

Правило написания английского письма.

1. Адрес.
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5. Извинение.
6. Выражение надежды на здоровье.
7. Выражение темы письма.
8. Письмо
9. Вопросы.
10. Концовка.
11. Подпись

1.Адрес.

**Fl 78, 16 Novaya Street
Nizhnie Sergi 623090
Russia**

9th April, 2009 Thursday

Обращение – не с красной строки

Dear Mary,

Dear Lucy,

Dear Jack,

2.Благодарность. (с красной строки)

Thank you for your letter.

Many thanks for your
recent letter.

It was good (nice, great) to
hear from you recently.

**Fl 78, № 16 Novaya Street
Talnakh, 663333
Russia**

9th April, 2009 Thursday

Dear Irene,

Thank you for your letter.

3.Извинение.

**I'm sorry I haven't
written because I was
busy.**

Fl 78, № 16 Novaya Street
Talnakh, 663333
Russia

9th April, 2009 Thursday

Dear Irene,

Thank you for your letter. I'm
sorry I haven't written because I
was busy.

4.Выражение надежды на здоровье.

I hope you are well.

**I hope you and your
family are well.**

Fl 78, № 16 Novaya Street
Talnakh, 663333
Russia

9th April, 2009
Thursday

Dear Irene,

Thank you for your letter. I'm
sorry I haven't written because I
was busy. I hope you are well.

5.Выражение темы письма.

You want to know if

I go to school.

**You asked me to tell
you about ...**

Fl 78, № 16 Novaya Street
Talnakh, 663333
Russia

9th April, 2009
Thursday

Dear Irene,

Thank you for your letter. I'm
sorry I haven't written because I
was busy. I hope you are well. You
want to know if I go to school.

Well,

You want to know if I go to school.

Well, I do. It's very big. My classroom is comfortable and always clean. The blackboard and the floor are brown.

7.Вопросы. (с красной строки)

**Is your school big? What
name does your school have?
When does your school year
end? What about your plans
for the holidays?**

8.Концовка. (с красной строки)

**I am looking forward to
hearing from you.**

See you soon.

Write soon.

**Hope to hear from you
soon.**

Give my regards (love) to

....

Подпись (через строчку)

Lots of love,

Kate

Love,

Kate

Yours,

Kate

Yours truly,

Kate

Regards,

Kate

Best wishes,

Kate

Fl 78, № 16 Novaya Street
Talnakh 663333
Russia

9th April 2009, Thursday

Dear Irene,

Thank you for your letter. I'm sorry I haven't written because I was busy. I hope you are well. You want to know if I go to school.

Well, I do. It's not very big. There is a good playground in front of the school. We have ten classrooms and there is a big beautiful hall in it. My classroom is comfortable and clean.

Is your school big? What name does your school have? When does your school year end? What about your plans for the holidays?

**I am looking forward to hearing from
you.**

**Lots of love,
Kate.**