



Personal letter.
Letter writing rules

**Правила
написания
личного письма**

Address

Date

Address to

Gratitude/thanks or apology

The main part of the letter

Hope for the future contact

Final phrase

Signature



Address

Адрес

→ **Apartment number -**

номер квартиры;

→ **House number, street –**

номер дома, название улицы;

→ **City –** город;

→ **Country-** страна

Flat 15
10, Gagarina St.
Belgorod
Russia

Date
Дата

BE

12 October 2016

12th October 2016

12/10/2016

AE

October 12, 2016

Dear Ann,

Greeting
Приветствие

- **My dear Ann,**
- **Dearest Ann,**



обращение к близкому другу

- **Dear Mr. Black, - обращение к мужчине**
- **Dear Mrs. Black, - обращение к женщине**
- **Dear Miss Black, - обращение к незамужней женщине (раньше)**
- **Dear Ms. Black, - обращение к женщине независимо от семейного положения (сейчас)**

Don't forget about comma!



Dear Ann,

Gratitude

Приветствие

- *Thank you for your letter-* спасибо за твое ПИСЬМО;
- *I was glad to get your letter-* я был рад ПОЛУЧИТЬ ТВОЕ ПИСЬМО;
- *It was nice of you to drop me a line-* приятно, что ты набросал пару строчек;
- *I am happy to learn about your news-* я рад УЗНАТЬ ТВОИ НОВОСТИ

Apology

ИЗВИНЕНИЕ

- *I must apologize for not writing you earlier-* я должен извиниться за то, что не написал раньше;
- *I really should have written sooner-* мне правда стоило написать тебе раньше;
- *I am sorry I have taken such a long time to reply to your last letter-* мне жаль, что это заняло так много времени на то, что бы ответить тебе

The main part of the letter/ body

Главная часть

- *You asked me about-* ты спросил меня о...;
- *As you are interested in... I'd like to tell you that...* - так как тебе интересно...я бы хотел рассказать тебе...;
- *I see you had a great time-* понимаю, ты прекрасно провел время;
- *I'm glad that you had a good result...* - я рад, что у тебя хороший результат...

Linking words/Phrases Фразы, слова-связки

- *Actually*- на самом деле
- *As for me*- что касается меня(как по мне)
- *To tell the truth*- по правде говоря
- *As far as I know*- насколько я знаю
- *However*- однако
- *Unfortunately*- к сожалению
- *Fortunately*- к счастью

Hope for the future contact

Надежда на будущий
контакт

- *Write me soon*- напиши мне поскорее;
- *Write back soon*- ответь поскорее;
- *Keep in touch*- оставайся на связи;
- *Looking forward to your answer*- с нетерпением жду твоего ответа

Final phrase

Завершающая фраза

- *With love,*- с любовью
- *Best wishes,*- наилучшие пожелания
- *All the best,*- всего наилучшего
- *Take care,*- береги себя(бывай)
- *Very best wishes and kind regards,*- с самыми наилучшими пожеланиями и дружеским приветом
- *Faithfully yours,* - искренне Ваш

Kate

Sergei

Brighton,
Great Britain
20/05/2011

Dear Dasha,

Thank you for your letter. It was great to hear from
you!

In your letter you asked me about my town. Well,
I enjoy living in Brighton. There are a lot of parks and
cafés here. You know, many people come here for their
holidays. When it is sunny and warm, they swim in the sea.
I love swimming and playing near the sea too.

By the way, do you like to spend you holidays at the
seaside? Would you like to visit me in summer months?
Any news about your best friend?

Write back soon!

Lots of love,

Jane

Find out all possible linking-words/phrases

Saint-Petersburg
Russia
04.06.12

Dear Sally,

Thank you for the letter. It was great to hear from you again after such a long time. I really should have written sooner. I have been busy with my exams.

I think you should take the invitation. Caves in Scotland are so beautiful. Your life is boring if you never take risks. Extreme sports give you a chance to live a full life. Last summer I tried rock climbing and really enjoyed it.

It is great that Amy is coming at last! How long is she going to stay with you? What are you going to do together? What places are you going to visit?

Anyway, I must go and get on with my work!
Hope to hear from you soon.

All the best.

Kate

131 слово

Moscow
Russia
March 26th

Dear Bill,

Thanks a lot for your letter. It was great to hear from you again. I'm sorry I haven't written for ages as I was busy preparing for my exams.

It's really wonderful that you know what job you are going to choose. As for me, I can't make up my mind yet, but I suppose it will be something connected with mathematics. This subject has always been interesting for me. So becoming a programmer might be a good choice. Besides being popular this job is highly paid.

Bill, I'm thrilled with your plans for travelling. What countries would you like to visit first? Do you prefer travelling on your own or travelling with your parents? Would you like to visit our country?

Please drop me a line soon.
All the best,
Ann

You have 30 minutes to do this task.

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

... I am very busy now preparing for my exams but yesterday I went to the cinema with my friends. We saw a new film about Sherlock Holmes. You've probably seen it too. ...

What kinds of films do you like? Where do you prefer watching films – in the cinema or at home and why? What would you make a film about if you had a chance? ...

Write him a letter and answer his **3** questions.

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

Let's try to write a letter at home!

Thank you for attention!

