

Writing personal letter



Структура письма

Адрес

дата

обращение

Благодарим за письмо

Основная часть

Подводим к завершению

Завершающая фраза

Ваше имя

Адрес

Teukovo

Russia

09/04/2015

Обращение: *Dear* + имя

Dear Carol,

Hi Tania,

Hello Bill,

Запятая обязательна

!

Первое предложение:

*короткое предложение,
обращённое к адресату*

- ☐ Thanks for your recent letter ...
- ☐ Thanks for writing back so quickly...
- ☐ I just wanted to let you know...
- ☐ Sorry I haven't written for ages...
- ☐ I haven't heard from you for some time...

Содержание письма

I'm glad to hear from you. Thanks for your letter. How are you getting on?

I'm having a great time here in London. We are staying at a nice hotel.

I have a lot of things to do. *Yesterday* we visited the Tower of London and walked along the streets.

Tomorrow we are going to the Covent Garden where I hope *I'll* buy some presents for you. On Saturday we are going to a party near Wimbledon. I think it will be great!

Один абзац
содержит
информацию по
одному вопросу

Помни о времени,
в котором
происходит
действие!

Черты
неофициального
стиля: краткие
формы,
восклицания

Заключение:

*приветы другим людям,
подпись – ваше имя*

- Please give my regards to...
- Give my love to Bill...
- All the best,
- Love,
- Best wishes,
- With love from,

Подпись:
пишите имя, никнейм

All the best,
Olga

Образец письма

Teykovo
Russia
09/04/2015

Dear Carol,

I'm glad to hear from you. Thanks for your letter. Sorry, I haven't written for so long. I had a lot of homework to do. How are you getting on?

In fact, I enjoy staying here in London. *Yesterday* we visited the Tower of London and walked along the streets.

Tomorrow we are going to visit Lego Land. On Saturday we'll going to a party. I think it will be great!

By the way, did you enjoy your trip to Scotland? Have you seen the Loch Ness monster?

Well, I'd better go now as I have to walk my dog. Hope to hear from you soon.

Best wishes,

Tom

Слова-связки

As for me, Besides,
for example, such as,
By the way, of course,
(un)fortunately, Anyway,
You know, Well,
As far as I know, Finally

Шаблон

Dear (ИМЯ),

Thanks for your letter, it was nice to hear from you. I'm sorry I couldn't reply straightaway. I was busy with my schoolwork.

You asked me about (пишем о теме, которой интересуется написавший нам письмо). **Well,** (отвечаем на его вопросы).

By the way, (задаем три своих вопроса в отдельных предложениях)

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

Looking forward to hearing from you soon.

All the best,

Твоё имя

