

# **INFORMAL LETTER WRITING**

# WHAT IS IMPORTANT?

- ◆ STRUCTURE
- ◆ CONTENTS AND PARAGRAPHING
- ◆ LANGUAGE AND STYLE
- ◆ PUNCTUATION



- Informal letters are sent to **people you know well** (e.g. friends, relatives, etc.)

- They are written in an informal style **with a chatty, personal tone**



# Types of an informal letter

- A letter of apology (письмо с извинениями)
- A letter of invitation (письмо-приглашение)
- A letter of request (письмо-просьба)
- A thank-you letter (благодарственное письмо)
- A letter congratulating someone (письмо-поздравление)

# STRUCTURE



**An informal letter should consist of:**

- a) an informal greeting
- b) an introduction in which you write your opening remarks and mention your reason for writing
- c) a main body in which you write the main subject of the letter in detail, starting a new paragraph for each topic
- d) a conclusion in which you write your closing remarks
- e) an informal ending + your first name

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2

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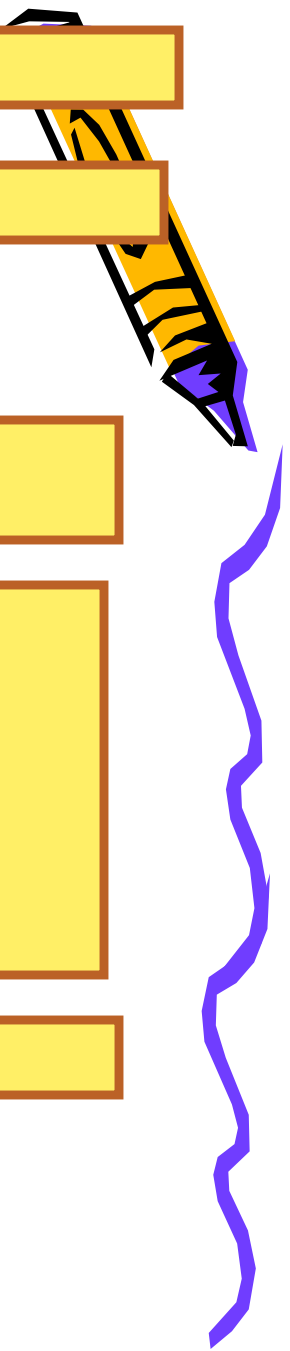
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Your address

Date

Salutation

Introduction ("Thank you") paragraph

BODY OF THE LETTER

Conclusion

Complimentary close

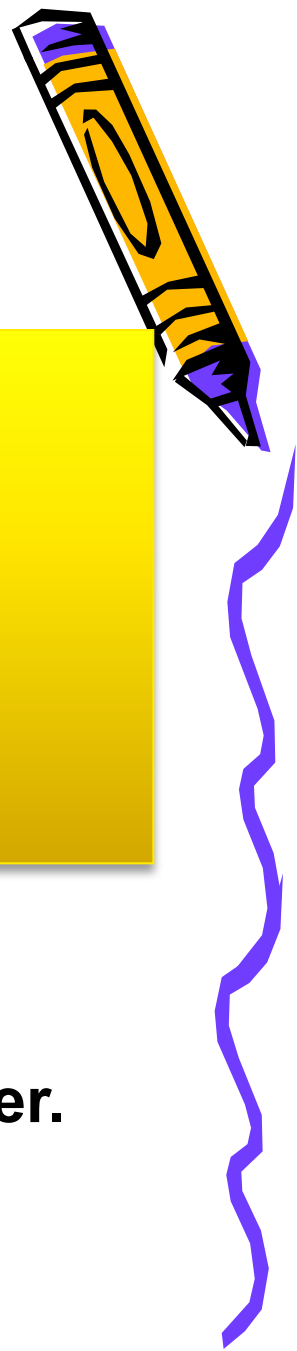
Your name



# ADDRESS

**Your Street,  
Your town,  
Your Country,  
Postcode**

**You write your address in the top right-hand corner.**





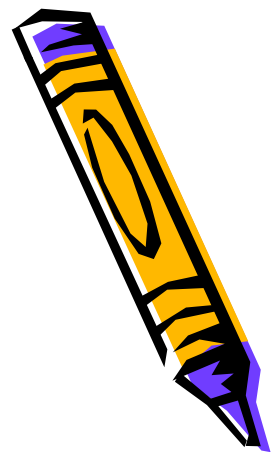
# DATE

There are different ways of writing the date:

October 22, 2011  
October 22d, 2011  
22 October, 2011  
22d October, 2011



You write the date under the adress.



