

МБОУ гимназия №2 г.Сургута

Writing a letter to a friend



Учитель английского языка Жаркова А.А,

What is our topic today?

- Hi!!!! How are you? :-)

- Ohhhh, :-) Hi, ok. And you?



Writing a letter to a friend



Our main purpose today is

- ▣ **to study how to write a personal letter**

You will...

No 1. know requirements to such letters, the main criteria of evaluation;

No 1. study the rules of writing personal letters and the structure;

No 3. learn some useful phrases;

No 4. have great practice.




The requirements and criteria of evaluation of a personal letter:

Limited amount of the text – 100-140 words. Acceptable variation - 10%.

You have 20 minutes to do the task.

- The content of the text (max - 2)
- The structure of the text (max - 2)
- Rich and correct vocabulary and grammar (max - 2)

The content must include:

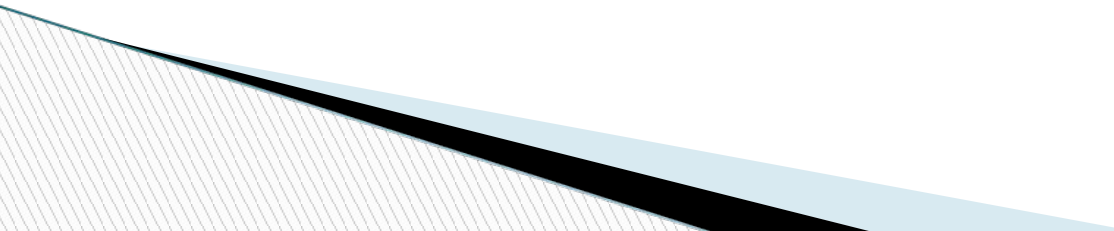
- Reference to the previous letter, gratitude
 - Answering the questions
 - Questions to the addressee
 - Proper amount of the text
 - Right form of address
 - Appropriate phrases for the end of the letter and signature
- 

The text of the letter must:

- be logical**
- have 4 main parts**
- have necessary
conjunctions**
- start with an address and a
date**

As for vocabulary and grammar...

There must be:

- right usage of grammatical structures
 - rich vocabulary
 - no mistakes
- 

The structure of a personal letter

Let's write the address.

Flat 10

15 Lenin Street

Surgut

Russia



Warning: no commas, no points!

D
a
t
e

9 September 1999

o
r

09/09/1999

Let's start the letter (paragraph 1)

Dear Mary,

Спасибо большое за ...

Thank so much ...

 *Many thanks for ...*



Make up the sentence

Как мило с вашей стороны ...

nice

2

of

3

how

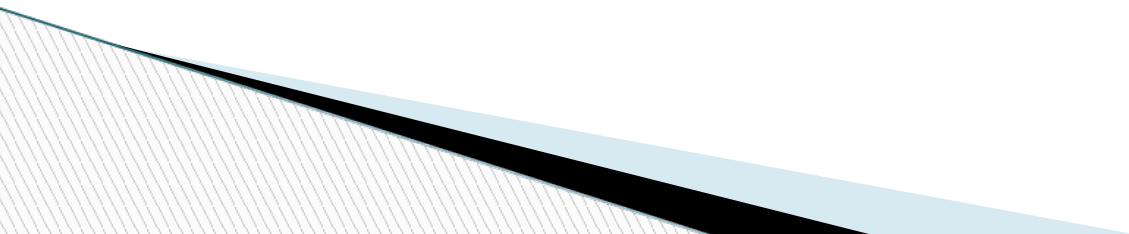
1

you

4

Translate it:

Я должен извиниться за то, что не писал...



The 2nd paragraph.

We answer the questions of the friend.



The 3rd paragraph.

Now it's our turn to write questions to the author of the letter.

