

Схема личного электронного письма

От кого:

Кому:

Тема:

Обращение имя получателя,

Вступление

В начале письма автор 1) благодарит за полученную корреспонденцию и 2) спрашивает, как дела у адресата, или задаётся вопрос о его здоровье.

Основная часть письма

Автор отвечает на все вопросы в задании.

Заключение

В конце письма автор 1) сообщает о завершении письма (можно указать причину) и 2) упоминает о дальнейших контактах.

Завершающая фраза,
имя отправителя

You have received an email from your English-speaking pen-friend Ben who writes:

...We've moved to a new town. It's small and green. My neighbours say that it hasn't changed a bit for the last two centuries. Have you noticed any recent changes in your city? What are they? Do you like or dislike them? Why?

Write him a letter and answer his 3 questions.

Write 100–120 words. Remember the rules of letter writing.

From: Russian_friend@oge.ru

To: Ben@mail.uk

Subject: My city

Dear Ben,

Thanks for your email. It was great to hear from you! I'm glad you like your new town.

In your letter you asked me about my city. **Well**, I've noticed that Chelyabinsk has changed a lot. **First**, many beautiful blocks of flats have been built recently. **Second**, a new shopping mall was opened in my area last month. It's huge and crowded with lots of expensive shops in it. I like these changes because they make my city attractive and convenient to live in. **Moreover**, my friends and I enjoy hanging out at the mall in our free time.

Well, that's all for now. Write back soon.

Best wishes,
Kate

112 words

Полезные фразы

Приветствие / обращение

- Dear... (Jack), / Hi... (Jack), / Hey... (Jack), / Hello... (Jack),

Основная часть, средства логической связи

- As for ... (my hobby), / As for me, / Let me tell you ... / You asked me about ...
- First, / Second, / Third,
- However, / Moreover, / More than that, / Well, / By the way,
- but / because

Заключение

- I am looking forward to hearing from you soon. / Hope to hear from you soon. / Take care and keep in touch. / Write (back) soon.

Личная подпись

- Love, / With love, / Lots of love, / Love from, / All the best, / Best wishes,

You have received a letter from your English-speaking pen friend, Ben.

...I am a bit sad because I have just quarrelled with my mum. I didn't want to wash the dishes and make my bed because there was an interesting film on TV...

...Do you think children should help their parents with the housework, why or why not? What do you do about the house? What do you usually do in your free time? ...

Write him a letter and answer his 3 questions.

Write 100–120 words. Remember the rules of letter writing.