

How to write a letter



- 1. You want to find a pen pal.*
- 2. A reply letter to a pen pal.*
- 3. An official letter.*

Бирюлина Анна Александровна
Учитель английского языка
МБОУ гимназия № 2 г. Мурманска

Steps

Steps

Steps

Steps

Steps

Steps of writing any letter

YOUR ADDRESS

DATE

GREETING

BODY

SIGNATURE

ADDRESS

*55 Pushkin Street, Apt. 76,
Kokino, Russia*



DATE

5th March, 2009



You want to find a pen friend



So you write to the unknown person

GREETING

Dear friend,



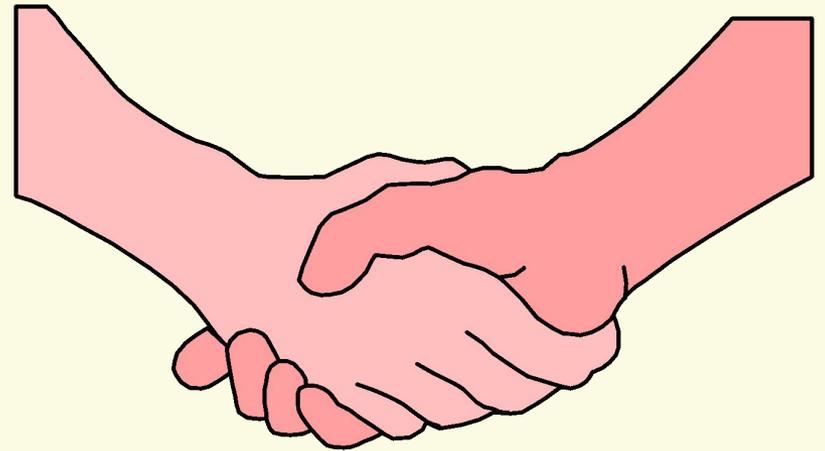
BODY

Paragraph 1

Say hello

*Information about
yourself (age, height,
hair and hobbies, etc)*

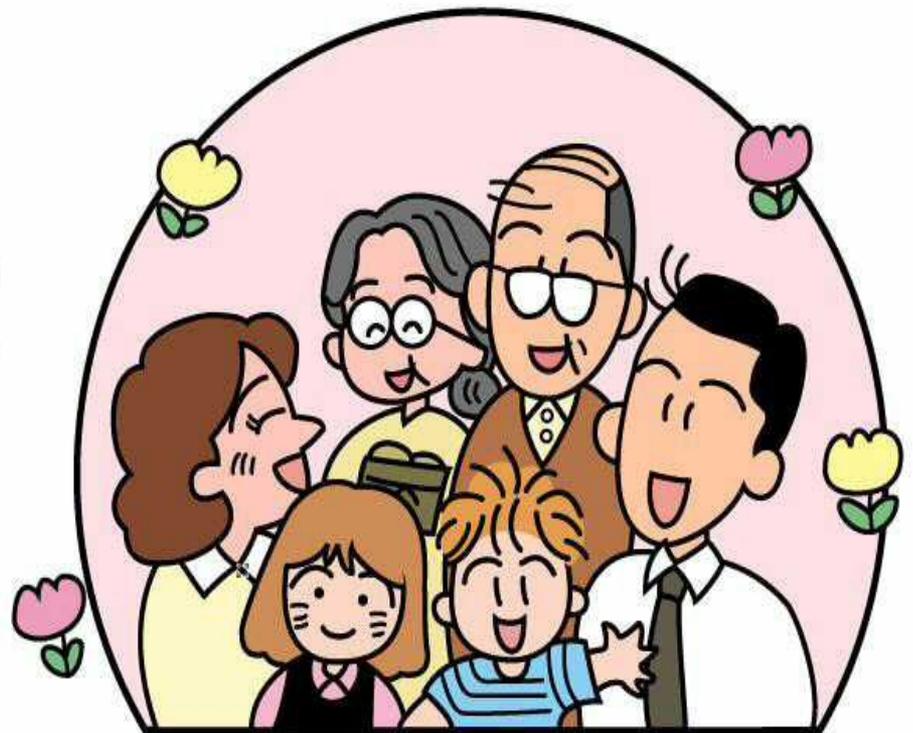
Hello



BODY

Paragraph 2

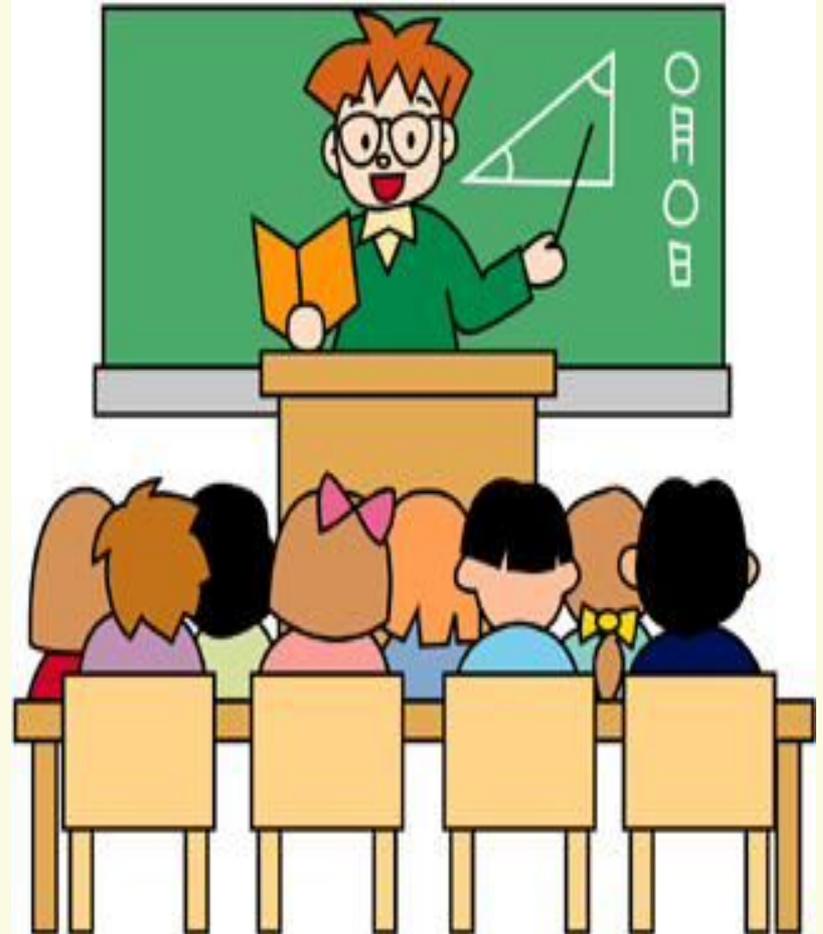
Give information about your family (parents, brothers and sisters, pets and your flat, etc.)



BODY

Paragraph 3

Give information about your school (name of school, your favourite sports, best subject, your ambition, etc.)



BODY

Paragraph 4

Close your letter with ending sentences:

Please, write me soon.

I hope to hear from you soon.



SIGNATURE

- *Best wishes,*
Write your name
clearly:
Your friend, Sasha.



HOW TO ADDRESS AN ENVELOPE

Return address:

- Alexander Krylov
- 55 Pushkin Street,
- Apt. 76
- Kokino, Bryansk Region,
- Russia 243365

Address of the person you are writing to

- Laura Brown
- 40 Cambridge Street,
- Apt. 25
- Fairfield, North Carolina 12397
- USA

- You have received a letter from your pan pal.
- You know each other for some time, you know about his family, school, hobbies, pets and so on.
