

Personal Letter



Steps

Steps

Steps

Steps

Steps

Steps of writing any letter

YOUR ADDRESS

DATE

GREETING

BODY

SIGNATURE

ADDRESS

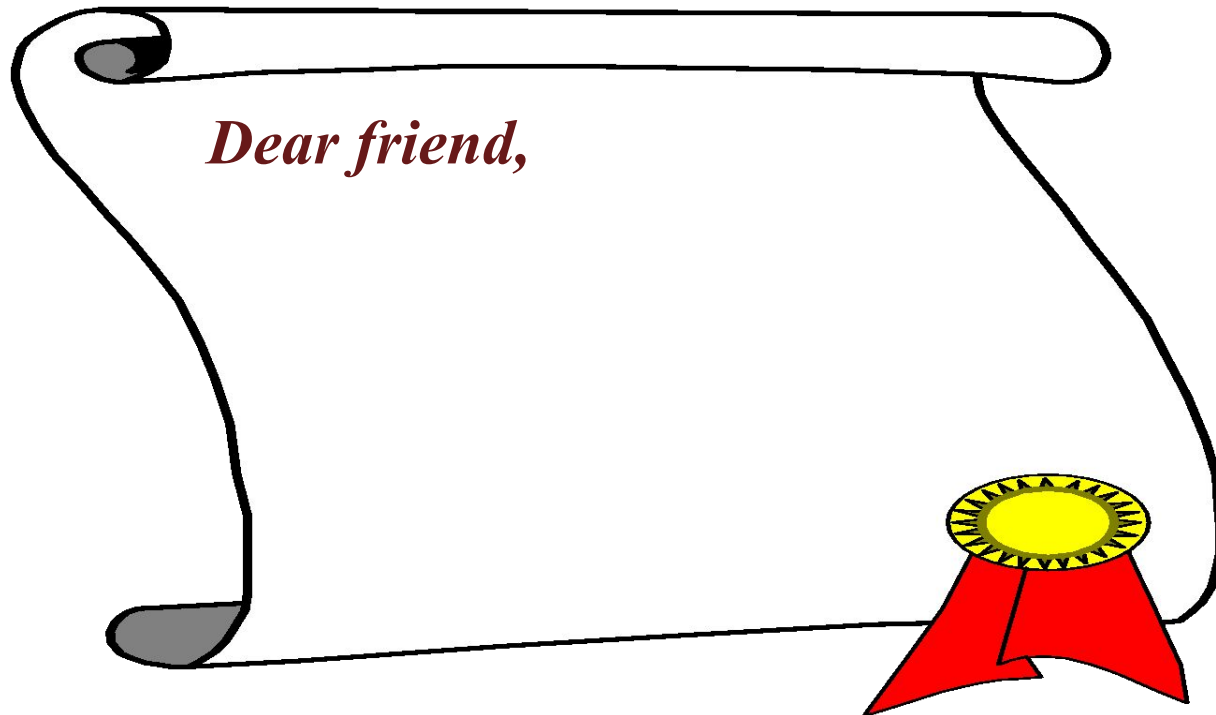
**Flat 8
2, Suvorov Street
Vanino
682860
Russia**

