

# Личное

# ПИСЬМО АНГЛИЙСКИЙ ЯЗЫК.



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# Структура личного письма

- 1) Адрес и дата пишется в правом верхнем углу письма (в краткой форме).
- 2) Первая часть письма - Introduction (вступление). В этой части письма автор благодарит за полученное письмо или извиняется, что долго не писал.
- 3) Вторая часть письма - Main Body (главная часть письма). Это самая большая часть письма, так как в этой части письма автор отвечает на все вопросы и выполняет все задания.
- 4) Третья часть письма- Conclusion (заключение). В этой части письма автор должен указать причину, почему он заканчивает писать письмо.
- 5) Конец письма-Ending (завершение письма). Эта фраза зависит от степени близости автора и адресата, после неё ставится запятая и далее (с новой строки) указывается своё имя.

- В правом верхнем углу укажите адрес в следующем порядке:

номер дома, название улицы

город

страна

Допускается указывать адрес в кратком виде, например:

Moscow

Russia

- Под адресом, пропустив строку, необходимо написать дату письма:

June 4th, 2015

4 June 2015

или менее формально:

04/06/12

- Письмо начинается с неофициального обращения. Если в задании имя вашего собеседника не указано, его следует придумать:

Dear Tim,

Dear Rebecca,

***После обращения обязательно ставится запятая!***

# Первый абзац

- Вам следует поблагодарить своего друга за его письмо:
  - Thanks (a lot) for your (last) letter.
  - Your last letter was a real surprise.
  - I was glad to get your letter.
  - It was great to hear from you! / It was great to hear that... / I was happy to hear...
- Вы можете также извиниться за то, что не писали раньше:
  - Sorry I haven't written for so long but .../ Sorry I haven't been in touch for so long.
  - I'm sorry I haven't answered earlier but I was really busy with my school.
- и/или упомянуть какой-либо 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...!

## абзаца)

- В ней вы должны раскрыть все аспекты, указанные в задании. Не забудьте задать необходимые вопросы.
- Предполагается, что письмо должно быть написано в неформальном стиле, поэтому вы можете использовать *неформальные слова-связки*, такие как «well», «by the way», «so», разговорные выражения типа «guess what?» (знаешь/знаете, что...?) или «wish me luck!» (пожелай/пожелайте мне удачи!), а также восклицательные знаки.



# Последний параграф

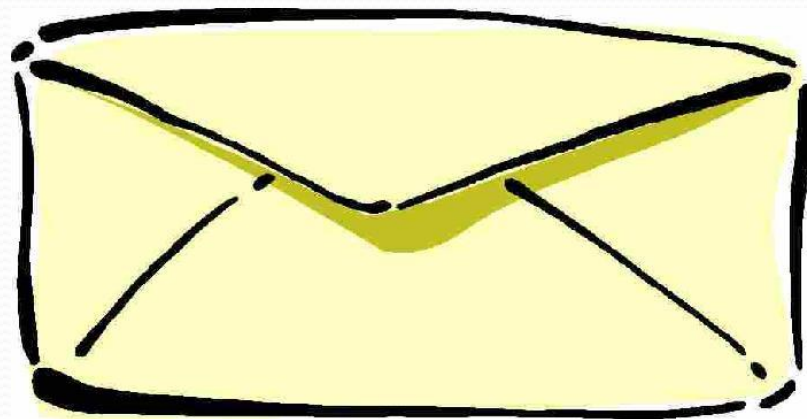
- Вам следует объяснить, почему Вы заканчиваете ПИСЬМО:
  - Well, I'd better go now as I have to do my homework.
  - Anyway, I have to go now because my Mum asked me to help her with the washing up.
  - I've to go now! It's time for my favourite TV show.
- и упомянуть о дальнейших контактах:
  - Write (back) soon!
  - Take care and keep in touch!
  - Drop me a letter when you can.
  - Hope to hear from you soon.
  - I can't wait to hear from you!



