

# Rules for writing a personal letter

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The head is I. B. Kositsyna

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Step 1: Put your address in the top right-hand corner of the letter. Don't write your name.



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Step 2: Write the date under your address. Leave a space between your address and the date. There are different ways of writing the date:

*May 11, 1994*

*11th May 1994*

*11 May 1994*

*5/11/94 (Americans*

*write the month first!)*

**Step 2**

*May 11, 1994*

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Step 3: Put a comma after the greeting.

Dear Joey,

Dear Joey.

Step 3



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Step 4: Start the letter with a greeting.

Begin with a *capital letter*.

*Hi, Joey! How are you?*

*I'm sorry I haven't written...*

*Thank you for your letter...*


**Step 4**

Hi! How are you? I arrived safely in Atlanta.

I am staying with a very nice family here. I will be staying here most of the summer.

I am looking forward to seeing you later this summer.

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Step 5: End the letter like this:

*Please write me soon.*

*I hope to hear from you soon.*

*Best regards to your family.*

*Please write me soon.*

Step 5



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Step 6: Sign the letter.

*Love (with close friends and family).*

Then you could send some kisses:

*Best wishes.*

*Sincerely and Yours sincerely (are used in more formal letters).*

A comma is usually placed after these expressions:

*Your friend,*

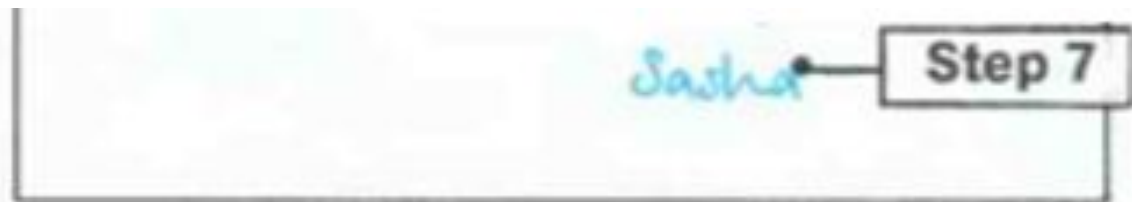
*Your friend,*

Step 6



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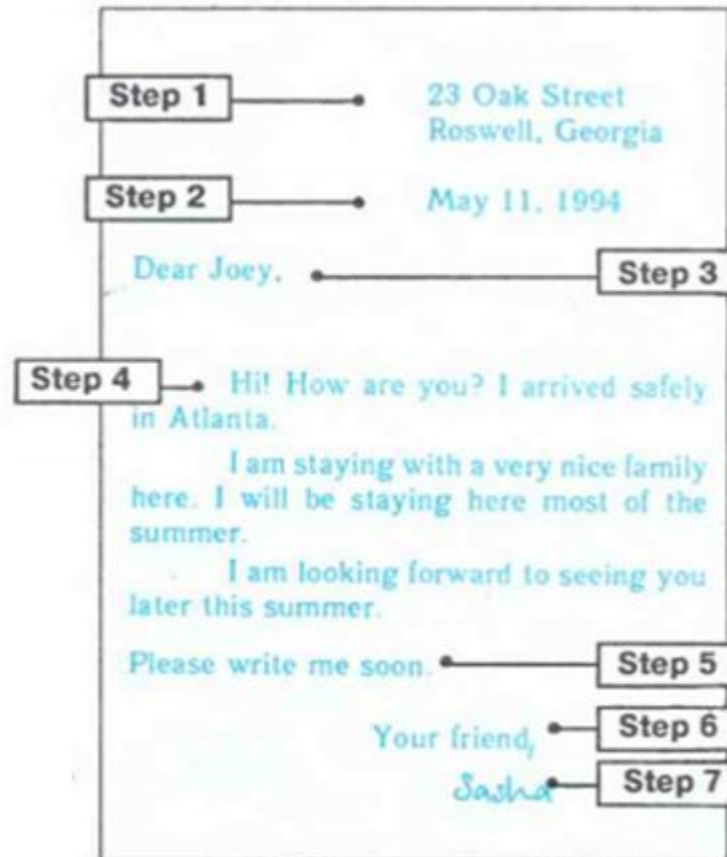
Step 7: If you use a computer or typewriter, don't forget to sign your name in your own writing.





# How it should look like

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# General requirements

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- The approximate volume of the letter is 100-120 words - grade 8-9 120-140 words - grade 10-11.
- If you want to get good points for a letter, its volume should not approach the lower limit, and it should also not exceed the volume. Write logically and concisely.
- Your letter should consist of three paragraphs (Grade 9) or 4 paragraphs (Grade 11).



# What you need to pay attention to in order to get maximum points for a personal letter in English!

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## □ **I. Words- bundles**

You know, ...

By the way, ...

Actually, ...

So, ...

Luckily, ...

Unluckily, ...

Anyway, ...

Predictably, ...

Well, ...

As for (the weather), ...

## □ **II. The words- bundles are put in a personal letter at the beginning of the sentence, highlighted with a comma and increase your points!!**

### **Colloquial expressions**

Guess what?

Wish me luck!

Oh, and another thing!

How are things with you?

□

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### □ **III. Also use several complex grammatical constructions:**

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- passive voice : *I was invited to...*
- complex addition : *My parents wanted me to start...*
- subjunctive mood : *I wish my summer holidays were longer.*
- **and lexical constructions :**
- be worth seeing: *Madam Tussaud's museum is worth seeing.*
- feel like doing: *I feel like going to the cinema tonight.*

### □ **IV. Vocabulary**

- Don't use simple adjectives. Replace them with more interesting ones.
  - **interesting** — incredible, terrific, fascinating, entertaining, exciting, educational
  - **boring** — tiring, complicated, monotonous, exhausting
  - **bad** — disappointing, depressing
  - **good** — unforgettable, wonderful, unbelievable, gorgeous
  - And finally, don't write words you're not sure about. Because spelling mistakes lower your scores. Good luck!
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# Verification task

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- You have received a letter from your English pen friend Alan who writes:
  - *«... Last week our school orchestra gave a concert to parents which was a success, I took part in it too as I play the drum, you know. Do you play any musical instruments?*
  - *What kind of music do you like? What is your favourite group or singer? Hope to hear from you soon.»*
  - Write a letter to Alan. In your letter
  - answer his questions;
  - ask 3 questions about his hobbies.
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