

# **Writing: Informal Letters**

# ***Задание C1***

You have received a letter from your English-speaking pen friend, Ben.

***...I'm very busy preparing for my school exams in Literature and History. To pass them successfully, I have to remember a lot.***

***...What subjects have you chosen for your exams and why?***

***...What type of exam do you prefer — oral or written?***

***...How do you prepare for exams?...***

Write him a letter and answer his 3 questions. Write **100–120** words. Remember the rules of letter writing.



# ***Объём письма***

- Письмо-ответ должно содержать **100–120** слов.
- Если объем письма **менее 90** слов, то задание C1 оценивается в **0** баллов.
- Если объем более **132** слов, то работа снижается на **1** балл.
- При подсчете слов в личном письме считаются **все** слова.
- Краткие формы (doesn't, wasn't, she's), сложные слова (English-speaking, pop-singer), числительные (35, 134, 2011), сокращения (USA, TV) считаются как одно слово.
- Адрес и дата **входят** в объем письма.

# 1. Address

1 )

*Saint-Petersburg,  
Russia*

2)

*St-Petersburg  
Russia*

3)

*Saint-Petersburg, Russia*



# Date

- 1) *03.03.2104*
- 2) *February 3, 2014*
- 3) *February , 3*
- 4) *3 February 2014*

## 2. Informal greeting

- *Dear Ben,*
- *Dear Sam,*
- *Dear Aunt,*
- *Dear Dad,*



## 2. Informal introduction

(opening remarks and the reason for writing)

- *Thanks for your last letter. It was great to hear from you. You ask me about ... .*
- *Thanks for your letter. Sorry, for not writing for so long. Let me answer your questions.*
- *I've just got your letter and it is so lovely to hear from you again.*
- *Thank you for the letter. It was nice to hear from you again.*

### 3. Main body

- *Main subject in detail*

**(обязательно ответить на  
все**

**3 вопроса)**

- *You may start a new paragraph for each topic or you may give all your ideas in one paragraph.*



# *Some rules for dividing into paragraphs*

## **1) Использование «красной строки»**

*(отступ от края страницы на несколько знаков в начале каждого абзаца)*

## **2) Пропуск между абзацами «лишней строки»**

*(большой пробел между последней строкой предыдущего абзаца и первой строкой последующего абзаца)*

## **3) Оба варианта одновременно**

## 4. Conclusion

(closing remarks)

- *I have to go now. Mum is calling me. Please, write back soon.*
- *I have to stop now as I've got a lot of things to do. Please write soon and tell me your news.*
- *I'd better stop now. Hope to hear from you soon.*



## 5. Informal ending

- *Love,*
  - *All the best,*
  - *Best wishes,*
- + your first name*

# A scheme of an informal letter

ADDRESS

DATE

DEAR ...

,

Introduction

Main body

Conclusion

Best wishes

,

Name



***Let's  
practise***

# Study the example

*Moscow, Russia*

*06.12.2012*

*Dear Ben,*

*Thank you for the letter — it was nice to hear from you again.*

*How are you?*

*In June I have examinations, too. I will take Literature and History, because I like these subjects and know them well. I am very busy, because I read books and write essays. That's how I prepare for my exams. I also use the internet. And I prefer written exams to oral ones, because I have time to calm down and think over my answers. The results of my written works are usually much better.*

*Good luck to you. Write back soon.*

*Best wishes,*

*Pavel*



# ***Write a letter***

- You have 30 minutes to do this task. You have received a letter from your English-speaking pen friend, Ben.

***...We've moved house and now I have to go to a new school. It's a pity because I liked my old school and I had a lot of friends there. Now I feel a bit lonely but I hope to find some friends here too....***

***...What do you like most about your school? Have you got a lot of friends at school? What do you usually do with your school friends in your free time? ...***

Write him a letter and answer his **3** questions.

Write **100- 120** words. Remember the rules of letter writing.

Презентация выполнена на основе  
статьи

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*АЯШ / 1(37)*