

# LETTER WRITING



	<p><b>Адрес автора письма (указывается в правом верхнем углу)</b></p>
	<p><b>Дата написания письма (указывается под адресом)</b></p>
<p><b>Обращение,</b></p>	
<p><b>В начале письма автор обычно а) благодарит адресата за ранее полученную корреспонденцию; б) извиняется, что не писал раньше.</b></p>	
<p><b>Основная часть письма (2-3) абзаца. В ней должны быть раскрыты все аспекты, указанные в задании. Не забудьте задать все необходимые вопросы.</b></p>	
<p><b>В конце письма автор обычно упоминает о дальнейших контактах (используются фразы-клише).</b></p>	
<p><b>Завершающая фраза,</b></p>	
<p><b>Имя автора</b></p>	

# Как пишется адрес

- номер  
квартиры
- номер дома,  
название  
улицы
- город
- страна

Flat 34  
89, Lenina St.  
Novosibirsk  
630004  
Russia

# Как пишется дата

- **June 7<sup>th</sup>, 2009**
- **7 June 2009**
- **07/06/09**
- **7 June**

# Как пишется обращение

- **Dear Tim,**
- **Dear Anna,**

**После обращения обязательно  
ставится запятая!**

# Start of informal letter

- 1. Thanks for your letter. I was glad to receive it.**
- 2. It was great to hear from you.**
- 3. It was a lovely surprise to get a letter from you.**
- 4. Your last letter was a real surprise.**
- 5. It was great to hear from you! / It was great to hear that... / I was happy to hear...**
- 6. It was a nice surprise to hear from you / to receive your letter.**
- 7. Many thanks for your letter.**
- 8. I was really pleased to get your letter**

# Start of informal letter

**Вы можете также извиниться за то, что не писали раньше:**

- I'm sorry I haven't written for ages / for so long.**
- Sorry I haven't been in touch for so long.**
- I'm sorry I haven't answered earlier but I was very busy with my school.**

# Start of informal letter

## Можно упомянуть какой-то факт из полученного письма:

- I'm glad you passed your History test!
- Sounds like you had a great time in London!
- Great news about your...!
- I'm glad to find out from your letter that you are fine. Me too!



# В последнем абзаце

- Well, I'd better go now as I have to do my homework.
- Anyway, I have to go now because my Mum asked me to help her with the washing up.
- I've got to go now! It's time for my favorite TV show.

# Упоминание о дальнейших контактах:

- Write again soon.
- Write back soon and tell me your news.
- Take care and keep in touch.
- Drop me a letter when you can.
- Hope to hear from you soon.
- Give my regards to...
- Give my love to...
- Wish you were here.
- It'll be great to see you again soon!
- That's all for now.
- Write soon.
- I can't wait to hear from you!

# Завершающая фраза-клише

После нее всегда ставится  
запятая!

- Love,
- Lots of love,
- All my love,
- All the best,
- Best wishes,
- With best wishes,
- Yours,

# You have 30 minutes to do this task.

You have received a letter from your English-speaking pen-friend Martin.

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

Write him a letter and answer his 3 questions.

Write **80 – 100** words. Remember the rules of letter writing.

**Novosibirsk  
Russia**

**10 September**

**Dear Martin,**

**Thanks for your letter. It was great to hear about the picnic.**

**Well, my birthday is on 6, March. My family usually have a big party. I invite my friends and we have a good time with dances and fun. Next year we're going to celebrate my birthday at a night club as I'll be 16. It will be my parents present.**

**Well, I'd better go now as I have to do my homework.**

**Best wishes,  
Irina**



**Thank you for  
attention**