

**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
- 

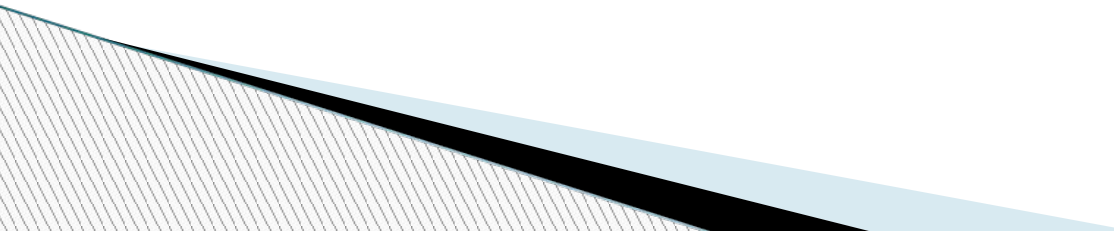
# **The text of the letter must:**

- 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 2<sup>nd</sup> paragraph.**

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



**The 3<sup>rd</sup> paragraph.**

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



# These words can help you

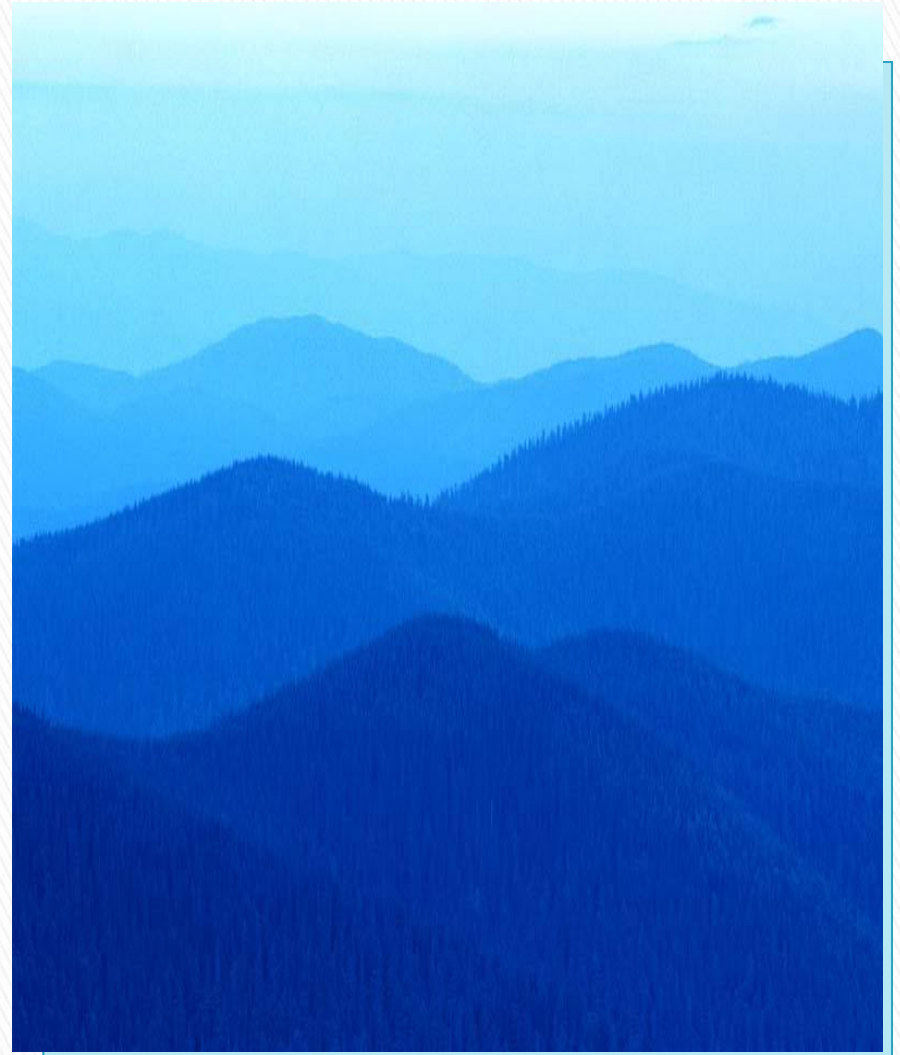
Fill in the gaps

*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?*

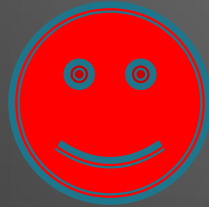
I have to go now to help my mom. I'll get in touch soon.

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.

## **Фото, картинки, анимация:**

Фотография из личного архива

<http://animashky.ru/>

