

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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