

МБОУ гимназия №2 г.Сургута

Writing a letter to a friend



Учитель английского языка Жаркова А.А,

What is our topic today?

- Hi!!!! How are you? :-)

- Ohhhh, :-) Hi, ok. And you?



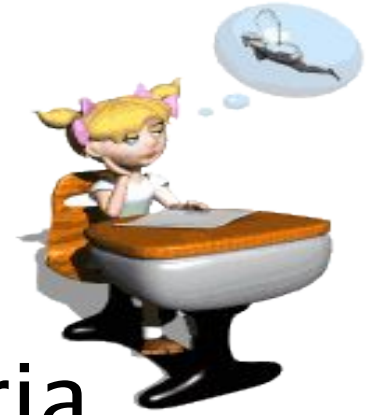
Writing a letter to a friend



Our main purpose today is

- ▣ **to study how to write a personal letter**

You will...



No 1. know requirements to such letters, the main criteria of evaluation;

No 1. study the rules of writing personal letters and the structure;

No 3. learn some useful phrases;

No 4. have great practice.


The requirements and criteria of evaluation of a personal letter:

Limited amount of the text – 100-140 words. Acceptable variation - 10%.

You have 20 minutes to do the task.

- The content of the text (max - 2)
- The structure of the text (max - 2)
- Rich and correct vocabulary and grammar (max - 2)

The content must include:

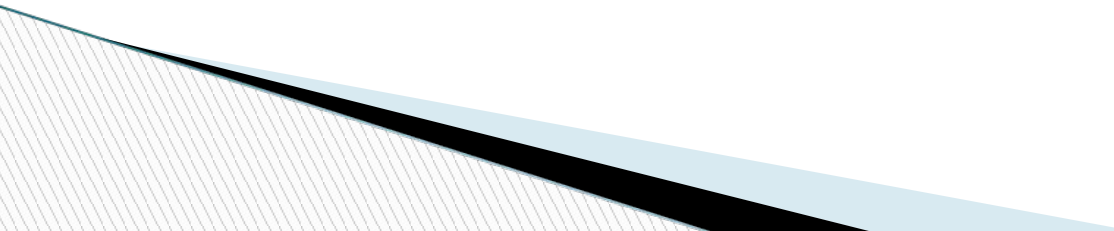
- Reference to the previous letter, gratitude
 - Answering the questions
 - Questions to the addressee
 - Proper amount of the text
 - Right form of address
 - Appropriate phrases for the end of the letter and signature
- 

The text of the letter must:

- be logical**
- have 4 main parts**
- have necessary
conjunctions**
- start with an address and a
date**

As for vocabulary and grammar...

There must be:

- ▣ right usage of grammatical structures
 - ▣ rich vocabulary
 - ▣ no mistakes
- 

The structure of a personal letter

Let's write the address.

Flat 10

15 Lenin Street

Surgut

Russia



Warning: no commas, no points!

D
a
t
e

9 September 1999

o
r

09/09/1999

Let's start the letter (paragraph 1)

Dear Mary,

Спасибо большое за ...

Thank so much ...

 *Many thanks for ...*



Make up the sentence

Как мило с вашей стороны ...

nice

2

of

3

how

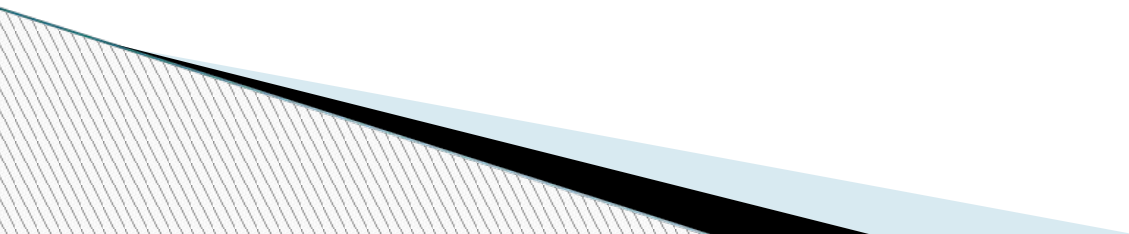
1

you

4

Translate it:

Я должен извиниться за то, что не писал...



The 2nd paragraph.

**We answer the questions of
the friend.**



The 3rd paragraph.

