

Различные пути в подготовке учащихся к написанию писем

Клише для написания личного письма (в формате ЕГЭ)

Для начала познакомимся со структурой и образцом написания письма.

Структура письма

№	Что требуется в письме	Рекомендации	Примеры
1	Адрес Address	Адрес пишущего указывается в правом верхнем углу <ul style="list-style-type: none"> В принятом в Великобритании порядке: номер квартиры, корпуса, дома, улица, почтовый индекс, страна Слова Flat, Block, Street, Avenue, Prospect пишут с заглавной буквы Можно пользоваться общепринятыми сокращениями, которые тоже пишут с заглавной буквы (Fl, Apt, St, Ave, Pr)	(полный) Flat 5 Block 1 12 Grazhdansky Pr StPetersburg 195299 Russia (краткий) StPetersburg Russia
2	Дата Date	Под адресом дата (пропустив строку) <ul style="list-style-type: none"> Можно писать цифрами или буквами Названия месяцев пишут с заглавной буквы В зависимости от задания (адресата) можно писать британский вариант: дата/ месяц/ год или американский вариант : месяц / дата / год	Saturday, March 1 st , 1999 9 September 1999
3	Обращение Greeting	Письмо начинается с обращения, после которого ставят запятую. (с новой строки, пропустив строку)	Dear Sally, Dear Mr Brown, My darling,
4	Начало письма Introduction	В начале письма автор обычно <ul style="list-style-type: none"> Благодарит адресата за ранее полученную корреспонденцию Извиняется, что не писал раньше 	Thanks for..., Many thanks for..., How nice of you ..., I was awfully glad to get your letter... I must apologise for not writing..., I really should have written sooner....
5	Основная часть письма Main Body	В ней должны быть раскрыты все аспекты, указанные в задании. Каждый параграф пишут с новой строки, пропустив строчку.	
6	Конец письма Conclusion	В конце письма автор упоминает о дальнейших контактах. (с новой строки, пропустив строку)	I'll write again soon. Looking forward to seeing you. Hope to hear from you soon.
7	Завершающая фраза письма Ending	Эта фраза зависит от степени близости автора и адресата, после неё всегда ставится запятая. (с новой строки, пропустив строку)	I love you so much, Lots of love, Much love, Best wishes, All the best, Yours.....,
8	Подпись автора	Личные письма подписывают без указания фамилии (с новой строки, пропустив строку)	Sally , David

Образец написания письма

Your address

The date

Greeting

Dear.....,

Introduction (§ 1-opening remarks)

Main Body (§§ 2-3 - development of the subject)

Conclusion (§ 4 - closing remarks)

Ending (say goodbye and sign your name)

- **Greeting**
- never begin *Dear friend / Pen friend*; write the name *Dear Jane*,
- **Introduction**
- reasons for writing; / - an apology for a delay in writing / - a thank you to the person for his last letter
- **Main Body**
- divide your letter into paragraphs and include 2-3 points in each paragraph
- **Conclusion**
-an excuse to stop writing/ - greetings to the person's family (friends) / - an invitation/ - a promise to write again soon, / - a request to the person to reply soon
- **Ending**
- *Lots of love/ Best wishes + your first name*

StPetersburg
Russia
} пропустить строчку
January 1st

Dear Mary,

} пропустить строчку

Thank you for your lovely birthday card, I have not written sooner as I wanted to invite you round and would never find a suitable time.

} пропустить строчку (каждый параграф начинать пропуская строчку)

We are having a small party next Friday night to celebrate Tony's return from Canada , and we would be very happy if you and Simon could join us, around 8 p.m. Do come if you can.

} пропустить строчку

Looking forward to seeing you.

} пропустить строчку

Yours,

} пропустить строчку

Anna

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

Письма с просьбой дать совет.

Asking for advice

Вводные фразы	Заключительные фразы
<p><i>Formal</i></p> <ul style="list-style-type: none"> • I would appreciate it if you could give me some advice about... • I am writing to ask if you could help me with... • I am writing to ask for your advice. • Could you possibly offer your advice? • Could you please give me your advice? • I am writing to request some advice concerning... • I would be grateful if you could offer your advice. • I wonder if you could help me with a problem... <p><i>Informal</i></p> <ul style="list-style-type: none"> • 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. 	<p><i>Formal</i></p> <ul style="list-style-type: none"> • I would be grateful if you could give me your advice as soon as possible • I look forward to receiving your advice. • It would be of great help if you could advise me. • I would greatly appreciate your assistance in this matter. • I would appreciate it if you could give me your advice as soon as possible. <p><i>Informal</i></p> <ul style="list-style-type: none"> • 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.

