

Шаблон личного письма**Dear _____,**

Альтернатива

- *Dear Kevin,*
- *Hello Kevin, / Hello, Kevin,*
- *Hi Kevin, / Hi, Kevin,*
- *Kevin,*

- *Hi,*
- *Hi!*
- *Hello again!*
- *Hi there!*

Благодарность и/или выражение положительных эмоций

Thanks for your recent letter. It's great to hear from you again. Sorry, I haven't written for so long because I was busy with my study.

Альтернатива

- *Thanks for your recent email.*
- *Thanks for your message.*
- *Thanks for writing to me.*
- *Great to hear from you.*
- *I was very glad to hear from you (again).*
- *I'm always glad to get messages from you.*
- *Thanks for your message. I was very glad to hear from you.*
- *Thanks for writing to me. Great to hear from you.*

Примечание:

email, email message, email
letter, letter

разрешаются все варианты

Пишем благодарность и
положительные эмоции!!!

Ответы на вопросы

(В начале абзаца добавьте «мостик» - логически перейдите с предыдущего абзаца)

*In your letter you are asking me about _____. Honestly, _____ As for _____, _____ .I think, _____. If I were you _____, I would _____
(для советов
отлично!). As you know, _____*

Мостики к ответам:

Альтернатива

- *I'm happy to answer your questions*
- *In your email you asked /are asking me some questions*
- *You asked me about...*

Задаем вопросы

(В начале абзаца также лучше добавить «мостик»)

I'm really glad / very happy to hear / read about ... I'm extremely sorry / very sad to hear / read about ... Тут задать 3 вопроса

Мостики к вопросам:

Альтернатива

- *Соответствующая реакция на новости в письме друга*
- *By the way, ...*
- *Let me ask you about / let me give some questions about*
- *As I've heard, you ...*
- *Anyway, you've mentioned*

Надежда на будущие контакты

Well, time to go / to close! / Got to go now! / I've got to leave off now! / That's all for now. Keep in touch! Write back soon!

Мостик к завершению:

Альтернатива

- *That's all for now*
- *Well, I should finish my letter because ...*
- *Anyway, I have to go now ...*
- *Actually, I've got to go now!*
- *It's time for my favorite TV show*

Надежда на будущие контакты:

- *Keep in touch!*
- *Hope to hear from you soon!*
- *Write back soon!*
- *Hope to get your answer as soon as possible!*

Завершающая фраза

With love,

Альтернатива

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

Примечание:
после завершающей фразы
стоит **запятая**

Подпись

(ВНИМАНИЕ!!! После подписи НЕТ знаков препинания!)

Alexandra

Составьте заранее шаблон, чтобы ориентироваться по количеству слов для ответов и вопросов.

Dear Sam,

Thanks for your recent email. It's great to hear from you again. Sorry, I haven't sent you messages for so long because I was busy with my study.

...

That's all for now. I have to finish letter now as my mum needs my help. Keep in touch!

With love,

Alexandra

Шаблон готов! Теперь остается выучить его и на экзамене думать только над содержанием письма.

УДАЧИ!

<http://englitania.ru/>