# Конец письма

- В конце письма на отдельной строке указывается завершающая фраза-клише, которая зависит от близости автора и адресата. **После нее всегда ставится запятая!** Ниже приводятся возможные варианты от наименее формального (1) к более формальному (7):

- 1) Love,
- 2) Lots of love,
- 3) All my love,
- 4) All the best,
- 5) Best wishes,
- 6) With best wishes,
- 7) Yours,



- На следующей строке под завершающей фразой указывается имя автора (без фамилии!). Например:

Andy или Kate

Адрес пишущего (указывается в правом верхнем углу)

Дата написания письма  
(указывается 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.

В конце письма автор обычно упоминает о дальнейших контактах (используются фразы-клише).

Завершающая фраза,

Подпись автора (имя – без фамилии!)



Элемент письма	Пример фразы
Обращение/приветствие	<ul style="list-style-type: none"> <li>- Dear Simon</li> <li>- Dear Miss Jones</li> <li>- Dear Mum</li> </ul>
Вводные фразы	<ul style="list-style-type: none"> <li>- It was great to get your letter....</li> <li>- Thanks for your letter. It was great/lovely to hear from you.</li> <li>- Thanks for your long letter. It was really great to hear all your news, after not hearing from you for ages.... <ul style="list-style-type: none"> <li>- Sorry I haven't written for so long but....</li> <li>- Sorry for not writing earlier but I've...</li> <li>- How are things with you?</li> </ul> </li> <li>- I'm sorry I haven't written for so long, but...</li> <li>- I was really pleased to hear that...</li> <li>- I thought I'd better write and tell you about....</li> </ul>
Заключительные фразы	<ul style="list-style-type: none"> <li>- Thanks for sending me... Please write to me again soon, and tell me all your news.</li> <li>- I would really love to see you. Why don't you come and visit me this..... Write back soon!</li> <li>- If you want to know anything else, just drop me a line. <ul style="list-style-type: none"> <li>- Well, that's all for now. Do write back soon.</li> <li>- That's all my news for now...</li> </ul> </li> <li>- I would really like you to visit me this summer. Write to me and tell me your plans.</li> </ul>

## Вид письма

## Примеры фраз

Письма с просьбой дать совет (Asking for advice)

- I am writing to ask for your advice.
- Can you give me your advice?
- Give me your advice about....
- Can you think of anything that...?
- I've got a problem and I need your advice.
- I've got a problem, and I think you can help.
  - What do you think I should do?
- Give me / Send me your advice soon.
  - Do you think I should...?
  - Do you have any idea about...?
  - Please let me know what to do.
- Please let me know what you think I should do
  - I'd like to know what you think about...
- Write back soon and tell me what you think.
  - Your advice would help me a lot.

Письмо-извинение (Letter of apology)

- I'm really sorry that I forgot about...; I'm writing to apologize for...
- I'm so sorry I couldn't make it...
- It will never happen again ...

Письмо-приглашение (Letter of invitation)

- I'm writing to invite you to ...
- I'm having a party ...; Would you like to come?
- I hope you'll be able to join us/to make it.

## Вид письма

## Примеры фраз

### Письма-советы (Giving advice)

- I 'm sorry to hear ... and I think I can help.
- Cheer up / Don't worry too much.
- Don't let it get you down.
- I'm only too glad to help.
- I just got your letter and I think ...
- Here's what I think you should do. - Why don't you ... ?
- If I were you/in your position, I'd .../ I wouldn't ... .
- Have you thought of/about ... + Ving?
- Don't forget to...
- It would be a good idea to ...
- How about + Ving ... ?
- What about + Ving ... ?
- I think you should ...
- The best advice I can give you is ...
- Another good idea is to ...
- I hope that this/ my advice helps.
- Let me know what happens.
- Let me know how it went.
- Let's hope that everything turns out all right.
- If you do this, you would ....

### Благодарственное письмо (Thank you letter)

- I'm writing to thank you so much for...
- The party was great/fantastic ...
- It was very kind/nice of you to ...

