





Theme:

**“Writing a  
personal letter”**

# Образец письма

Moscow

Russia

May 30<sup>th</sup> 2011

Dear Gloria,

Thanks a lot for your letter. Sorry I haven't answered earlier but I was really busy with my school.

I'm glad you are going to visit Moscow. We can go wherever you want but I think you'd like the Kremlin and the Tretyakov Gallery. I've also got some ideas for our nightlife! And if you fancy going to the theatre in the evening, you should bring an evening dress. I'll be delighted if you could get me a T-shirt with views of London.

Well, Mum wants to know what kinds of food you enjoy eating. Do you eat meat and fish? What do you usually have for breakfast? Are there any kinds of food you don't like

Now I've got to do my homework. Please write soon. Can't wait to meet you!

Love,

Kate





# Схема письма

Адрес пишущего

(указывается в правом верхнем углу)

Дата письма (под адресом)

Обращение,

В начале письма автор обычно а) благодарит адресата за ранее полученную корреспонденцию; б) извиняется, что не писал раньше.

Основная часть письма (2—3 абзаца). В ней должны быть раскрыты все аспекты, указанные в задании. Не забудьте задать все необходимые вопросы (3 вопроса).

В конце письма автор обычно упоминает о причине окончания письма, а также о дальнейших контактах (используются фразы-клише).

Завершающая фраза,

Подпись автора (имя)

# Обращение/приветствие

-Dear Simon

- Dear Miss Jones,

- Dear Mum



# • Вводные фразы

- - It was great to get your letter....
- - Thanks for your letter.
- - Sorry I haven't written for so long but....
- - Sorry for not writing earlier but I've...
- - How are things with you?
- - I was really pleased to hear that...

- Заключительные фразы
- - I would really like you to visit me this summer.
- - Thanks for sending me...
- - I would really love to see you.
- Write back soon! –
- Well, that's all for now. Do write back soon. - That's all my news for now.

# Home task

- *to write a letter to  
you friend  
(написать письмо  
своему другу)*