



Good morning,
everybody

Dear Mr. Clinton,





*How to write
a letter
to your friend?*

English lesson in the 9th form

Preparation for GIA

Section “Writing”

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The aim of the lesson

- To learn to write a letter in a proper way according to standards of writing in English

Tasks of the lesson

- to know the modern Federal State Educational Standards (in Russian “FGOSs”) for good preparation to GIA exam in English;
- to revise the structure of personal letter written in English;
- to revise the rules of arrangement of the personal letter;
- to learn about the criteria of marking the letter.

Project of Federal State Educational Standard of compulsory education

- Make **high demands** on school leavers and their level of preparation **in the field of writing in foreign language**, reflecting new tendencies in a modern life. [Federal component 2002:29]

Question for class discussion

So, how should you write and arrange a letter in English correctly, and score as many points taking exams as possible?



1. You should know **the rules of arrangement and structure** of personal letters.

2. You should know **the criteria and schemes of marking of a personal letter**, which are written in preparatory exams documents.

3. You should own **basic vocabulary**. You don't need to know English perfectly, more than that, a letter will be written if you even have limited vocabulary of English.

Dear Mr. Clinton,



The rules of arrangement and structure
of personal letters

Sender's address

Date of writing

Salutation

Opening sentence

Body of the letter

Closing sentence

Complimentary close

Signature

Flat 145
4 Lenin Street
Perm 614001
Russia
27 February 2017



*Perm
Russia
27 February 2017*



Salutation

- Dear John and dear Mary,
- Dear Mr. Johns and Mrs. Johns,
- Darling Mary,
- My dearest,

Dear Lucy,



Opening sentence

You should write about the aim of the letter, quote the latest letter, thank for smth (reply, post-card, attention...). There can be from one up to two-three sentences.



Opening sentence

- I'm writing to (thank/ tell/ ask/ congratulate/ apologize/ etc...
- I'm writing to thank you very much for the nice post card...
- I'm writing to tell you that we are going to be in my native city during holiday time.
- I'm writing to ask you if you would come to dinner one day soon: would Monday, 7.07. 2013 suit you?

Opening sentence

- *How are you? Thank you for your last present. It was wonderful! I really happy that Women's Day is coming.*



Body of the letter

- As a rule, this part of the letter consists of two paragraphs. The first one contains answers on friend's questions. In the second paragraph it's your turn to ask question to receiver of the letter, if it is said in the task. Look very attentively how many questions should be asked.



Personal Letter - 2017

...I am going to do a project on national holidays of different countries. Could you help me? What main national holidays are there in your country? Do you celebrate all of them? How does your family celebrate them?

Closing sentence

Please write me soon

I would appreciate an early reply

Let me know what you decide

I hope you will have a very nice holiday

I am waiting to your letter



Complimentary close

- Yours truly,
- With all good wishes to you both,
- Best wishes,
- Yours ever,
- Yours affectionately,
- With kind regards,
- Our best wishes to you all,
- Yours sincerely,
- Love,
- Hugs and kisses,
- Yours,



Complimentary close

- *Love and hope,*



Signature

- You should write your name on the separate line after the complementary close.

Alina



Стратегии написания личного письма

- Важно! Нужно обязательно соблюсти требования к объему письма - **100-140 слов**. Не пишите лишних подробностей. Помните, что обязательные повторяемые элементы письма - адрес, обращение (Dear...), благодарность за полученное письмо (Thanks for your letter. It was great to hear from you), заключительные фразы (типа Write soon. Best wishes) и ваше имя в конце письма уже составляют около 20 слов. Заучите эти фразы и зрительно запомните схему расположения частей письма.

Стратегии написания личного письма

- Прочитайте отрывок из письма от вашего предполагаемого друга по переписке и задание к нему. Задание вам поможет сориентироваться, что от вас требуется написать.
- Подчеркните содержащиеся в отрывке вопросы, на которые вы должны ответить в первой половине вашего письма.
- Определите для себя тему вопросов, которые вы должны задать во второй части вашего письма.

Стратегии написания личного письма

- Закончив ваше письмо, обязательно проверьте его на наличие орфографических или грамматических ошибок. Если вы не уверены, правильно ли написано какое-либо слово, замените его на другое, в написании которого вы уверены.

Dear Mr. Clinton,

Criteria and scheme of marking of personal letters



Критерии оценивания выполнения задания С1 (максимум 6 баллов)

- Решение коммуникативной задачи
- Организация текста
- Языковое оформление текста

- Примечание: при получении экзаменуемым 0 баллов по критерию «Решение коммуникативной задачи» все задание оценивается в 0 баллов

- Using all these rules and advice you'll write an excellent letter!



Reflection

- Did you like this lesson?
- Was it interesting / useful / necessary for you?
- Do you know how to write a personal letter in a proper way?

- Mark your work on the lesson yourself
- Let the person on your right mark your work on the lesson