

# Personal Letter



Steps

Steps

Steps

Steps

Steps

## *Steps of writing any letter*

**YOUR ADDRESS**

**DATE**

**GREETING**

**BODY**

**SIGNATURE**

# ***ADDRESS***

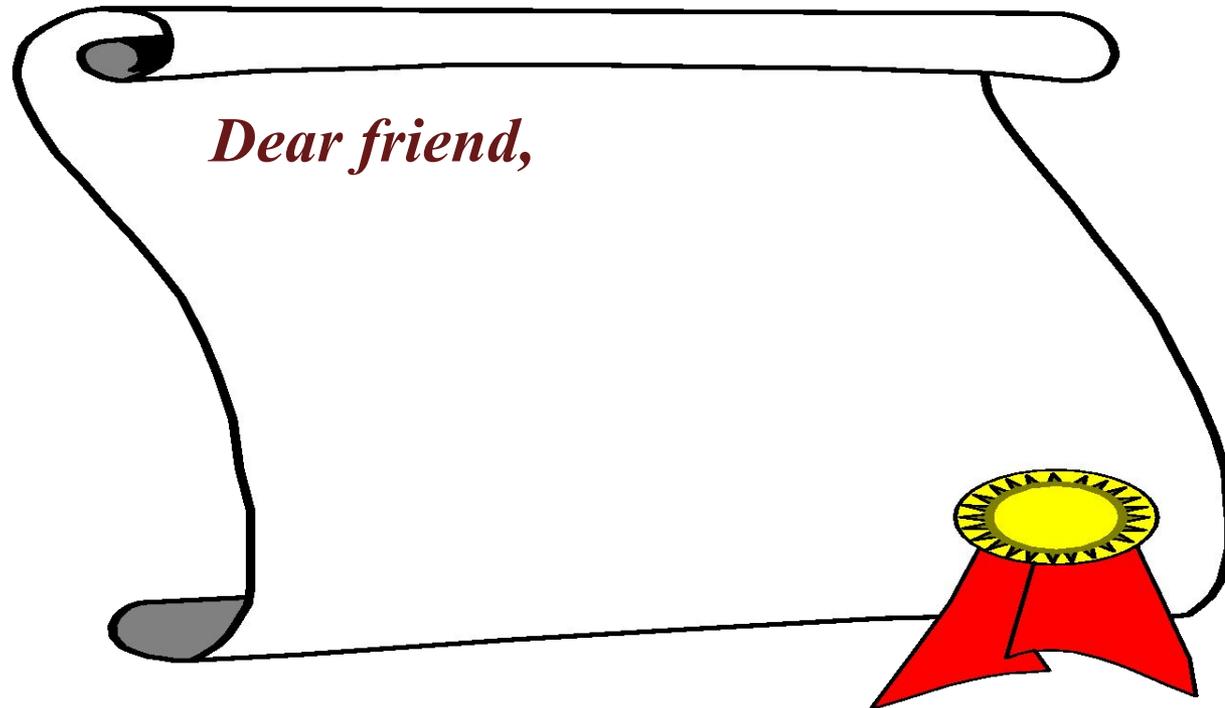
**Flat 8  
2, Suvorov Street  
Vanino  
682860  
Russia**