## Вид письма

## Примеры фраз

Письмо-просьба (Letter of request)

- I'm writing to ask you for your help/to do me a favour
- I wonder/was wondering if I could ask you to ...
- I would be so/terribly/really grateful if you could...

Письмо-поздравление (Congratulations letter)

- I'm writing to congratulate you on passing your exams ... .
- Congratulations on ... .
- You really were the best... .
- You deserved... .

Письмо-информация (Letter of information)

- This is just to let you know that... .
- I'm just writing to tell you that... .
- You must be wondering what's happened to us all.
- Here's our news at the moment... .

● ... It was great to hear that you went to Italy during your spring holidays. I have always wanted to visit this wonderful country. Did you enjoy your journey? What places of interest did you visit? What impressed you most of all? Did you like your hotel?

As for me, I am awfully tired because we've got too many tests at school. Can't wait for the summer break...

● Write a letter to Mary.

In your letter:

- tell her about your journey to Italy
- ask 3 questions about her plans for the summer



Moscow  
Russia  
17 November

Dear Mary,

Thanks a lot for your letter. I hope you passed all your tests!

First of all, let me tell you about my one-week package holiday to Rome. Everything was OK, but we didn't like our hotel. It was too noisy and the food was awful. We even had a stomachache and consulted a doctor. However, all the excursions were extremely interesting. We visited the Vatican and were impressed by the famous St. Peter's Cathedral. I also enjoyed the Colosseum and other sights of Rome. All in all, we enjoyed our holiday.

And what about you? What are your plans for the summer? Will you come to visit us? Russia is a unique country and I'll show you lots of interesting things. If you make up your mind, let me know what cities you would like to visit.

Hope to hear from you soon.

Lots of love,

Lena

● This is part of a letter from Harry, your English pen-friend.

~~...I'm fine but I've got a very busy week ahead. I'm a member of the school team and we are preparing for an important match in the National Championship. Are you fond of football? Do you watch football matches on TV? What other sports do you enjoy?~~

~~Well, I'd better go now. I've got to do some more training — I don't want to lose this match. Take care and write back soon.~~

● Write back to Harry.

In your letter :

- answer his questions
- ask 3 questions about his preparation for the match



12 Ostozhenko street  
Moscow  
Russia  
04/06/12

Dear Harry,

Hi! How's it going? Thanks for your last letter. I'm glad you are in your school football team now!

In your letter you asked me about football. Well, I'm really fond of it. It's a great game and I'm always happy when my team wins. But I don't watch football matches on TV because it's rather boring. I prefer playing to watching as it's more exciting. I'm also keen on roller-skating. It's fun to take part in street competitions and to perform different tricks.

Anyway, what about your preparation for the National Championship? Do you work hard? How many times a week do you train? Do you get on well with your team-mates?

Well, I'd better go now as I have to tidy up my room. Write back soon!

All the best,

Ivan

- *This is part of a letter from your English-speaking pen-friend.*

*...Do you often have arguments with your parents? I do. My mother thinks that I spend too much time hanging around with my friends. Do you often meet your friends?*

*What do you usually do together? And what do you do when you disagree with your parents about how you spend your free time?*

*Write back soon.*

*Love,  
Ann*

- *Write back to Ann.*

*In your letter :*

- *answer her questions*
- *ask 3 questions about her relations with her younger sister*



Voronezh  
Russia  
30/12/14

Dear Ann,

Thanks for your letter. I'm glad you passed your History test!

I'm sorry you don't get on well with your parents. As for me, I have practically no problems with mine, although we do quarrel sometimes because I spend too much time playing computer games. In this case I try to talk to them and find the way out. Unfortunately, I can meet my friends only at weekends and we usually play football together. It's our favourite game.

And how do you get on with your sister? Do you play together? Do you help her with her homework? I wish I had a sister or a brother!

Anyway, keep smiling whatever happens! I'd better go now as I've got loads of homework to do (as always).

Write back soon!

Lots of love,  
Kate

**Thank you for your  
attention**





- Используются изображения из <https://yandex.ru/images/>  
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