where does Joy go twice a week?
10. How often does Joy see Janet?
11. When is Joy having holidays?
12. When is Joy having a school party?



You have 30 minutes to do this task. You have received a letter from your English-speaking pen friend, Sam .

... Last summer my elder sister went with her friends on a 3 week eco-tour to Peru. They lived in a local village, helped their hosts about the house, with their cattle and worked in the fields. Where would you like to go, if you could choose? What do you think about an eco-tour to some foreign country? What are your plans for this summer, if there're any?

Write him a letter and answer his 3 questions. Write 100-120 words. Remember the rules of letter writing.



**Письменная речь неотрывно
связана с устной речью.
Обучение письму является тем
предметом, который
единовременно развивает и
устную речь и чтение и
способствует лучшему
запоминанию материала, а так
же умение писать письмо
необходимо для хорошей
сдачи ГИА и ЕГЭ.**