

*How to write a personal  
letter.*



# *The structure of a letter*

1.

2.

3.

4.

5.

6.

7.

8.

a) date   b) your address   c) signature   d) greeting  
e) main body   f) ending   g) conclusion   h) introduction

# *The structure of a letter*

1. Your address

2. date

3. greeting

4. introduction

5. Main body

6. conclusion

7. ending

8. signature

# *Address and Date*

*Choose the most appropriate*

*a) St Petersburg,  
Russia  
15th June, 2013*

*b) St Petersburg  
15.06.2013*

*c) St Petersburg, Russia, 15th June, 2013*

# *Address and Date*

*The most appropriate*

*a) St Petersburg,  
Russia*

*15th June, 2013*

*Match the items on the right to the items on the left.*

*1. Greeting*

*2. Introduction*

*3. Main body*

*4. Conclusion*

*5. Ending*

*a) Write: best wishes + your name*

*b) Thank your friend for his letter*

*c) Say bye and promise  
to write soon*

*d) Write "Dear + your friend's name"*

*e) Divide your letter into paragraphs*

# *Check yourself*

1. Greeting

d) Write "Dear + your friend's name"

2. Introduction

b) Thank your friend for his letter

3. Main body

e) Divide your letter into paragraphs

4. Conclusion

c) Say bye and promise to write soon

5. Ending

a) Write: best wishes + your name

# *Greeting*

*Choose the most appropriate*

*a) Dear Jake,*

*b) Hi, Jake!*

*c) Dear Sir,*

*d) Dear Mr Brown,*

*e) Hello, Jake!*



# *Greeting*

*The most appropriate*

*a) Dear Jake,*

# Introduction

Choose the most appropriate

a) I was really happy to hear from you.

b) Thank you for your letter.

c) How are things with you? I'm sorry  
I haven't written for so long.

d) I am writing in response to your letter.

e) Sorry, I haven't written before, but...

# Introduction

The most appropriate

a) I was really happy to hear from you.

b) Thank you for your letter.

c) How are things with you? I'm sorry I haven't written for so long.

e) Sorry, I haven't written before, but...

# Main body

-Answer the questions of your pen-friend.  
You ask me some  
questions. Well...

-Ask your questions.

-Use short forms ( I've done... ).

-Use phrasal verbs and idioms.

-Use linking words.

(Also, As you know, By the way, However)

# Conclusion

The appropriate phrases are:

That's all my news for now.

I'll tell you more about ...in my next letter.

Well, that's all for now. Do write back soon.

Write to me again soon, and tell me all news.

Must dash now, I have to write my History report

# Ending

The appropriate phrases are:

Best wishes,

All the best,

Yours,

With love,

Lots of love,

A big hug,

# Signature

*you sign only your first name*

Ann

Tanya

Sasha

Igor

Marina

You have received a letter from your English-speaking pen friend Jake  
who writes

...My parents often annoyed with me because I spend a lot of time on the  
phone talking to my friends. Do you talk to your friends a lot on the  
phone too? Do your parents get annoyed with you? What do you do  
about it? If you've got any ideas about what I should do about it, let me  
know!



## *Write a letter to Jake*

*In your letter*  
*-answer his questions;*

*-ask 3 questions about his last weekend.*

*Write 100-140 words.*

*Remember the rules of letter writing.*