**Now it's our turn to write
questions to the author of the
letter.**

These words can help you

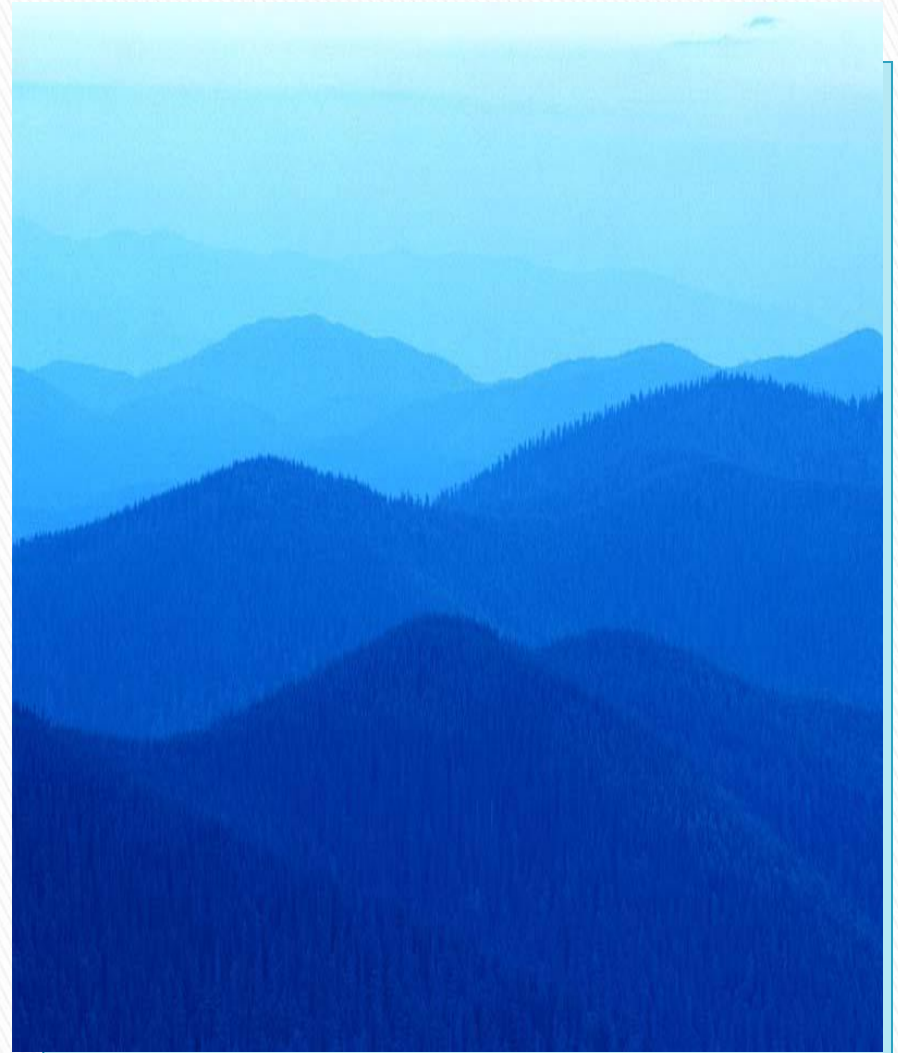
Fill in the gaps

W..l

B.y

A....y

S.



The last part. We should explain why we finish the letter.

Finish the phrase: *I've to go...*

□ *It's my favourite TV show now.*



Phrases for the end of the letter

I'll write again soon.

Best wishes

,

Kate

Practice.

Tasks.

Task 1. Put the parts of the address in a logical order.

3
Russia
1 7 Kasatkina Street
Moscow
2

Task2.

Choose the right variant.



22.03.2010

22,03,2010

22/03/2010

22 March 2010

Task 3. Try to fill in the gaps.

D... Mark...

T... for your letter.

I agree with you that E...

grammar is difficult so I think

it's necessary to l... the rules

and to do e... As for me I do it

regularly.

You'll see the right variant later

Task 4. Match the questions and the answers

1 ...I find it difficult to understand English grammar.

b

What about you? Do you think it's necessary to know all the rules?

a) I'm free this summer and I can go with you.

2. Do you do grammar exercises?

d

3. Have you got any plans for the summer?

a

4. I was thinking of going to a language school in the UK to improve my English. It would be great if we went together. What do you think?

c

b) I agree with you that English grammar is difficult so I think it's necessary to learn the rules and to do exercises.

c) Going to a language school together is a great idea! We could practice English and visit many places.

d) As for me I do it regularly.

Task 5. Correct the mistakes.

- Write what dates suits you best. /
- Which course you like ~~to~~ do?
would
- What levels do you think are we?
- Where you prefer stay?...

we

would

to

Task 6.

What phrases are more formal?

- *Love,*
- *Lots of love,*
- *All my love,*
- *All the best,*
- *Best wishes,*
- *With best wishes,*
- *Yours,*

Let's check.



Task 7. Finish the letter. Put the phrases in a logical order.

c) *I'll get in touch soon*

a) *Lots of love,*

b) *Helen*

c) *I'll get in touch soon*

Now look at the whole letter.

7 Kasatkina Street
Moscow
Russia
22 March 2010

Dear Mark,

Thanks for your letter. Sorry that I didn't write earlier.

I agree with you that English grammar is difficult so I think it's necessary to learn the rules and to do exercises. As for me I do it regularly. Going to a language school together is a great idea! We could practice English and visit many places. I'm free this summer and I can go with you.

Write what dates suit you best. Which course would you like to do? What level do you think we are? Where would you prefer to stay?

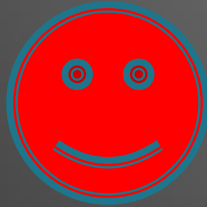
I have to go now to help my mom. I'll get in touch soon.

Lots of love,

Helen

Check your guesses.

Your homework:



Write an answer to Helen. Write your 3 questions. There should be 100-140 words in the letter. Remember the rules of letter writing.

Goodbye!



Литература:

Афанасьева О.В. Английский язык, учебник для 9 класса: М. – Просвещение, 2009.

Музланова Е.С. Английский язык: Экспресс-репетитор для подготовки к ЕГЭ: «Письмо», АСТ – Астрель, Москва, 2009.

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<http://animashky.ru/>

