

Rules for writing a personal letter

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The head is I. B. Kositsyna

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



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



Step 3: Put a comma after the greeting.

Dear Joey,

Dear Joey.

Step 3

A horizontal line with a dot at its left end connects the text 'Step 3' in a box to the period at the end of 'Dear Joey.' in the text below.

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.



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



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:

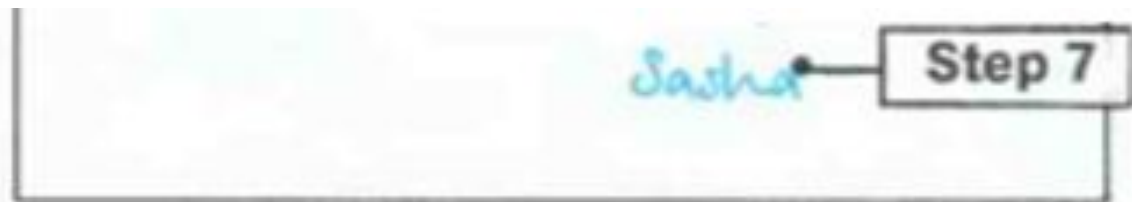
Your friend,

Your friend,

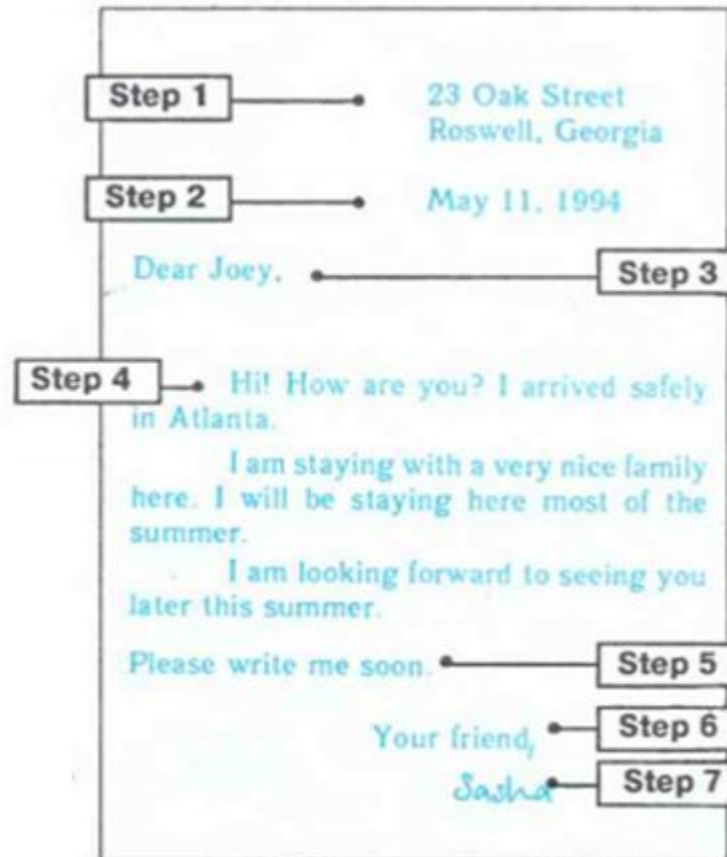
Step 6



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



General requirements

- 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!

□ **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?

□



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

- 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

- 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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