

# Особенности электронного письма

- рамку не следует перерисовывать;
- не указывается дата и адрес;
- не требуется ссылка на предыдущие контакты;
- вместо благодарности за получение письма (или вместе с ней) может быть просто выражена радость от его получения;

# Оформление личного

письма. Схема.

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ОТВЕТЫ НА ВОПРОСЫ  
завершающая фраза  
обращение  
подпись  
благодарность за письмо, ...  
ссылка на будущие контакты

# Оформление личного

## письма. Схема.

1 обращение

,

2 благодарность

3 ответы на вопросы

5 надежда на последующие контакты

6 завершающая фраза

,

7 подпись

**From: Ben@mail.uk**

**To: Russian\_friend@oge.ru**

**Subject: Time out**

*...I am very busy now preparing for my exams but yesterday I went to the cinema with my friends.*

*...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? ...*

**Выберите обращения, которые  
могут быть использованы в личном  
письме другу по переписке:**

- Dear Richard, Dear Madam, Dear Aunt Mary, Dear Alice, Hello Mike, To whom it may concern, Dear Sir, Dear Editor, Hi Nancy.

- **Что является обращением:**
- Dear Richard,
- Dear Alice,
- Hello Mike,
- Hi Nancy,

# Выберите правильный вариант оформления благодарности

- It's so nice to get a letter from you.
- I was happy to learn the news.
- I'm glad to get your letter.
- Thanks a lot for your letter.
- Thank you very much.
- I was really glad to read your letter.
- Thanks a lot.
- I was very glad to hear from you (again).
- Sorry I haven't answered earlier but I was really busy with my school.



# Что является правильным оформлением благодарности:

- It's so nice to get a letter from you.
- I'm glad to get your letter.
- Thanks a lot for your letter.
- Thank you very much.
- Thanks a lot.
- I was very glad to hear from you (again).

Выберите правильный вариант  
оформления надежды на последующие  
контакты:

- Write back soon.
- Hope to hear from you soon.
- I will write you soon
- Please, write to me soon.
- Drop me a line.
- See you soon

## **Что является надеждой на последующие контакты:**

- Write back soon.
- Hope to hear from you soon.
- Please, write to me soon.
- Drop me a line.

**Выберите завершающие фразы, которые  
могут быть использованы в личном письме  
другу по переписке:**

- Best wishes,
- With love,
- Yours,
- See you,
- All the best,
- With best wishes,

**Что является завершающей фразой:**

- Best wishes,
- All the best,
- With love,
- Yours,

**From: Ben@mail.uk**

**To: Russian\_friend@oge.ru**

**Subject: Time out**

*...I am very busy now preparing for my exams but yesterday I went to the cinema with my friends.*

*...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? ...*

*Dear Ben,*

*Thank you very much for your message. I was very glad to hear from you again.*

*In your email you asked me about films. Well, I can say that I like different kinds of films but my favorite genre is comedy. I'm fond of watching comedies because they make me laugh and feel relaxed.*

*Actually, I prefer going to the cinema as it's so exciting to watch films on a wide screen with perfect sound. If I had a chance, I would make a film about my city.*

*Unfortunately, I'd better go now as I have to do my homework. Write back soon.*

*Best wishes,*

*Kate*

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

**From:** Alice@mail.uk

**To:** Russian\_friend@oge.ru

**Subject:** Watching TV

*... My parents say that I watch TV too much. And they are not always happy with the programmes I watch.*

*... How much time do you watch TV? What do you prefer: watching TV or browsing the Internet, and why? What else do you do in your free time?...*

Write a message to Alice and answer her **3** questions.

Write **100–120 words**.

Remember the rules of email writing.