- He wrote you about some facts in his life and **asked some questions** about yours.
- So you are to write **a reply letter**.

Example

...My best friend had a birthday last weekend. We went on a picnic. There were lots of people and it was great. And when is your birthday? How do you usually celebrate it? What present would you like to get for your next birthday?

.....

Dear Mary,

I have just received your letter today.

.....

*Thank you so much for your letter of
April the 4th.*

.....

It was very interesting to read...

.....

I was glad to hear that you...

.....



Official letter

Opening and closing greetings

**Mr.J.Smith
Smith & Sons
14 The Mews
London W8 9EG**

**18 Bland field Road
London SW 10 8RP
April 15, 2009**

**Dear Mr. Smith,
Dear Sir or Madam
To Whom It May Concern,**

Subject:

I look forward to...

I am looking forward to...

**Yours sincerely,
Yours faithfully,
Mary Miller**

Official letter

Reason for writing

Subject:

Dear Mr. Smith,

I am writing in reference to.....

I am writing to inform you.....

Further to our telephone conversation.....

Official letter

Requesting something

Could you please...?

I would appreciate it if you could....

I would be grateful if you could....

*Please send me.....at your earliest
convenience (as soon as possible).*

The End



В презентации использованы

1. анимированные картинки
сайта <http://www.animationlibrary.com>
2. Учебник «Счастливый английский-3» Т.Б. Климентьева, Джилл Шэннон, «Титул» 1998.
3. «Как пишут письма на английском языке» И.Я.Мелех, «Высшая школа» 1993.