

5 STEPS TO WRITE THE BEST LETTER TO YOUR FRIEND

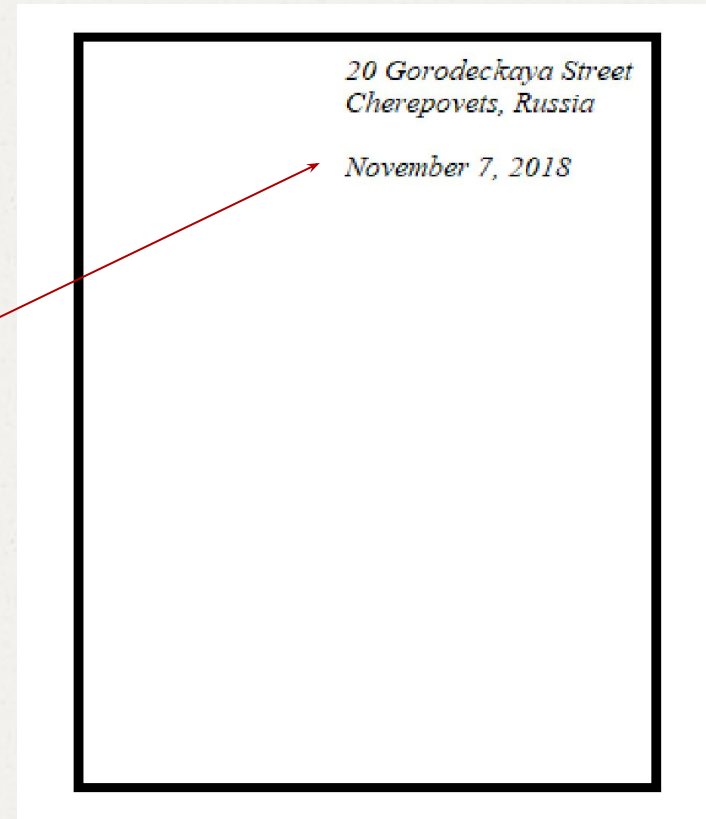


**1st STEP: write address & date
in the top right-hand corner**

For example:

*20 Gorodeckaya Street
Cherepovets, Russia*

November 7, 2018



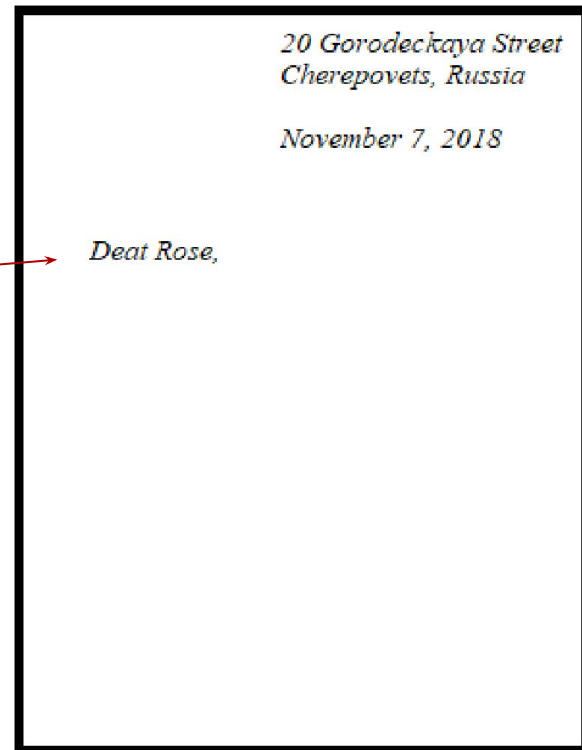
STEP 2: appeal to your friend!

For example:

Dear Alex,

Dear Rose,

**Remember: you should
put *comma* after
your friend's name!**



**STEP 3: divide to some abstracts your letter
logically.**

The new abstract begins with the new line.

1. You should thank your friend for the letter.

For example:

- **Thanks (a lot) for your (last) letter.**
- **Your last letter was a real surprise for me.**
- **I was glad (happy) to get your letter.**
- **It was great (nice) to hear from you!**

The main part of your letter is two-three abstracts: answer your friend's questions as full as possible.

Don't forget to use informal phrases and words!

For example, **well, by the way, anyway, so, to my mind, in my opinion, frankly speaking, Guess what? or Wish me luck!**

Now you can ask your friend your own questions! What do you want to know?

STEP 4: explain your friend why you should finish your letter.

For example:

- **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 favourite TV show.**

and also add, that you hope to receive a letter from him again

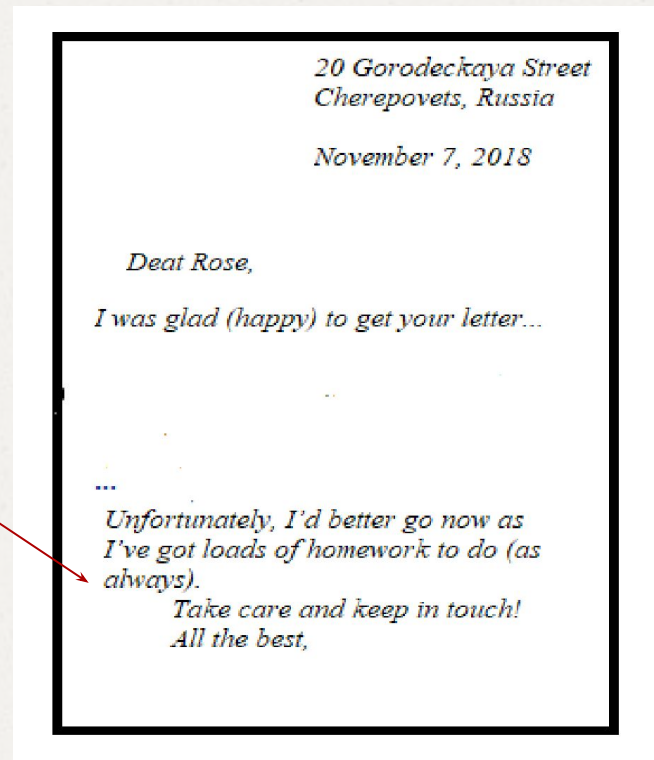
- **Write (back) soon!**
- **Take care and keep in touch!**
- **Drop me a letter when you can.**
- **Hope to hear from you soon.**
- **I can't wait to hear from you!**

STEP 5: finish the letter correctly

Write some sweet words to your friend. It will be very pleasant for him. Don't forget to start from a new line.

For example:

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



And then just add your name!

For example:

Mikhail

Maria

*20 Gorodeckaya Street
Cherepovets, Russia*

November 7, 2018

Dear Rose,

I was glad (happy) to get your letter...

...

*Unfortunately, I'd better go now as
I've got loads of homework to do (as
always).*

Take care and keep in touch!

All the best,

Mikhail

The example of the letter

*20 Gorodeckaya Street
Cherepovets, Russia*

November 7, 2018

Dear Rose,

I was so happy to get your letter! I can't wait to meet you in July! I'm sorry I haven't answered earlier but I was really busy with my school.

*You asked me to tell you about...
Well, ...*

*By the way, ...? ...? ...?
Unfortunately, I'd better go now as I've got loads of homework to do (as always).*

*Take care and keep in touch!
All the best,
Mikhail*

Write your own letter and answer your friend's questions about the ideal zoo.

- 1.** How do you think is it tolerant to keep animals in the zoo?
- 2.** How do you think are the animals happy in the zoo? Is free life different from the life in the zoo and why?
- 3.** What opportunities does the zoo give both people-visitors and animals?
- 4.** What does your ideal zoo look like?