

**ПРАВИЛА НАПИСАНИЯ
ПИСЬМА ЛИЧНОГО
ХАРАКТЕРА НА
АНГЛИЙСКОМ ЯЗЫКЕ**

1. Адрес

2. Дата

3. Обращение

4. Благодарность

5. Извинение

6. Выражение надежды на
здоровье

7. Выражение темы письма

8. Письмо

9. Вопросы

10. Концовка

11. Подпись

1. Адрес

**Magnitogorsk
Russia**

9th November, 2015

Обращение – не с красной

строки

Dear Mary,

Dear Lucy,

Dear Jack,

2. Благодарность (с красной

строки)

Thank you for your letter.

Many thanks for your
recent letter.

It was good (nice, great) to
hear from you recently.

**Magnitogorsk
Russia**

9th November, 2015

Thursday

Dear Tom,

Thank you for your letter.

3. Извинение

**I'm sorry I haven't
written because I
was busy.**

Magnitogorsk

Russia

9th November, 2015

Dear Tom,

**Thank you for your letter.
I'm sorry I haven't written
because I was busy.**

4. Выражение надежды на здоровье

**I hope you are
well.**

**I hope you and
your family are
well.**

Magnitogorsk

Russia

9th November, 2015

Dear Tom,

**Thank you for your letter.
I'm sorry I haven't written
because I was busy. I hope you
are well.**

письма

**You want to know
if I go to school.**

**You asked me to
tell you about ...**

Novoandreevka

Russia

9th November, 2015

Dear Tom,

Thank you for your letter.
I'm sorry I haven't written
because I was busy. I hope you
are well. You want to know if I go
to school.

Well,

You want to know if I go to school.

Well, I do. It's very big. My classroom is comfortable and always clean. The blackboard and the floor are brown.

7. Вопросы (с красной строки)

Is your school big?

What name does your school have? When does your school year end?

What about your plans for the holidays?

8. Концовка (с красной строки)

**I am looking forward
to hearing from you.**

See you soon.

Write soon.

**Hope to hear from you
soon.**

Drop me a line.

9. Подпись (через строчку)

Lots of love,

Kate

Love,

Kate

Yours,

Kate

Best

wishes,

Kate

9th November, 2015

Dear Tom,

Thank you for your letter. I'm sorry I haven't written because I was busy. I hope you are well. You want to know if I go to school.

Well, I do. It's not very big. There is a good playground in front of the school. We have ten classrooms and there is a big beautiful hall in it. My classroom is comfortable and clean.

Is your school big? What name does your school have? When does your school year end? What about your plans for the holidays?



**I am looking forward to hearing from
you. Drop me a line when you can.**

**Best wishes,
Ann.**

Пример шаблона:

**145/4 Esenin Street
Cheboksary 428200**

Russia

1 February 2012

Dear (ИМЯ),

Thanks for your letter, it was nice to hear from you. I'm sorry I couldn't reply straightaway. I was busy with my schoolwork.

You asked me about (пишем о теме, которой интересуется написавший нам письмо). Well, (отвечаем на его вопросы).

By the way, (задаем три своих вопроса в отдельных предложениях)

Oh, I have to go now. I promised my Mum to clean the bathroom.

Looking forward to hearing from you soon.

Love,

Andrey