

WRITING AN INFORMAL LETTER

SAMPLE TASK

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

... It was great to hear that you went to Italy during your spring holidays. I have always wanted to visit this wonderful country. Did you enjoy your journey? What places of interest did you visit? What impressed you most of all?

As for me, I am awfully tired because we've got too many tests at school. Can't wait for the summer break...

Write a letter to Mary.

In your letter

- Tell her about your journey to Italy
- Write 100-120 words
- Remember the rules of writing

THE SCHEME OF THE LETTER

		Address (Vyborg Russia)
		Date 02/02/16
Dear _____,		
Reference to the previous contacts.		
Main body of the letter. Answers to the task questions (with arguments)		
The reason to stop writing.		
Reference to further contacts.		
Concluding phrase,		
Name		

WRITING ADDRESS

Example:

Town
Country

Vyborg
Russia

WRITING THE DATE

*пишется под адресом, пропустив строку

Example:

February 2nd, 2016

2 February 2016

02/02/16

HOW TO START THE LETTER

- * Use only the first name (usually mentioned in the task)

- *Put the comma

Example:

Dear Tim,

Dear Marry,

THANKING FOR PREVIOUS CONTACTS

Reference to the previous contacts:

Thanks (a lot) for your (last) letter.

Your last letter was a real surprise.

I was glad to get your letter.

It was great to hear from you!

Apologizes for not writing earlier :

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 _____.

Or\and reference to the information from your pen friend's letter:

I'm glad you passed your History test!

Sounds like you had a great time in London.

Great news about your...!

THE BODY OF THE LETTER

Answer all the questions. Add arguments for the “why” questions. List at least three items for the “what, which” questions.

- Make a continuous text by using linking words:
- Giving examples: **For example/For instance/Namely**
- Adding information: **Moreover/In addition/As well as /Furthermore/Apart from/In addition to/Besides**
- Summarizing: **In short/In brief/In summary/To summarise/In a nutshell/To conclude/In conclusion**
- Sequencing ideas: **Firstly, secondly, finally/The first point is/Lastly/The following**
- Giving a reason: **for \as\Because of\Since**
- Contrasting ideas: **However/Although / even though/Despite / despite the fact that/In spite of / in spite of the fact that/Nevertheless/While/Whereas/Unlike/In theory... in practice...**

□

HOW TO FINISH THE LETTER

Explain why you are finishing writing:

Well, I'd better go now as I have to do my homework.

Anyway, I have to go now because my mum asked me to help her with the washing up.

I've got to go now! It's time for my favourite TV show.

Mention the hope for the following contacts:

Write back soon!

Take care and keep in touch!

Drop me a letter when you can.

Hope to hear from you soon.

I can't wait to hear from you!

CONCLUSION

На отдельной строке напишите завершающую фразу-клише.

После нее поставьте запятую

Example:

Love,

Lots of love,

All the best,

Best wishes,

With best wishes,

Best regards

WRITING THE NAME

*write only your first name on a separate line

Example:

Kate

Andrew

DO THE TASK

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

... At school we are doing projects on reading habits of people in different countries. Could you tell me what kind of books you and the members of your family like reading?

As for the family news, we bought a new house last week...

Write a letter to Steve.

In your letter

- Tell him about the kind of books you and your relatives like to read
- Write 100-120 words
- Remember the rules of writing