



*** Разбор написания
электронного
письма другу в
формате ОГЭ 2022**

- * Выдерживать жанр;
- * Придерживаться лимита слов (100 - 120 слов);
- * Необходимо четко придерживаться структуры:
 - 1 абзац – обращение и приветствие*
 - 2 абзац - благодарность за email и реакция на информацию друга*
 - 3 абзац - ответ на 1 вопрос друга*
 - 3 абзац - ответ на 2 вопрос друга*
 - 5 абзац - ответ на 3 вопрос друга*
 - (или ответы на все вопросы вместе в одном абзаце)*
 - 6 абзац - сообщение о желательности получения ответа*
 - 7 абзац - подпись (без точки)*

Рекомендации

- * Email должен быть логичным и связанным;
- * Email должен быть лексически и грамматически грамотным.
- * *Обращение*: Hi/*Dear* + имя друга (Hi Tom,)
- * *Выражение благодарности*: Thanks (a lot) for your (last) letter. I was glad to get your letter. It was great to hear from you!
- * *Извинения*: Sorry I haven't answered earlier but I was really busy with my school; Sorry I haven't written earlier but...; Sorry I haven't been in touch for so long but... .

* Рекомендации. Как писать

* *Вежливое завершение: Well, I'd better go now as I have to do my homework; Anyway, I have to go now: my Mum asked me to help her with our dinner; Actually, I've got to go now! It's time for my favourite TV show.*

* *Обратная связь: Write (back) soon!; Take care and keep in touch!; Can't wait to hear from you!*

* *Завершающая фраза: Love; Lots of love; Best wishes.*

* *Имя: Пишем в самом конце*

Обращение (3),

Благодарность (4) Ссылка на предыдущие контакты (5)

Ответы на вопросы с логическими связками (6)

Ссылка на будущие контакты (7)

Завершающая фраза (8)

Подпись (9)

*****Обратите внимание, что части 4 и 5 пишутся в одном абзаце!**



* Фразы для вступительной части

- It's great **to hear from you again!**
- It's great to hear from you **so soon.**
- It's **always** great to hear from you.
- I'm happy to get your letter **again/to hear from you again.**

Фразы для основной части

I'm always ready to answer to answer your questions.

I'm happy to answer your questions.

I'll be happy to answer your questions.

First of all, let me answer your questions.

Well, I'll try to answer your questions.

In your letter you ask me **about** football. As for me,

In your letter you asked me **about my attitude** to soaps.

I'm sorry you don't get on well with your parents. As for me,



Фразы для заключительной части

- Looking forward **to hearing** from you.
 - I can't wait to hear from you again.
 - Well, that's all for now. Please, **write back** soon.
 - Hope to **hear from you soon**.
-
- Well, I'd better go now as I've got to take my dog for a walk. It's also my duty.
 - I'd better go now. There is a film starting in a minute.
 - I'd better go now as I have to feed my kitten.

* План написания email

План написания электронного письма

1. Hi _____,
Hello _____,
Dear _____,
2. Thanks a lot for your email.
Many thanks for your email.
3. Lovely to hear from you.
Good to hear from you.
It's great to hear from you.
I hope you're OK.
I hope you're well.
4. In your email you asked me about _____.
I'll happily answer the questions you asked me in your email.
I'll gladly answer your questions.
I'll be happy to answer your questions.
I'm happy to answer your questions.
I'm always happy to answer your questions.
I'm always ready to answer your questions.
Of course it's no problem at all to answer your questions.
5. As for me, _____.
Personally, _____.
Well, _____.
Actually, _____.
However, _____.
Of course, _____.
Also, / _____ also _____.
That's why _____.
So / So, _____.
6. That's all for now. I can't wait to hear from you again.
Well, that's all for now. I'll write again when I've got more time. Hope to hear from you soon.
I hope that what I've written will be of some help. Email me soon.
I hope this helps. Please write back soon.
Write back soon.
Write soon.
Email soon.

Email me when you can.
Write again soon.
Write to me again soon.

7. Best wishes,
Bye for now,
Bye for now and take care,
Lots of love,
With love,
All the best,
Take care,
Love,
Yours,
8. Имя автора письма (без фамилии), после него не ставится точка.

Схема оформления электронного письма

Dear _____,

Thanks a lot for your email. Lovely to hear from you.

In your email you asked me about _____.

As for me,* _____.

Personally,* _____.

Actually,* _____.

That's all for now. I can't wait to hear from you again.

Best wishes,

* В отношении логичности и связности текста нужно учесть, что в электронном письме должны быть использованы средства логической связи, относящиеся к нейтральному стилю (союзы, вводные слова и т. п.). Примеры вводных слов и выражений, использованных в тренировочных тестах, могут изменяться в зависимости от контекста.

*Что делать, если превышен объем:

- Проверить вступление, возможно, **вы дали подряд две ссылки на предыдущие контакты** (например, *It was nice to hear from you again. Sorry, I haven't written for so long.*).

Достаточно одной.

- Дать **более короткую завершающую фразу и ссылку — надежду на контакт.**
- Зачеркнуть 1—2 прилагательных.
- Зачеркнуть отдельные слова либо предложения, которые не несут информацию и являются избыточными.

* Пример задания

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

From: Jane@mail.uk

To: Russian_friend@oge.ru

Subject: Family relationships

...Last summer my parents and I went hiking to the mountains. We spent the whole week together and enjoyed it very much. How often do you take active holidays? Who do you think is the best company for you? What extreme sports would you like to try, if any, and why?

Write an email to Tom. In your message answer his questions.

Write 100–120 words.

Hi Tom,

Thanks for your message. Sorry I haven't answered earlier but I was busy with my school project. Hope you didn't have accidents while hiking!

As for me, I don't have much time on active holidays because I have a lot of homework. My family is more the stay-at-home sort, so I can't spend the time with them somehow actively. My company is my friend and, you know, our trips are usually very jolly. I'd like to try rafting this spring, because it implies a well coordinated team work, good reaction and nerves of steel.

I'd better go now as my Dad wants me to help him with his car. Write soon!

Love,

Ann

***Пример написания
email.**