These words can help you

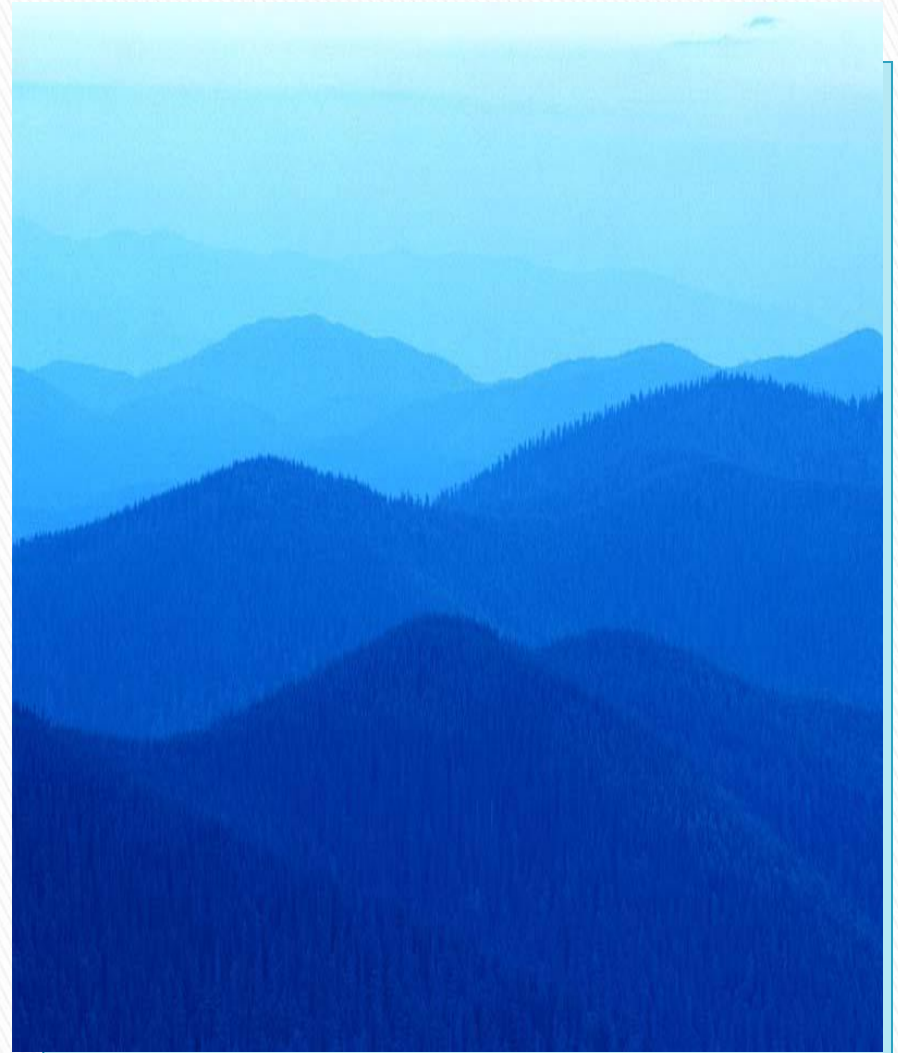
Fill in the gaps

W..l

B.y

A....y

S.



The last part. We should explain why we finish the letter.

Finish the phrase: *I've to go...*

□ *It's my favourite TV show now.*



Phrases for the end of the letter

I'll write again soon.

Best wishes

,

Kate



Practice.

Tasks.

Task 1. Put the parts of the address in a logical order.

3
Russia
1 7 Kasatkina Street
Moscow
2

Task2.

Choose the right variant.



22.03.2010

22,03,2010

22/03/2010

22 March 2010

Task 3. Try to fill in the gaps.

D... Mark...

T... for your letter.

I agree with you that E...

grammar is difficult so I think

it's necessary to l... the rules

and to do e... As for me I do it

regularly.

You'll see the right variant later

Task 4. Match the questions and the answers

1 ...I find it difficult to understand English grammar.

b

What about you? Do you think it's necessary to know all the rules?

a) I'm free this summer and I can go with you.

2. Do you do grammar exercises?

d

3. Have you got any plans for the summer?

a

4. I was thinking of going to a language school in the UK to improve my English. It would be great if we went together. What do you think?

c

b) I agree with you that English grammar is difficult so I think it's necessary to learn the rules and to do exercises.

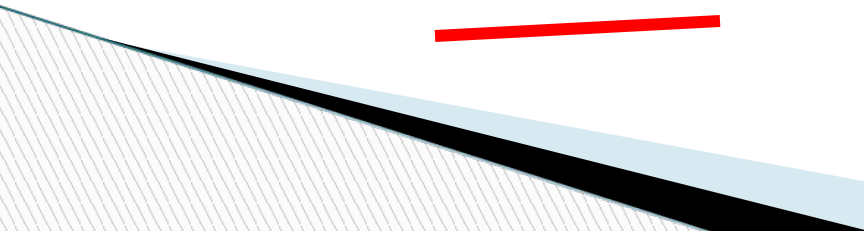
c) Going to a language school together is a great idea! We could practice English and visit many places.

d) As for me I do it regularly.

Task 5. Correct the mistakes.