# ***DATE***

***5th March, 2009***



# ***GREETING***



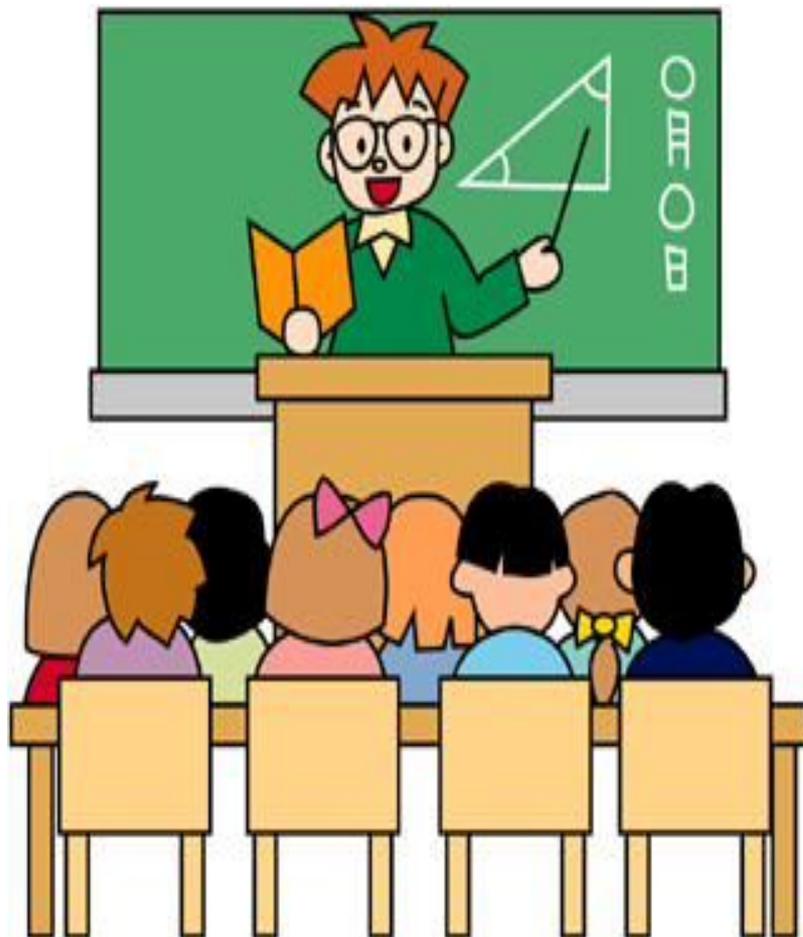
*Dear friend,*

# BODY

## Paragraph 1

*Благодарность за  
ПИСЬМО:*

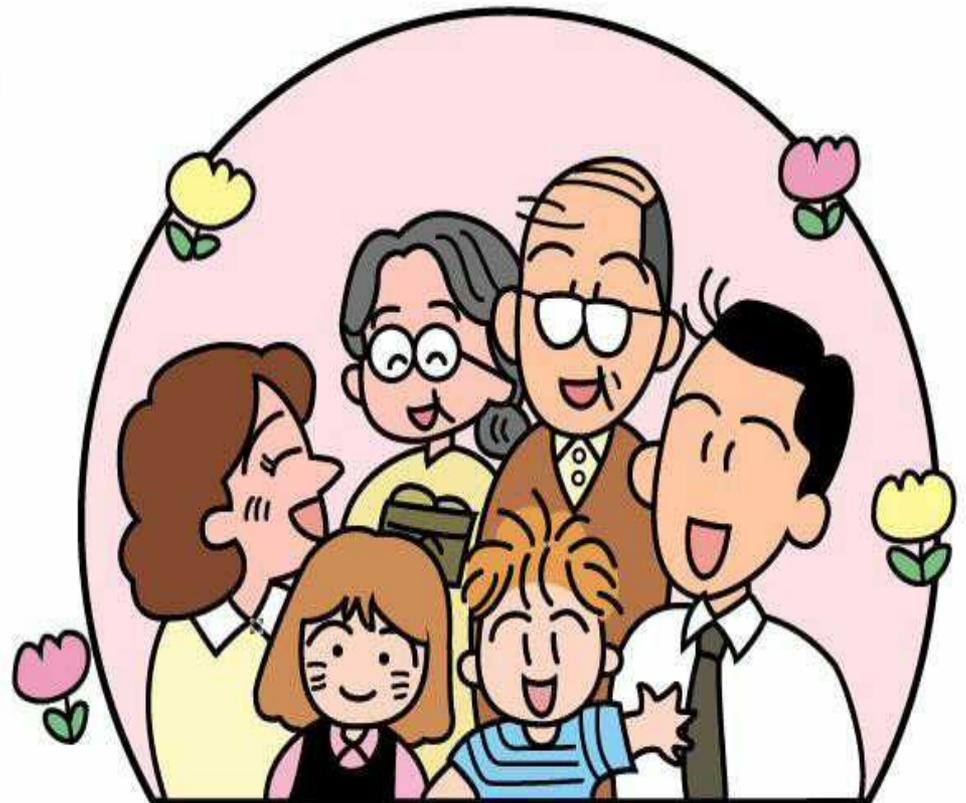
**Thanks for your letter.  
It was great to hear  
from you again.**



# 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

29<sup>th</sup> 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.***