Письма-советы.

Giving advice

Вводные фразы	Фразы основной части	Заключительные фразы
<p><i>Formal</i></p> <ul style="list-style-type: none"> • Thank you for your letter requesting.... • I am writing in reply to your letter asking for advice about..... • I am writing with regard to your letter requesting advice concerning.... <p><i>Informal</i></p> <ul style="list-style-type: none"> • I'm sorry to hearand 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 	<p><i>Formal</i></p> <ul style="list-style-type: none"> • I strongly recommend that..... • I would suggest that..... • I believe the best course of action is.... • I would advise you to..... • You should / ought to..... • If I were you I would..... <p><i>Informal</i></p> <ul style="list-style-type: none"> • 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..... • What you should do is... • How about + Ving.....? What about + 	<p><i>Formal</i></p> <ul style="list-style-type: none"> • I trust you will accept this advice • I hope this advice will be of help • I hope to have been of assistance to you/ • I would very much like to know if this advice was helpful / has been of some use. <p><i>Informal</i></p> <ul style="list-style-type: none"> • I hope that this / my advice helps. • Let me know what happens. • Let me know how it went. • Let's hope that things get

think..... • Here's what I think you should do.	Ving.....? • I think you should..... • The best advice I can give you is..... • Another good idea is to.....	better • Let's hope that everything turns out all right. • Hope this helped. • If you do this, you would.....
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Примеры подготовительных упражнений для учащихся (перед написанием личного письма)

Exercise 1. пример взят из Practice Tests for the Russian State Exam (E.Klekovkina...) Macmillan

Put the parts of this letter in the correct order (Part1- Part9)-Key:HDFBGAEC

A.. Anyway, I've got to go now. Loads of homework (unfortunately!)

B. I'm sorry to hear you've had an argument with your best friend and that you're not speaking at the moment. Yes, it has happened to me too, and it's awful, isn't it?

C. Carol

D. Dear Sally,

E. Write back soon!

F. Thanks for your letter. It was great to hear from you! Well done on passing your exams!

G. I think you need to ask yourself one question: what's more important- that argument or your friendship? I remember when I asked myself that it all became clear. I realized my friendship with Chris was far more important. I called him immediately and told him. We became friends again immediately. Maybe you should do the same thing. Let me know what happens! Good luck!

H. 23 Portland Street

Manchester

MN3 6YL

24th September

Exercise 2. пример взят из Reading/ Writing (Virginia Evans-Jenny Dooley) Express Publishing

You recently started a new job, and you have decided to write and tell a friend about it. Write your letter, describing the job and the people you work with. (100-150 words)

KEY: 1-A, 2-B, 3-A, 4- X description of yourself, .where you went last night, .news about your holiday, 5-A,B,C

1 Who is going to read your letter? **A** someone you know well **B** someone you have never met

2 Why are you writing the letter? **A** to apply for a new job **B** to tell someone your news

3. What will your letter be about? **A** your new job **B** your friend's new job

4. Which three points below would you not include in the letter? Put a cross (x).

.....reason for writing

.....description of yourself

.....brief description of the work you do

.....where you went last night

.....the people you work with

.....news about your holiday

.....asking the other person to reply

5. Which of the following could you use in the letter? **A.** short forms **B.** idioms **C.** informal vocabulary **D.** formal, polite expressions

Dear Paul,

I'm sorry I haven't written for such a long time, but I've been really busy with my new job as a hotel receptionist. Actually, that's what I'm writing to tell you about.

I'm working at a lovely hotel in the city centre. I started there two weeks ago. The job involves answering the phone, making bookings and answering guests' questions - you know the sort of thing, I'm sure. I'm really enjoying it, actually.

All the people I work with are very nice and have been very helpful to me. The hotel manager has been especially kind. There's also one woman who's become quite a good friend already. She's a waitress called Sandra, and we get on like a house on fire!

Anyway, that's all my news for the moment, but I promise I'll write again soon. I hope you and your family are well. Keep in touch!

