

Writing a personal letter



Структура письма

The diagram illustrates the structure of a letter, enclosed in a large rectangular frame. The components are arranged as follows:

- Адрес** (Address): Located in the top right corner.
- дата** (Date): Located below the address in the top right corner.
- обращение** (Salutation): Located on the left side, below the date.
- Благодарим за письмо** (Thank you for the letter): A horizontal bar spanning the width of the letter body.
- Основная часть** (Main body): A horizontal bar spanning the width of the letter body.
- Подводим к завершению** (Concluding remarks): A horizontal bar spanning the width of the letter body.
- Завершающая фраза** (Closing phrase): A horizontal bar spanning the width of the letter body.
- Ваше имя** (Your name): Located at the bottom left of the letter body.

***Адрес : город
страна***

***Lipetsk
Russia***

Дата

20 September, 2018

Обращение: *Dear + имя*

Dear Laura,

Hi Tania,

Hello Bill,

Запятая обязательна

!

Первое предложение:

*короткое предложение,
обращённое к адресату*
БЛАГОДАРНОСТЬ

- ☐ **Thanks for your letter.** – Спасибо тебе за твое письмо.
- ☐ **I am (was) glad to get (your letter)it.** – Я (был) рад получить твое письмо.
- ☐ **I am (was) happy to receive your letter.** - – Я (был) рад получить твое письмо.
- ☐ **I haven't heard from you for ages.** – Очень давно о тебе не слышал.
- ☐ **I'm happy to learn news from you.** - Я рад узнать новости от тебя.

Извинения:

- ❑ Sorry, I haven't written for so long because I (was really busy).
- ❑ Sorry, it's been so long since I wrote.
- ❑ I haven't written sooner as I was busy at school.
- ❑ Sorry, I couldn't answer at once. I've been really busy because ...

Ответы на вопросы:

- ❑ In your letter you ask(ed) me about ...
- ❑ You ask(ed) me about/ how/what
- ❑ (In your letter) You took a deep interest in
- ❑ First of all, let me tell you about
- ❑ In your letter you want to know about ...
- ❑ I've had to think much over your questions about ...
- ❑ It was good to get your letter, where you wrote about ...

Содержание письма (смысловые абзацы)

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

Выражение надежды на следующее письмо:

Sorry, I have to stop to help my ...

Well, I must fly now. I've got so
much homework to do tonight.

Sorry, it's time to do my homework

Второе предложение на надежду

- Keep in touch!
- Write back soon!
- Drop me a line when you are free.
- I'm looking forward to your answer!
- I hope to hear from you soon!

Take care and keep in touch. — Береги себя; будем на связи.

I hope to hear from you soon / looking forward to hearing from you. — Жду от тебя новостей.

I can't wait to see you. — Не могу дождаться встречи с тобой.

Drop me a line when you can. — Пиши мне, как сможешь.

I've got to go now as I have lots of homework to do. — Мне нужно идти, у меня много уроков.

I must fly. My friend is waiting for me. — Мне нужно бежать. Меня ждет друг.

I'd better go now. My friend is calling. — Мне нужно идти. Мне звонит мой друг.

Заключение:

*приветы другим людям,
подпись – ваше имя*

- All the best,
- Love,
- Best wishes,
- With love from,

Подпись:

пишите имя

Best wishes,

All the best,

Anna

Образец письма

Dear Sally,

Thank you for your letter. I was glad to hear news from you.

In your letter you asked me about my summer holidays. Well, last summer my family and I were in Sochi. We were there 10 days. We stayed at a nice hotel.

The weather was hot and sunny. We went to the sea, swam and played games.

In the morning we had breakfast. After it, I walked a lot and read books. In the afternoon we visited a lot of interesting places. Then we had lunch in a café. We ate tasty food. In the evening we danced and listened to music on the beach. At 10 o'clock we went to bed. I enjoyed it very much.

Sorry, I have to stop, mum is waiting for me.

Best wishes,

Anna

Слова-связки

In	Итак, ...
In the beginning, ...	В начале,...
Next ..	Далее ...
Then	Затем ...
After that(it), ...	После этого ...
Besides ...	Кроме того ...
In any case	В любом случае ...
As for (me) ...,	Что касается (меня), ...
Anyway, ..	В любом случае, ...
In the end ...	В конце ...

Необходимая лексика

Go abroad/to the country

Visit relatives/ lots of places

Go to museums

See lots of nice flowers

Eat tasty food in a cafe

Have breakfast/lunch/ dinner

Buy(bought) presents

Swim (swam) in the sea

Meet friends

Play games

Go by bus/car/ plain/train

Be happy

Enjoy summer holidays

The weather .. Nice/warm/hot/ pleasant/ wonderful

Sleep a lot

Watch TV

Stay at a nice hotel

Do a lot of things as ...

Drink juice

Useful/ comfortable