DATE

5th March, 2009



GREETING



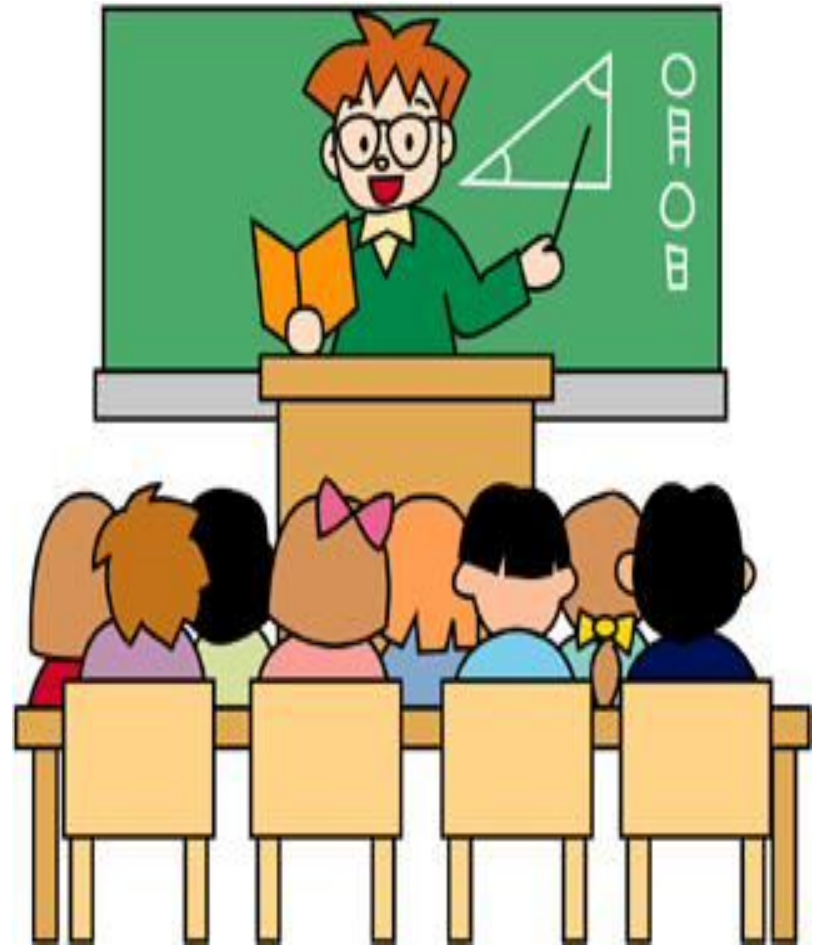
Dear friend,

BODY

Paragraph 1

*Благодарность за
ПИСЬМО:*

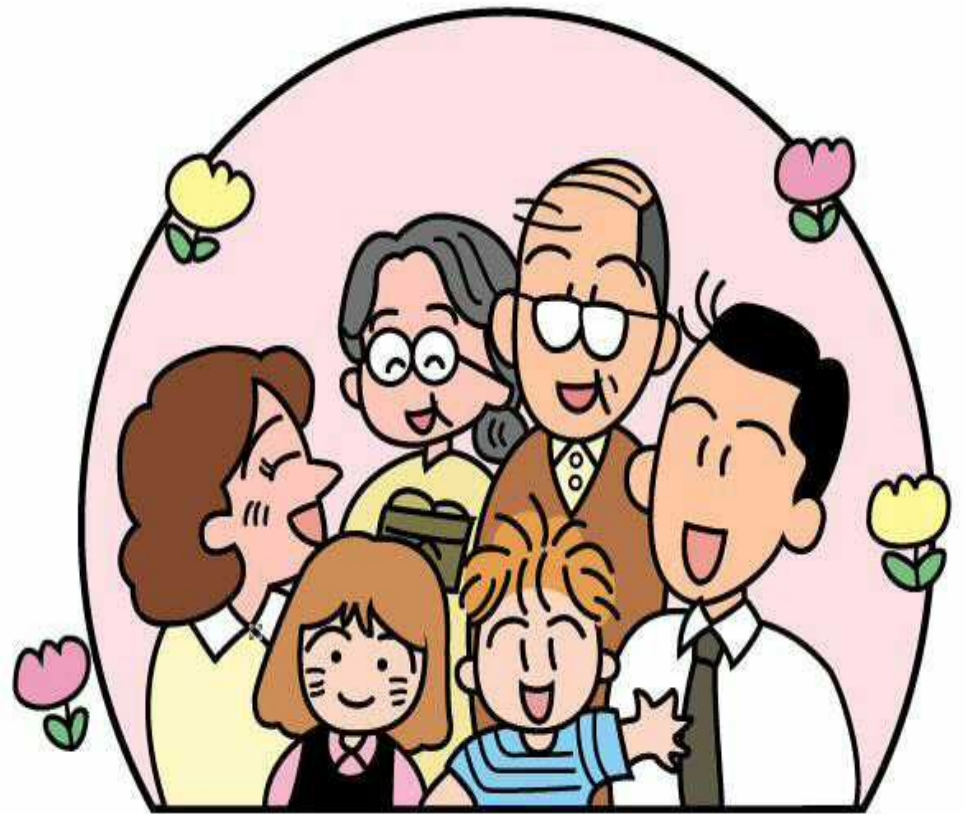
**Thanks for your letter.
It was great to hear
from you again.**



BODY

Paragraph 2

*Ответы на вопросы
письма.*



BODY

Paragraph 3

***Вопросы к
собеседнику по
заданию.***

BODY

Paragraph 4

Прощание.

Объяснение, почему заканчиваете письмо.

Ссылка на будущий контакт:

I'd better go now as I have to walk with my dog.

Please, write me soon.

I hope to hear from you soon.



SIGNATURE

***Best wishes,
Sasha.***



Example

Flat 8
2, Suvorov Street
Vanino
682860
Russia

29th March, 2010

Dear Mary,

Thanks a lot for your letter. It was great to hear from you again.

You asked me about football. Well, I'm really fond of it. I am 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.

Anyway, what about your preparation for the championship? Do you work hard? How many times a week do you train?

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

All the best,

Sasha

Критерии оценивания личного письма

- Решение коммуникативной задачи (содержание)
- Организация текста

This is part of a letter you have received from Mary.

“...We are doing a project at school on how computers are changing people’s lives. Please could you tell me how computers are changing things and how people feel about it? Have you got a computer at home? What do you use it for?

As for me, I’m going on holiday with my parents next week...”

Write back to Mary. In your letter

- Answer her questions about computers***
- Ask 3 questions about her holiday***

Write 100-140 words. Remember the rules of letter writing. You have 20 minutes.

This is part of a letter you have received from John.

“... At school we are doing projects on sports popular in different countries. Could you tell me about 2 kinds of sports that are popular with Russian teens? Why are they popular? Do you have enough time for sports? By the way, I am thinking of joining our school drama club. Is that a good idea?...”

Write back to John. In your letter

- Answer all his questions***
- Ask 3 questions about his school drama club***

Write 100-140 words. Remember the rules of letter writing. You have 20 minutes.