

Формат письма

1. Обращение/Приветствие (отдельная строка, слева).
2. Благодарность и/или выражение положительных эмоций (отдельный абзац).
3. Ответы на вопросы друга с логическим переходом от предыдущего пункта — мостиком (отдельный абзац).
4. Вопросы другу **по теме** (отдельный абзац).
5. Надежда на будущие контакты (отдельный абзац).
6. Завершающая фраза (отдельная строка, стиль — неофициальный).
7. Подпись (отдельная строка, стиль — неофициальный, используй только имя!)

Клише для вашего email



Dear (Harper),

Thanks for your email. I was so happy to get it!

Let me answer your questions about

Now i' d like to ask you something too.....

That's all for now. Drop me a line.

All the best,

Masha

1.Обращение на отдельной строчке:

Dear ...,

2.Первая часть письма благодарность за полученное письмо:

Thanks for your email.

Thanks for your message.

It was so great to get an email.

It was great/lovely to hear from you.

Thanks for your long email.

It was really great to hear all your news, after not hearing from you for ages...

Извиняемся, что не могли ответить раньше:

Sorry I haven't written for so long but...

I'm very sorry about not replying to your email 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...

3.Вторая часть письма Main body (тело письма), где мы отвечаем на три вопроса нашего pen friend. Это самая большая часть письма.

Переход к ответам на вопросы:

In your email you asked me about...

Let me answer your questions (about)

In your letter you asked me several questions.

Now it's time to answer your questions.

Now I'd like to answer your questions.

При ответах на вопросы не забываем использовать коннектор:

Personally, I...

In my opinion,...

In my view, ...

As for, ...

For example, ...

Besides, ...

By the way,...

Actually, ...

However, ...

So, ...

Well, ...

You know, ...

As for me, ...

4.Третья часть письма: Вопросы. Теперь наша очередь задавать вопросы нашему другу по переписке на заданную тему.

Now I'd like to ask you some questions.

In your email you mentioned...

By the way, what about your...

As for your news, I'd like to ask you some questions...

5.Завершение письма Ending. Надежда на будущий контакт.

Write back soon.

Drop me a line when you can.

Keep in touch, I'm waiting your answer.

Hope to get your letter soon.

6.Завершение письма Ending. Завершающая фраза.

With love,

Love,

Best wishes,

Yours,

All the best,

7.Подпись, имя без точки.

Пример email из урока

37 You have received an email message from your English-speaking pen-friend Chris:

From: Chris@mail.uk

To: Russian_friend@ege.ru

Subject: Russian science

...Yesterday our school teacher told us a lot about Russian scientific inventions. What is the most famous Russian invention? Why is it important to study science at school? What Russian scientist do you think a foreigner should learn about, and why?

I've just bought a present for my brother...

Write an email to Chris.

In your message:

- answer his questions;
- ask **3 questions** about the present.

Write 100–140 words.

Remember the rules of email writing.

Dear Chris,

Thanks for your email. I was happy to get it!

Let me answer your questions about Russian science. It is important to study science at school as it makes teenagers more intelligent, broadens their horizons and expands their knowledge about famous scientists and their inventions. Therefore, I believe that foreigners should learn about Dmitry Mendeleev who is a well-known Russian scientist. Mendeleev is renowned for his periodic table of elements which is widely used in chemistry, physics and other sciences.

Now, I'd like to ask you something too. Is it a big present? Does the present have special wrapping? (is it wrapped?) What is the present?

That's all for now. Drop me a line.

All the best,

Sofa

120 words