Best wishes,
Amelia

Exercise 3. пример взят из Reading/ Writing (Virginia Evans-Jenny Dooley) Express Publishing

You have decided to hold a party at your house on New Year's Eve. Write a letter to a friend who lives in another town, inviting him/her to your party and telling him/her what you have planned for the occasion. (120-180 words)

Key: 1-informal, 2-someone you know well, 3-to invite someone to a party, 4-the reason you are writing, plans and preparations for the party

- 1 What style would you use for this letter?
- 2 Who is going to read it?
- 3 Why are you writing the letter?
- 4 Which two points below are main topics that you might include in your letter?
 - the reason you are writing
 - why you haven't held a party before
 - a description of your house
 - plans and preparations for the party
 - how much money you will spend on food and drink
 - recent changes in your town
5. If you were holding a party, what plans/preparations would you make? Use these headings to help you.
 - food & drink
 - guests
 - decorations
6. **Read the letter and label the paragraphs with the headings.**
 - closing remarks
 - reason for writing
 - details about the event

10th December

Dear Vic,

Hi - how are you? What are you doing this New Year's Eve? Jean and I have decided to hold a party at home this year, and we'd love it if you and Monica could come.

We're planning quite a small party with our old schoolfriends, so you'll know all of the guests. There'll be lots to eat and drink, of course. We've decided to give the party a Mexican theme, and we thought that a variety of Mexican dishes would be perfect, since all of our friends love spicy food. Jean's already started planning the menu, making decorations and so on.

You'll probably be coming by train, won't you? Just give us a ring from the station when you arrive, and I'll come and pick you up. I expect the party will go on quite late, so of course you will need to stay the night. Don't worry, though - there's plenty of room for both of you.

Well, I really hope you can make it, Vic. Do try and come - it seems ages since we last saw you both! Please let me know as soon as possible if you'll be able to join us.

Lots of love,
Mark

What is the main topic of each paragraph?

Paragraph 2

A plans and preparations for the party **B** the other guests who will be there **C** Mexican food and decorations

Paragraph 3

A the easiest way to get to Mark's house **B** specific arrangements for Vic and Monica **C** how long the party will last

Exercise 4. пример взят из Reading/ Writing (Virginia Evans-Jenny Dooley) Express Publishing

Read the sentences and decide which are from introductions and which are from conclusions.

(Key: 1-C, 2-I, 3-C, 4-C, 5-I, 6-I)

- 1 Please let me know as soon as possible.
- 2 I'm writing to invite you to our wedding on 6th May.
- 3 I'm sure it will be fun, and I hope you'll be able to come.
- 4 Looking forward to seeing you then.
- 5 We're organising a fancy-dress party and it would be great if you could come.
- 6 We'd love it if you could come to our house-warming party on 27th January.

Task 5. пример взят из Reading/ Writing (Virginia Evans-Jenny Dooley) Express Publishing

Read the short letter of invitation and correct the mistakes in bold.

Dear Sally,

I'm **writting** to invite you to our cottage near Wynton for the first weekend **on** June, when Wynton has its annual fair. **Its** always great fun, and I'm sure you **are** enjoy it. The fair takes place **in** the Saturday, with a flower show, a funfair and lots of **others** things, and there is **usually** a big dance **at** the evening.

The next day Barry and I **am** going to have a barbecue if the weather **will be** fine. Most of our **freinds** have been invited, so you'll meet some interesting people.

Please let us know if you can make it. Looking forward to seeing you.

Lots of love,
Beth

Различные пути в подготовке учащихся к написанию сочинения написание сочинения

Дискуссионные сочинения. Discursive essays.

Тип сочинения и примерный план	Introduction	Main Body	Conclusion
1 'For' and 'Against' essays (formal style)	§ 1 -present the topic and state the problem -make a general remark about it without giving your opinion	§ 2,3 -Arguments “for”(3 points) -Arguments “against”(3 points) (support your arguments with examples)	§ 4 - your opinion based on the given arguments
2. Opinion essays (formal style)	§ 1 - introduce the subject and state your opinion	§ 2-4 – or more paragraphs - first viewpoint supported by reasons/ examples -second viewpoint supported by reasons/ examples - the opposing viewpoint supported by reasons/ examples	§ 5 - summarise what you’ve said -restate your opinion using different words

Useful Language (FOR and AGAINST essay)

I. **Introduction** (state the topic /problem , you talk generally about the topic, you may ask a question or start with a quotation)

- *As a general rule..... It is popularly believed that..... It is often suggested.....People often claim that.....A lot of people think that..... Many people are in favour of..... / are convinced that.....*
- *We all know that...*
- *Can you imagine? Isn't it amazing.....? Have you ever thought of....? Isn't it strange...?*
- *There are both advantages and disadvantages Let's begin with.....*

