

Personal letter

Your address

Date

Salutation,

Reference to the previous contact (thank you for the letter)

Answer part (one or two)

Closing line

Closing remarks,

Name

Address

- flat number
- house street
- city (town, village)
- country
- index

Date

- date/month/year (BE)
- month/date/year (AE)
 - September 7, 1996
 - September 7th, 1996
 - 7 September, 1996
 - 7th September, 1996

Salutation

- Dear John,
- My dear John,
- John,
- Dearest,
- My darling,

Reference to the previous contact (thank you for the letter)

- I was very happy to get your letter. Sorry, I have not written for so long because I have been busy at school studying for my exams. How are you keeping?
- Thank you for your recent letter. I'm awfully sorry for not writing to you earlier, I had so many tasks at school that I had very little free time.

- It was nice to hear from you. I'm sorry I couldn't write you earlier because I was very busy.
- Thanks for your letter. How are you? I hope all is going well.
- Thank you for your letter. I was really glad to get it. How are things with you?
- Thanks a lot for your letter. I am happy you don't forget about me. Sorry, I didn't reply at once – I was really busy.

Answer part (one or two)

- В основной части - последовательные ответы на все вопросы, заданные адресатом
- Основная часть состоит из абзацев, каждый абзац следует посвятить одной теме или одной определенной информации.

Answer part

Необходимо использовать речевые формулы, связующие слова:

- - first, also, finally (addition);
- - but, however, still (contrast);
- - so that (purpose);
- - such as, for example, as I see it (example);
- - as, because (reason);
- - when, while (time);
- - Anyway, Well, Right (beginning of a sentence);
- - because of that, so (conclusion).

Closing line

- - I am looking forward to your answer. Keep in touch.
- - Write back soon.
- - Hope to hear from you soon.
- - That is all for now. Hope to hear from you soon.
- - I am looking forward to hearing from you soon.

Closing line

Well, I must finish now./Well, I must go now.

- My friend is waiting for me.
- My niece is crying.
- My mother is calling me.
- My mother is waiting for me.
- It's already 11 o'clock. My lessons begin in half an hour.
- It's time to go to bed.
- We're starting to the country.

Closing remarks

- Love,
- Best regards,
- Best wishes,
- Looking forward to seeing you,
- Warmly,
- Fondly,
- Missing you,
- All the best,
- Much love,
- Take care,
- Yours,

Name

- Kate

**После имени точка
не ставится!**