

How to write a personal letter (the rules)

Адрес

Дата

Обращение,

Вступление: благодарит адресата за ранее полученную корреспонденцию и делает ссылку на предыдущий контакт. Извиняется (если необходимо), что не писал раньше.

In your letter you asked me about...

Основная часть!

Отвечает на 3 вопроса. **Использует средства логической связи.**

Вежливо объясняет, почему заканчивает писать. Делает ссылку на дальнейший контакт.

Завершающая фраза,

Подпись

1. Адрес пишущего указывается в правом верхнем углу

1.
номер квартиры
номер дома и название
улицы
город, индекс
страна

Flat 7
21 Pirogova Street
Moscow 687564
Russia

Moscow
Russia

Moscow, Russia

2. Под адресом дата.

Address

2. Date

25 April 2022

April 25, 2022

April 25th, 2022

22nd April, 2022

22/04/2022

22.04.2022

Moscow, Russia

22/04/2022

3. Salutation

3. Письмо начинается с обращения. Например: Dear Sally,
После обращения ставится запятая.

Moscow, Russia

22/04/2022

Dear Sally,

4. Вступление

a) благодарит адресата за ранее полученную корреспонденцию и делает ссылку на предыдущий контакт:

- ✓ Thank you for the letter.
- ✓ Many thanks for the letter.
- ✓ I was awfully glad to get your letter. Hope you are OK.
- ✓ It was great to hear from you.

b) извиняется (если необходимо), что не писал раньше:

- ✓ I must apologize for not writing for so long, but I had no time.
- ✓ I really should have written sooner, but I was very busy.
- ✓ I'm sorry I haven't been in touch lately.

Moscow, Russia

22/04/2022

Dear Sally,

Thank you for the letter. I was awfully glad to get your letter. Hope you are OK. I'm sorry I haven't been in touch lately.

5. Основная часть

Делаем переход от вступления к основной части:

- ✓ In your letter you asked me about...
- ✓ You have asked me about...
- ✓ You also wanted to know....
- ✓ I'm happy to answer your questions...
- ✓ Thank you for asking me so interesting questions.
- ✓ As you are interested in ... I'd like to tell you that/about...

Moscow, Russia

22/04/2022

Dear Sally,

Thank you for the letter. I was awfully glad to get your letter. Hope you are OK. I'm sorry I haven't been in touch lately.

In your letter you asked me about...

В основной части должны быть раскрыты все аспекты, указанные в задании:

✓ Даны ответы на все вопросы

Новая мысль с новой строчки!

In your letter you asked me about...

✓ Средства связи, используемые при написании личного письма:

- As you know,
- You know,
- By the way,
- Frankly speaking,
- As far as I know,
- Actually,
- In fact,
- Also,
- After all,
- As far as I remember,
- If I were in your place,
- As a matter of fact,
- No secret,
- To tell you the truth,
- Believe it or not,

Moscow, Russia

22/04/2022

Dear Sally,

Thank you for the letter. I was awfully glad to get your letter. Hope you are OK. I'm sorry I haven't been in touch lately.

In your letter you asked me about...

Основная часть!

6. Вежливо объясняет, почему заканчивает писать:

- ✓ Anyway, I must go and get on with my work.
- ✓ Sorry, my mum is calling me.
- ✓ Oh, I have to go now. I promised my Mum to clean the bathroom.

Moscow, Russia

22/04/2022

Dear Sally,

Thank you for the letter. I was awfully glad to get your letter. Hope you are OK. I'm sorry I haven't been in touch lately.

In your letter you asked me about...

Основная часть!

Oh, I have to go now. I promised my Mum to clean the bathroom.

И упоминает о дальнейших контактах:

- ✓ Hope to hear from you soon.
- ✓ I can't wait to hear from you.
- ✓ Write back soon.
- ✓ I'm looking forward to hearing from you.

Moscow, Russia

22/04/2022

Dear Sally,

Thank you for the letter. I was awfully glad to get your letter. Hope you are OK. I'm sorry I haven't been in touch lately.

In your letter you asked me about...

Основная часть!

Oh, I have to go now. I promised my Mum to clean the bathroom. I'm looking forward to hearing from you.

7. Завершающая фраза:

- ✓ Best wishes,
- ✓ All the best,
- ✓ Yours,
- ✓ Take care and keep in touch,
- ✓ Best regards,

После завершающей фразы ставится запятую!!!

Moscow, Russia

22/04/2022

Dear Sally,

Thank you for the letter. I was awfully glad to get your letter. Hope you are OK. I'm sorry I haven't been in touch lately.

In your letter you asked me about...

Основная часть!

Oh, I have to go now. I promised my Mum to clean the bathroom. I'm looking forward to hearing from you.

Take care and keep in touch,

8. Подпись

После подписи не ставится никаких знаков препинания!!!

Шаблон письма

Moscow, Russia

22/04/2022

Dear Sally,

Thank you for the letter. I was awfully glad to get your letter. Hope you are OK. I'm sorry I haven't been in touch lately.

In your letter you asked me about...

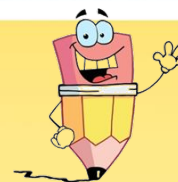
Основная часть!

Oh, I have to go now. I promised my Mum to clean the bathroom. I'm looking forward to hearing from you.

Take care and keep in touch,

Elena

Помните



❑ Письмо должно быть написано в неофициальном (разговорном) стиле, поэтому приветствуются:

- ✓ разговорные выражения
- ✓ слова-связки
- ✓ сокращения
- ✓ восклицательные знаки (но не часто)

❑ Следует показать свои знания языка, используя:

- ✓ достаточный лексический запас
- ✓ разные грамматические структуры
- ✓ средства логической связи
- ✓ нормы вежливости
- ✓ правильный порядок слов в предложениях
- ✓ грамотное написание слов и правильное употребление знаков пунктуации



Помните



- ❑ После того, как работа закончена, проверьте еще раз, есть ли в письме:

- ✓ адрес
- ✓ обращение
- ✓ деление на абзацы
- ✓ ответы на **все** вопросы
- ✓ **все ваши** вопросы в соответствии с заданием

- ❑ Не забудьте подсчитать количество слов (включая адрес):

Допустимые отклонения
+ 10%
-10%

- ✓ Учитываются все слова, в том числе предлоги, артикли, частицы, союзы, вспомогательные глаголы.
- ✓ Как одно слово считаются краткие формы, числительные, записанные цифрами и словами, составные слова, сокращения и аббревиатуры.

(- 10% = 90 слов, + 10% = 154 слова)

См. далее



Пример письма

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

...In Great Britain most young people want to become independent from their parents as soon as possible. Could you tell me what you and your friends think about not relying on your parents? Are you ready to leave your family immediately after you finish school? Is it easy to rent a house or an apartment for students in Russia?

Write a letter to Tom.

In your letter answer his questions

Write 100 – 120 words.

Remember the rules of letter writing.

Moscow, Russia

24/04/2022

Dear Tom,

Thank you for the letter. I was awfully glad to get your letter. Hope you are OK.

I'm happy to answer your questions. 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. **Frankly speaking**, if I find a part-time job, I'll be 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.

Oh, I have to go now to do the shopping. Hope to hear from you soon.

Best wishes,

Elena

132 слова