

# Подготовка к ГИА

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**Написание письма  
личного характера.  
Rules of letter  
writing.**

# Что нужно знать, чтоб удачно сдать экзамен?

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✓ **Предмет**



✓ **«Правила игры»**



C1.

You have received an email message from your English-speaking pen-friend Harry:

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- ❑ **From: Harry@mail.uk**
  - ❑ **To: Russian\_friend@oge.ru**
  - ❑ **Subject: foreign language**
  - ❑ *A new Language Centre was opened next to my house recently. I'd really like to take a course there but I don't know what language to choose the choice is really wide ...*
  - ❑ *... What foreign language would you like to speak? How can foreign languages help you in your future life? What place on our planet would you like to see and why?*
  - ❑ Write a message to Harry and answer his 3 questions.
  - ❑ Write 100–120 words.  
Remember the rules of letter writing.
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# Содержание

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- ☐ Объем (90-132 слова)
  - ☐ Обращение (неофициальный стиль).
  - ☐ Благодарность за полученное письмо. Ссылка на предыдущие контакты.
  - ☐ Ответы на 3 вопроса.
  - ☐ Завершающая фраза (неофициальный стиль).
  - ☐ Подпись (только имя).
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# Организация текста

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

- Адрес**: Located in the top right corner.
- дата**: Located below the address in the top right corner.
- обращение**: Located on the left side, below the address and date.
- Благодарим за письмо**: A horizontal bar spanning most of the width, located below the address.
- Основная часть**: A horizontal bar spanning most of the width, located below the thank-you bar.
- Подводим к завершению**: A horizontal bar spanning most of the width, located below the main part bar.
- Завершающая фраза**: A horizontal bar spanning about half the width, located below the conclusion bar.
- Ваше имя**: A horizontal bar spanning about half the width, located at the bottom left.

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- ❑ **From: Russian\_friend@oge.ru**
  - ❑ **To: Harry @mail.uk**
  - ❑ **Subject: foreign language**

- ❑ Написание электронного письма-ответа на экзамене, как и раньше, необходимо начинать с обращения, затем, после обращения, ставим запятую:
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# Обращение

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- **Dear Tim,  
Dear Rebecca,**
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# Благодарность за письмо

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- Thanks (a lot) for your (last) email.
  - Thank you for your recent letter (e-mail, message).
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# Ссылка на предыдущие контакты

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- Your last email was a real surprise.
  - I was glad to get your email.
  - It was great to hear from you! / It was great to hear that... /
  - It's a pity to hear that ...
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# Основная часть. С новой строки!

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- ☐ So, you asked me about...
  - ☐ Now I'm going to answer your questions.
  - ☐ (In your letter) you ask(ed) me how...
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# Средства логической связи

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- ☐ **well,**
  - ☐ **but**
  - ☐ **by the way,**
  - ☐ **anyway,**
  - ☐ **so,**
  - ☐ **because,**
  - ☐ **as for me,**
  - ☐ **of course**
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# Объясните, почему вы заканчиваете письмо:

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- ☐ Well, I'd better go now as I have to do my homework.
  - ☐ Anyway, I must finish my letter now because my Mum asked me to help her with the washing up.
  - ☐ I have to go now. It's time for my favorite TV show.
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# Упоминание о дальнейших контактах

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- ☐ **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!**
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# Завершающая фраза

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- ☐ **Love,**
  - ☐ **Lots of love,**
  - ☐ **All my love,**
  - ☐ **All the best,**
  - ☐ **Best wishes,**
  - ☐ **With best wishes,**
  - ☐ **Yours,**
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# Подпись (только имя!)

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- ☐ Sasha
- ☐ Marina

Snezhnogorsk  
Russia  
06/02/2014

*Dear Andrew,*

*Thanks for your letter. It was great to hear from you after such a long time! I'm sorry I haven't answered earlier but I was really busy with my school.*

*I have to go now. It's time for my favorite TV show. Hope to hear from you soon.*

*Best wishes,*

*Masha*



# Основная часть (Body of the letter)

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- So, you asked me about...
  - (In your letter) you ask(ed) me how...
-

## ***Вопрос 1***

### ***What do teenagers in your country do in their free time?***

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- ☐ So, you asked me about teenagers in my country. Well, they (teenagers in my country) like to play computer games too.
  - ☐ Well, they (teenagers in my country) like to watch TV (do sports/ read books/ surf the net).
  - ☐ As for me, I like to play chess/ prefer outdoor games.
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## **Вопрос 2**

***Do you like or dislike computer games and why?***

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- ☐ of course, I like computer games because they are fun.
  - ☐ As for me, I like computer games because they let me do things I never could in real life.
  - ☐ On the one hand, I like computer games because they touch on all of the things I love, on the other hand, this occupation takes me a lot of time.
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### ***Вопрос 3***

#### ***What do you use computers for?***

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- ☐ I use computers for doing my homework.
  - ☐ I use computers for studying English. I have a special program. I can do grammar exercises and learn new words there.
  - ☐ I use computers for practice my English with my friend from London.
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Snezhnogorsk  
Russia

06/02/2014

Dear Andrew,

*Thanks for your letter. It was great to hear from you after such a long time! I'm sorry I haven't answered earlier but I was really busy with my school.*

*So, you asked me about teenagers in my country. Well, they like to play computer games too. As for me, I like computer games because they let me do things I never could in real life. I use computers for practice my English with my friends from other countries.*

*I have to go now. It's time for my favourite TV show. Hope to hear from you soon.*

*Best wishes,*

*Masha*

20.04.2013  
Moskow Russia

*Dear Andrew!*

*Thanks for the letter. I was very glad to read it!*

*My Mum bought me a laptop last year. It is great! Now I can play computer games everywhere! I love play computer games. My favorite game is «Need for speed». It is my hobby. My mum and my dad play computer games, too. Teenagers in my country dislike computer games. My friends and I like to play football and basketball..*

*. Well, I must finish now because I have got a test tomorrow. Do you like to travel? Why? I must go in bed.*

*All the best,  
Anton Ivanov*