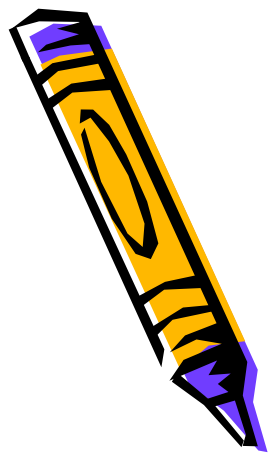
# SALUTATION

Dear Sally,

Dear Mr Brown,

Dear Aunt Jane,

My darling,



# INTRODUCTION



- Thanks for...
- Many thanks for...
- How nice of you to...
- I was awfully glad to...

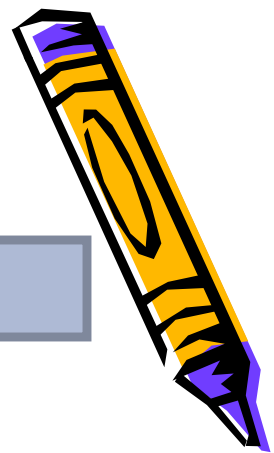


Sorry for not writing...  
I really should have written sooner



# LINKING WORDS

Nevertheless



Even though

How ever

Moreover

To add to all

Although

Unfortunately

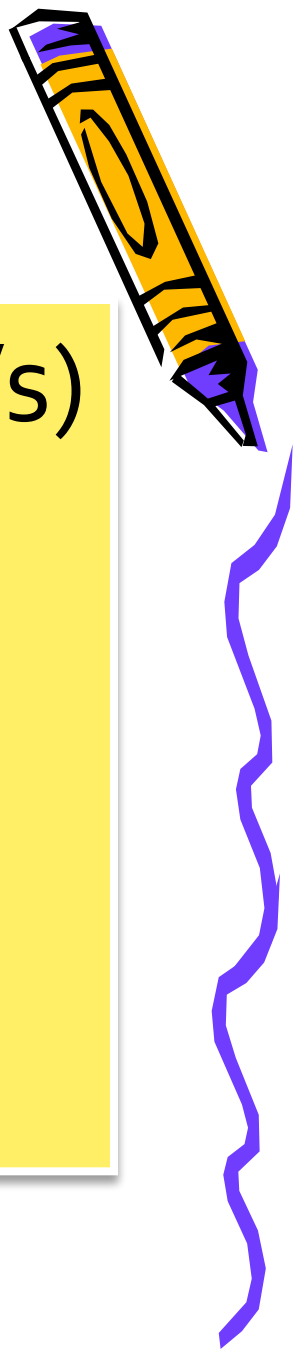
Besides

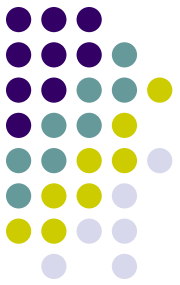
Especially



# DON'T FORGET

- Short forms (e.g. I've, I'd, there's)
- Everyday vocabulary
- Colloquial expressions/idioms
- Phrasal verbs





# A COMMON ENDING


- I'll write you soon.
- Sorry, but I have to finish my letter 'cause...
- Looking forward to seeing you...
- Hope to hear from you soon...
- Please write back as soon as you can

# COMPLIMENTARY CLOSE

- I love you so much,
- Lots of love,
- Much love,
- Best wishes,
- All the best,

Yours,





... In Great Britain most young people want to become independent from their parents as soon as possible. Could you tell me what you and your friends think about not relying on your parents? Are you ready to leave your family immediately after you finish school? Is it easy to rent a house or an apartment for students in Russia?

As for the latest news, I have just returned from a trip to Scotland...

Write a letter to Tom.

**In your letter**

- Answer his questions
  - Ask 3 questions about his trip to Scotland
- 
- 



GOOD LUCK!

