

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

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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.