II. **Main Body** (points FOR and AGAINST , along with your justification, appear in two separate paragraphs)

- To introduce points
 - *The main / most important / greatest advantage of.....is that.....*
 - *Another advantage/ disadvantage of..... A further advantage/ disadvantage of.....*
 - *One point of view in favour of / against... The best/ worst thing about.....is.....*
- To list points
 - *In the first place... First of all..... To start with... To begin with...*
 - *Secondly... Thirdly..... Finally..... Last but not least.....*
- To add more points to the same topic
 - *What is more... Furthermore Moreover.....*
 - *In addition to this.... Besides..... Apart from this.....*
- To make contrasting points

- *on the other hand* *however*..... *in spite of the fact that* *despite the fact that*.....
- *while*.....*nevertheless*... *even though*..... *although*.... *it can be argued that*.....
- To introduce examples
- *for example*..... *for instance*... *such as*..... *in particular*.....

III. Conclusion (you give either your opinion or a balanced consideration of the topic, or give the

reader something to consider, or to end with a quotation)

- To conclude
- *to sum up*..... *all in all* *on the whole*..... *in conclusion*
- *taking everything into account*...../ *as was previously stated*
- *All things considered* , *although there are some disadvantages*....., *I believe it is*.....
- *All in all, I believe that there are more advantages than disadvantages*.....

Useful Language (OPINION essay)

I. Introduction (state the topic/ problem ; you may ask a question or start with a quotation; state your opinion)

- state the topic /problem
- *Is too much emphasis placed on*.....?
- *Nowadays, we are often told* *Every day*... *There is no doubt that*.....
- *Over the past few years,*..... *Are you among those who*.....? *Why has*.....*become*...?
- *The British poet*...*once said that* “....”
- *There are various facts that support this opinion.*
- To express opinion
- *In my opinion*..... *I believe*..... *It seems to me*..... *The way I see it*.....

II. Main Body (each paragraph should present a separate viewpoint supported by your reason, another paragraph should present the opposing viewpoint)

- To list points
- *In the first place*... *First of all*..... *To start with*... *To begin with*...
- *Secondly*... *Thirdly*..... *Finally*..... *Last but not least*.....
- To add more points to the same topic
- *What is more*... *Furthermore*
- *In addition to this*.... *Besides*..... *Apart from this*.....
- To introduce contrasting viewpoints
- *It is argued that*..... *People argue that*..... *Opponents of this view say*
- *There are people who oppose*..... *Contrary to what most believe*.....
- To introduce examples
- *for example*..... *for instance*... *such as*..... *in particular*.....

III. Conclusion (you restate your opinion using different words)

- To conclude
- *to sum up*..... *all in all* *all things considered*..... *on the whole*.....
- *in conclusion* *taking everything into account*...../ *as was previously stated*
- *All in all, I still feel that the benefits of**outweigh the disadvantages.*

Примеры упражнений для подготовки учащихся к написанию эссе.

Exercise 1. from Successful Writing –Upper Intermediate, Virginia Evans, Express Publishing

Read the closing paragraphs below and say whether they express a balanced consideration or the writer's opinion.

Key: 1,2,5-writers opinion 3,4,6-balanced consideration

1. In conclusion, getting married has, to my mind, more advantages than disadvantages. After all, what can be more fulfilling than a steady relationship with the person you love that lasts for the rest of your life?
2. To sum up, camping holidays do have advantages, the main one being that they are far cheaper than other holidays. In my opinion, however, there is too much hard work involved for them to ever feel like a real holiday.
3. To conclude, by looking after animals and helping them to breed, zoos play an important part in protecting many species from becoming extinct. Therefore, the negative aspects of keeping animals in captivity are balanced out by the positive ones.
4. All in all, computers have both advantages and disadvantages. They may have replaced humans in many jobs, but they have also made our lives considerably easier, and it is now difficult to imagine life without them.
5. On the whole, while most people go on holiday to rest, this is one thing you are unlikely to do on an adventure holiday. In my opinion, this disadvantage outweighs all the advantages associated with this kind of holiday.
6. Taking everything into account, there are both advantages and disadvantages in keeping pets. In the end it is up to the individual to decide whether the pleasure associated with owning a pet is worth the work that goes with it.

Exercise 2. from Successful Writing –Upper Intermediate, Virginia Evans, Express Publishing

Put these jumbled sentences in the correct order. Then write them out in two separate paragraphs, one including all the advantages, the other all the disadvantages. Finally, write a suitable beginning and ending for this topic.

Key: 1E,2B,3D,4G,5A,6F,7H,8C

Package holidays: Good or Bad?

