



Personal letter

Как правильно писать
личное письмо?



The structure of letter

Address

Date

Greeting

(Приветствие)

,

Introduction (Вступление)

Main Body (Главная, основная часть письма)

Conclusion (заключение)

Ending (окончание)

,

Signature (подпись)



Address

(Как писать адрес)

Full address

(полный адрес)

**Flat 36
164 Lenin Street
Tavrisheskoe
Omsk region 646800
Russia**

Short address

(Краткий адрес)

**Tavrisheskoe
Russia**



Date

(дата, число)

British variant



American variant





Greeting (приветствие)

Dear + name,





Introduction

Вступление

a) Поблагодари за письмо!

Thank you to your pen-pal for his last letter:

Thank you for your letter. It was great to hear from you again!

b) Извинись, что долго не писал(а).

Apologize for a delay in writing:

I'm very sorry about not replying to your letter sooner but I've been extremely busy.



Main Body

Основное содержание

It consists of 2 paragraphs (Состоит из 2-х абзацев):

1. write about yourself / answer the pen-pals' questions(В первом вы пишете о себе, отвечаете на вопросы);
2. ask questions to your pen-pal. Во втором абзаце вы задаёте своих 3 вопроса по теме письма!
3. The beginning of paragraphs is indented.

Используете связующие слова **Linking words**

Linking words

actually, well, by the way, anyway, so, as for me



Conclusion

Заключение

1) Explain why you stop to write (объясняете почему заканчиваете писать письмо!):

Well, I must finish because ... Итак, я должен заканчивать, потому что...

I have to do my homework- Я должен делать домашнюю работу;

I have to help my mum- Я должен помочь маме...

2) Request to your pen-pal to write soon (Просьба к другу по переписке):

Looking forward to seeing you.- С нетерпением жду ответа.

Hope to hear from you soon. — Надеюсь на быстрый ответ.

Write back soon. — Отвечай побыстрее.



Ending

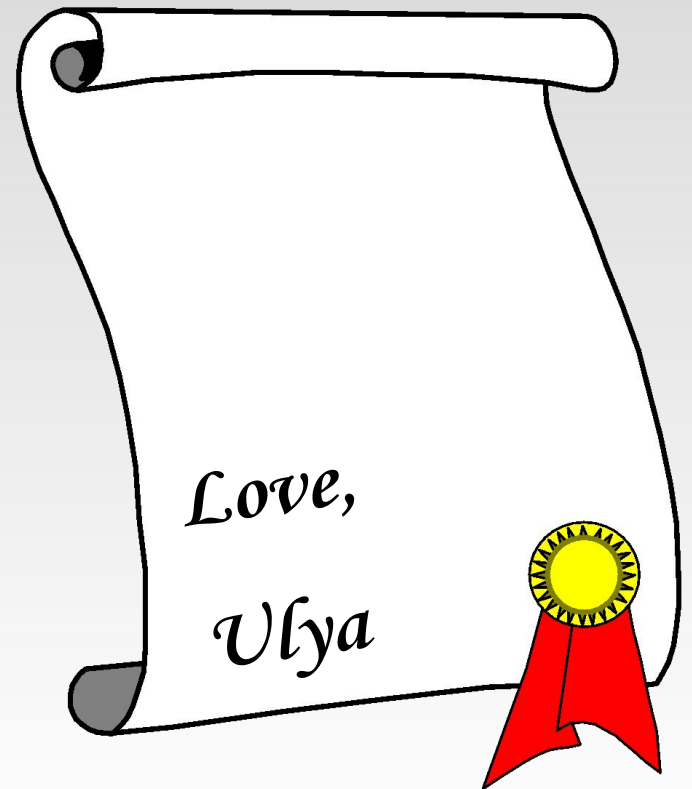
Как заканчивать письмо

Say goodbye and sign
your name:

*All the best / Best
wishes / Yours / Love
/Lots of love,*

+

your first name





Personal letter

Образцы готового письма

Tavrisheskoe
Russia

8 October, 2014

Dear Betsy,

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

I'm glad you are going to visit Omsk. We can go wherever you want but I think you'd like to visit the theatre. I've also got some ideas for our holidays! If you are keen on swimming in an aqua park and running in the open air, you should bring a bathing suit and sport clothes. I'll be glad if you could bring me photos and stamps with views of your city because I have been collecting ones for 3 years. And now I've got 124 stamps!

Well, what Russian cities have you visited? What kind of travelling do you prefer? Are you afraid of flying by plane?

Sorry, I must finish because I have to help my Mum in the garden. Please write soon. Drop me a line!

Best wishes

Your friend,

Ulya





Personal letter

Образцы готового письма

Tavrisheskoe
Russia

October 10, 2014

Dear Helen,

Thank you for your letter. It was great to hear about your news. *I'm very sorry about not replying to your letter sooner but I've been extremely busy.*

As for my new school, it's very big! It has three computer rooms and wonderful sports facilities. Actually, it seems a nice place and I enjoy studying there. The pupils in my class are very friendly. I've already made some new friends and we often meet after classes and spend good time together. I've got only one new subject this year. It's Physics and I'm beginning to think that it's not difficult, after all!

By the way, what fashion style do you prefer? Have you got any favourite brands? How often do you buy clothes? As for me, I prefer classical style.

Well, I must finish because I have to help my mum. Looking forward to seeing you..

Best wishes.

Your friend,

Oleg