- Write what dates suits you best. /
- Which course you like ~~to~~ *would* do?
- What levels do you think are we?
- Where you prefer stay?...

we / *would* *to*

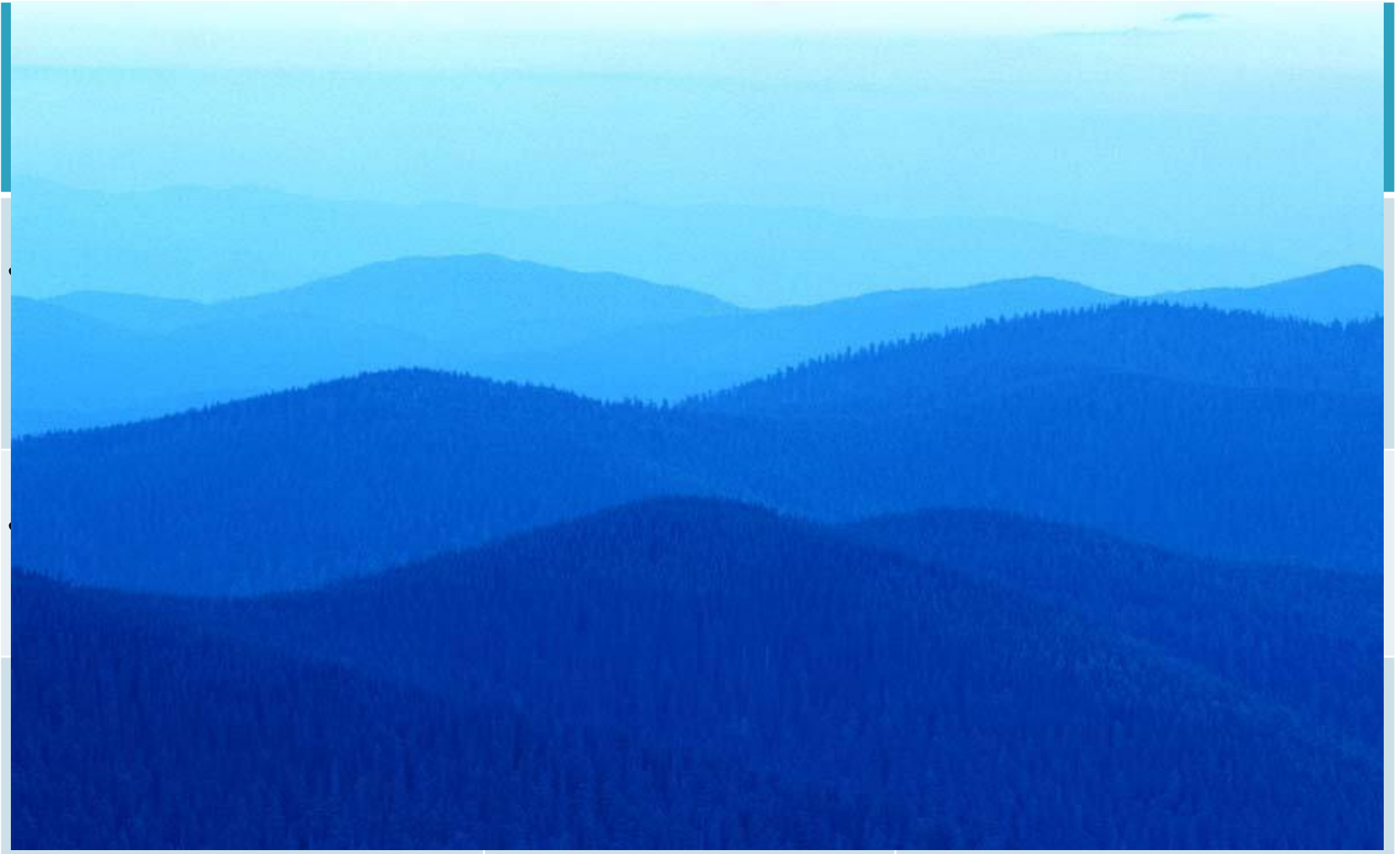


Task 6.

What phrases are more formal?

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

Let's check.



Task 7. Finish the letter. Put the phrases in a logical order.

c) *I'll get in touch soon*

a) *Lots of love,*

b) *Helen*

c) *I'll get in touch soon*

Now look at the whole letter.

7 Kasatkina Street
Moscow
Russia
22 March 2010

Dear Mark,

Thanks for your letter. Sorry that I didn't write earlier.

I agree with you that English grammar is difficult so I think it's necessary to learn the rules and to do exercises. As for me I do it regularly. Going to a language school together is a great idea! We could practice English and visit many places. I'm free this summer and I can go with you.

Write what dates suit you best. Which course would you like to do? What level do you think we are? Where would you prefer to stay?

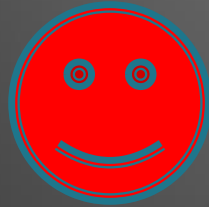
I have to go now to help my mom. I'll get in touch soon.

Lots of love,

Helen

Check your guesses.

Your homework:



Write an answer to Helen. Write your 3 questions. There should be 100-140 words in the letter. Remember the rules of letter writing.

Goodbye!



Литература:

Афанасьева О.В. Английский язык, учебник для 9 класса: М. – Просвещение, 2009.

Музланова Е.С. Английский язык: Экспресс-репетитор для подготовки к ЕГЭ: «Письмо», АСТ – Астрель, Москва, 2009.

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