- A However, there are disadvantages to going on a package holiday.
- B To start with, package holidays are cheaper than travelling on your own, as the price includes the air fare and hotel accommodation.
- C Another negative aspect is that as you have paid for your accommodation in advance, you often feel obliged to stay in that place rather than move around and explore.
- D Furthermore, the brochures from which most people select a package holiday usually give you a good idea of what the resort offers, therefore reducing the chances of disappointment.
- E Package holidays have several advantages.
- F In the first place, as package holidays are less expensive, the hotel is unlikely to be top-class.
- G Last but not least, when visiting a new place it is often much easier to have all the details arranged in advance as it can be rather confusing to plan everything by yourself.
- H Also package holiday destinations are usually popular tourist resorts, thus there is little opportunity to experience the true culture of the country you are visiting

Exercise 3. from Successful Writing –Intermediate, Virginia Evans, Express Publishing

Underline the correct linking word/phrase. Key: 1-besides 2-argue that 3-in favour of 4-even though 5-for instance

1. **Besides/Despite**, television affects the way we think.
2. Many people **are against/argue that** we need advertisements in order to keep up to date with the latest products on the market.
3. One point of view **against/in favour of** travelling is that it allows you to meet people from different cultures.
4. **Even though/Nevertheless** most people nowadays use a computer at work, it will be a while before we stop putting our ideas down on paper.
5. **For instance/Still**, people who know how to play a musical instrument are usually popular and make friends more easily than others.

Exercise 4. from Reading & Writing Targets 3, Virginia Evans- Jenny Dooley, Express Publishing

Read the opinions about motorcycles and match them to their justification. Which are points for motorcycles and which are against? Key: 1b 2f 3e 4a 5c 6d for:1,4,6 against:2,3,5

Arguments

Justifications

- 1 They are very convenient.
 - 2 You can't travel with your friends.
 - 3 They aren't as safe as cars.
 - 4 They are cheaper to run than cars.
 - 5 They can be quite uncomfortable.
 - 6 You can get to your destination quickly and easily.
- a. They use less fuel and need fewer expensive repairs.
 - b. You don't need to rely on public transport, and you can park them easily.
 - c. You can't sit back and relax on them and you're exposed in bad weather.
 - d. They travel as fast as cars and you never get stuck in traffic jams.
 - e. You aren't well protected and you can get badly hurt if you fall off.
 - f. There's only room for one passenger.

Exercise 5. from Reading & Writing Targets 3, Virginia Evans- Jenny Dooley, Express Publishing

Which of these sentences express the opinion given in the heading, and which express the opposing point of view?

Key: 1,2,4,6-opinion given in the heading 3,5-opposing point of view

"Having a pet is good for you."

- 1 In my opinion, owning a pet teaches children to become responsible adults.
- 2 In addition, a pet can be amusing.
- 3 However, pets need a lot of care and attention.
- 4 What is more, certain pets can be useful if you train them properly.
- 5 On the other hand, pets can be a nuisance.
- 6 Firstly, a pet can be good company.

Exercise 6 from Reading & Writing Targets 3, Virginia Evans- Jenny Dooley, Express Publishing

Match the viewpoints to the reasons. Is each point for watching TV, or against?

Key: 1B (for), 2C (for), 3A (against)

Viewpoint	Justification
1 TV can be educational.	A - encourages crime, makes violence look exciting
2 TV provides cheap entertainment.	B - shows fascinating documentaries (nature/wildlife), keeps us informed about world events, covers international sports events
3 TV can have a negative influence on children.	C - can watch variety of films and programmes at home, cheaper than going to the cinema

Example: You have 40 minutes to do this task.

Comment on the following statement.

Fast food is very popular and saves time for busy working people. However, many experts say that it is not completely healthy.

What can you say **for** and **against** fast food? Write 200-250 words.

 **HELP! Fast Food Restaurants**

For
<ul style="list-style-type: none"> • They are quick and you don't have to wait • The food is fairly cheap, especially for young people • They are the same everywhere, so you know what to expect • The restaurants are usually very clean and the waiters wear special uniforms (it's pleasant to look at them) • They do their best to attract children, some of them organize parties for children (for busy parents it saves a lot of trouble and time)

Against
<ul style="list-style-type: none"> • The restaurants create litter • Rain forests are cut down to provide land for cattle for the fast food industry • The food contains a lot of fat and all is placed in a bun - that is unhealthy • You don't really sit down to eat • The food is the same everywhere and you can't order the dishes which you enjoy most of all or get used to • You can't visit the restaurant before opening hours (early in the morning)

