

# WRITING AN INFORMAL LETTER

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# SAMPLE TASK

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You have received a letter from your English-speaking pen-friend Mary who writes

*... It was great to hear that you went to Italy during your spring holidays. I have always wanted to visit this wonderful country. Did you enjoy your journey? What places of interest did you visit? What impressed you most of all?*

*As for me, I am awfully tired because we've got too many tests at school. Can't wait for the summer break...*

Write a letter to Mary.

In your letter

- Tell her about your journey to Italy
- ask 3 questions about her plans for the summer
- Write 100-140 words
- Remember the rules of writing

# THE SCHEME OF THE LETTER

	Адрес
	Дата написания письма
Обращение,	
Ссылка на предыдущие контакты.	
Основная часть письма. Раскрытие аспектов, указанных в задании.	
Задайте необходимые по заданию вопросы.	
Упоминание о дальнейших контактах.	
Завершающая фраза,	
Имя автора	

# WRITING ADDRESS

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\*пишется в правом верхнем углу

номер дома, название улицы  
город  
страна

**Example:**

18 Lenina Street  
Berezniki  
Russia

# WRITING THE DATE

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\*пишется под адресом, пропустив строку

**Example:**

June 7<sup>th</sup> , 2013

7 June 2013

07/06/13

# HOW TO START THE LETTER

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\* обращение должно быть неофициальным

\* после обращения ставится запятая

**Example:**

Dear Tim,

Dear Marry,

# THANKING FOR PREVIOUS CONTACTS

## **упомяните о предыдущих контактах:**

Thanks (a lot) for your (last) letter.

Your last letter was a real surprise.

I was glad to get your letter.

It was great to hear from you!

## **извинитесь за то, что не писали раньше:**

Sorry I haven't written for so long but.../Sorry I haven't been in touch for so long.

I'm sorry I haven't answered earlier but I was really busy with my school.

## **и/или упомяните какой-либо факт из полученного письма:**

I'm glad you passed your History test!

Sounds like you had a great time in London.

Great news about your...!

# THE BODY OF THE LETTER

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обычно 2-3 абзаца

раскройте все аспекты, указанные в задании

задайте все вопросы, необходимые по заданию

используйте неформальные средства связи

(well, by the way, anyway, so)



# HOW TO FINISH THE LETTER

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## **Объясните, почему заканчиваете письмо:**

Well, I'd better go now as I have to do my homework.

Anyway, I have to go now because my mum asked me to help her with the washing up.

I've got to go now! It's time for my favourite TV show.

## **Упомяните о дальнейших контактах:**

Write back soon!

Take care and keep in touch!

Drop me a letter when you can.

Hope to hear from you soon.

I can't wait to hear from you!

# CONCLUSION

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На отдельной строке напишите завершающую фразу-клише.

После нее поставьте запятую

## **Example:**

Love,

Lots of love,

All my love,

All the best,

Best wishes,

With best wishes,

Yours,

# WRITING THE NAME

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\*пишется на отдельной строке под завершающей фразой.  
Указывается имя автора (без фамилии!)

## **Example:**

Kate

Andrew

# ORDER THE PARTS OF THE LETTER

1) First of all, let me tell you about my one week package holiday to Rome. Everything was OK. All the excursions were interesting. We visited the Vatican and were impressed by the famous St. Peter's Cathedral. I also enjoyed the Colosseum and other sights of Rome. All in all, we enjoyed our holiday.

2) Thanks a lot for your letter. I hope you passed all your tests!

3) And what about you? What are plans for the summer? Will you come to visit us? Russia is a unique country and I'll show you lots of interesting things. Let me know what cities you'd like to visit.

4) Well, I'd better go now. I have to do my homework. Write back soon!

5) Lucy

6) 41 Kosmonavtov Street

Moscow

Russia

15/02/08

7) Lots of love,

8) Dear Mary,

**ОТВЕТ: 68213475**

# CHOOSE THE CORRECT VARIANT

The right variant of the date is:

A) 24, January 2012

B) 24 January, 2012

C) January 24<sup>th</sup>, 2012

# CHOOSE THE CORRECT VARIANT

The right variant of the address is:

A) 41 Kosmonavtov Street  
Moscow  
Russia

B) Kosmonavtov Street 41  
Russia  
Moscow

# CHOOSE THE CORRECT VARIANT

The right beginning of the letter is:

- A) I'm glad you passed your History test.
- B) Thanks a lot for your letter.
- C) I'm sorry I haven't answered earlier but I was really busy with my school.

# CHOOSE THE CORRECT VARIANT

The best phrase to finish the letter is:

A) It was great to hear from you!

B) I have to go now because my mum asked me to help her with cooking.

C) Write back soon!



# FILL IN THE GAPS

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1 ...

Moscow

2 ...

15/02/08

3 ...

4 ...I hope you passed all your tests!

First of all, let me tell you about my one week package holiday to Rome. Everything was OK. All the excursions were interesting. We visited the Vatican and the famous St. Peter's Cathedral. I also enjoyed the Colosseum. All in all, we enjoyed our holiday.

And what about you? What are plans for the summer? Will you come to visit us? Russia is a unique country and I'll show you lots of interesting things. Let me know what cities you'd like to visit.

Well, I'd better go now as I have to do my homework. 5 ...

6 ...

Lucy

# DO THE TASK

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You have received a letter from your English-speaking pen-friend Steve who writes

*... At school we are doing projects on reading habits of people in different countries. Could you tell me what kind of books you and the members of your family like reading?*

*As for the family news, we bought a new house last week...*

Write a letter to Steve.

In your letter

- Tell him about the kind of books you and your relatives like to read
- ask 3 questions about his new house
- Write 100-140 words
- Remember the rules of writing

# ЛИТЕРАТУРА

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Английский язык: экспресс-репетитор для подготовки к ЕГЭ:  
«Письмо»/ Е.С. Музланова. – М.: АСТ: Астрель; Владимир:  
ВКТ, 2012. – 126 с.