Стратегии выполнения заданий раздела "Письмо"

Задание С1: Личное письмо базового уровня

На экзамене предлагается отрывок из письма от вашего возможного друга по переписке. В письме содержится некая новость и несколько вопросов, где у вас спрашивают мнения, совета и т.п.

Требуется написать письмо-ответ, начиная с вашего краткого обратного адреса в верхнем правом углу, даты под адресом, приветствия и заканчивая прощальной фразой и именем.

Нужно обязательно:

1. поблагодарить за полученное письмо;

2. прокомментировать новость, содержащуюся в письме;

3. задать вопросы, касающиеся темы новости письма;

4. ответить на все вопросы, заданные в полученном письме, дать совет, выразить своё мнение и т.д.

Советы от международного языкового центра Language Link

Важно! Требования к объему письма - 100-140 слов (считаются все слова, включая предлоги и артикли). Требования к объему нужно соблюсти обязательно. Допустимое отклонение от заданного объёма составляет 10%. Если в работе будет меньше 90 слов, то задание проверке не подлежит и оценивается в 0 баллов. Не стоит описывать лишние подробности, т.к. если вы напишете более 154 слов, то от начала отсчитают 140 слов и будут оценивать только эту часть письма.

Помните, что обязательные повторяемые элементы письма — адрес, обращение (Dear Alice), благодарность за полученное письмо (Thanks for your letter. It was great to hear from you), заключительные фразы (типа Write soon. Best wishes) и ваше имя в конце письма уже составляют около 20 слов. Заучите эти фразы и зрительно запомните схему расположения частей письма.

ОЧЕНЬ ВАЖНО! Поскольку в этой части ЕГЭ важно не только содержание, но и форма (layout), то обязательно зрительно запомнить расположение составных частей письма на странице – см. пример ниже.

Обратите внимание:

1. Обращение начинается с Dear, к которому добавляется имя.

2. Обращение пишется не посередине листа, а на его левой стороне, без отступа на красную строку.

3. Не забудьте поставить запятую (а не восклицательный знак) после обращения.

4. Поблагодарите за полученное письмо.

5. Объясните, почему вы пишете это письмо, а также о чем оно будет.

6. Ответьте на вопросы, которые вам задал автор письма в своём послании.

7. В конце письма в новом абзаце задайте адресату вопросы согласно заданию (в разобранном ниже примере это вопросы о новом доме).

8. В конце письма не забудьте написать завершающую фразу Best wishes (С наилучшими пожеланиями) или Love (Целую) на отдельной строке.

9. Не забудьте поставить запятую после Best wishes или Love.

10. На отдельной строке после завершающей фразы подпишите письмо — напишите своё имя.

11. B верхнем правом углу напишите свой адрес (адрес отправителя):

1-ая строка - Номер дома, Название улицы

2-ая строка - Город

Можно обойтись кратким адресом – улицей и городом.

12. Под адресом напишите дату написания письма в формате число, месяц год

6 Sadovaya St

Dmitrov (11)

18 May 2009 (12)

Dear (1) Alice, (2) (3)

Thanks for your letter. It was great to hear from you. (4) In your letter you asked me about my summer holidays. Well, I had a very good time! (5)

In June I stayed at home because I had exams at school. Luckily the weather was nice and warm and at the weekend my parents and I went to our country house. We went sunbathing and swimming in the lake near there.

In July I went to a summer camp. It was fantastic. I made a lot of new friends. Every day we went swimming in the river, and we played different games. There was a disco every night. Once we went hiking in the forest for two days. We cooked our meals on the fire and at night we sat around the fire, sang songs and told stories. (6)

Are you happy with your new house? Is it bigger than your old house? Have you got a room of your own? Please tell me more about it. (7)

Write soon.

Love, (8) (9)

Tanya (10)

Дополнительные советы от Language Link

Перед выполнением этой части экзамена внимательно прочитайте отрывок из письма от вашего предполагаемого друга и задание к нему. Задание поможет вам понять, что от вас требуется.

Подчеркните содержащиеся в отрывке вопросы, на которые вы должны ответить в первой половине вашего письма.

Определите для себя тему вопросов, которые вы должны задать во второй части вашего письма.

Например:

You have 20 minutes to do this task.

You have received a letter from your English-speaking pen-friend Tom who writes:

…In Great Britain most young people want to become independent from their parents as soon as possible. Could you tell me what you and your friends think about not relying on your parents? Are you ready to leave your family immediately after you finish school? Is it easy to rent a house or an apartment for students in Russia?

As for the latest news, I have just returned from a trip to Scotland…

Write a letter to Tom.

In your letter

− answer his questions

− ask 3 questions about his trip to Scotland

Write 100 – 140 words.

Remember the rules of letter writing.

В черновике напишите план первой половины вашего письма. Например, в демоверсии ЕГЭ за 2009 год нужно дать ответ на вопрос, насколько вы полагаетесь на помощь родителей. Обязательно обоснуйте ваш ответ. В письме всегда есть подсказки. В данном случае, ответ на вопрос «сможете ли вы обеспечить себя жильём» подскажет вам, насколько вы готовы начать самостоятельную жизнь.

Помните, что от вас не требуется писать про себя правду и ничего кроме правды. Не стесняйтесь фантазировать. Главное, вы должны предоставить достаточную порцию вашей письменной речи на английском языке, на основе которой можно сделать умозаключение о степени владения вами навыками написания личного письма.

Набросайте план второй части вашего письма. Например, при выполнении задания демоверсии 2009 года вспомните, что вы знаете о Шотландии (Loch Ness Monster, the Edinburgh arts festival, the Scottish accent, etc.). Можно задать вопросы на эти темы, а также любые стандартные вопросы о какой-либо поездке вообще: Did you have a good time? What was the weather like? Did you do a lot of sightseeing? etc.

Зрительно восстановите в памяти макет письма. Начните писать, соблюдая правила написания личного письма (см. выше).

Закончив ваше письмо, обязательно проверьте его на наличие орфографических или грамматических ошибок. Если вы не уверены в правильности написания какого-либо слова, замените его на другое, в написании которого вы уверены.

План письма.

Дружеское письмо в формате экзамена ЕГЭ состоит из:

1. Приветствие. В дружеских письмах принято начинать письма с приветствия Dear, к которому дописывается имя адресата. После приветствия ставится запятая – это обязательно, т.к. за правильно оформленное вступление в письме ставится 1 балл.

Пример:

Dear Michael,

Вступление пишется на отдельной строке в левом верхнем углу и отделяется от остальной части письма пустой строчкой.

2. Благодарность. 2-й абзац обязательно начать с благодарности за письмо (за это, кстати, также ставится дополнительный балл). Формулы вежливости в данном случае:

• Thanks so much for…

• Many thanks for your last letter.

• I'm so glad to get at last a letter from you.

• I was very glad to hear from you.

3. "Тело" письма. В данной части нужно ответить на все вопросы по теме. За неотвеченные или отвеченные не полностью вопросы баллы не начисляются. Поэтому постарайтесь полно ответить на все вопросы, данные в задании. Используйте вводную фразу, как например: In your letter you asked me… Well…

4. Взаимный интерес. Будьте вежливы – поинтересуйтесь, как дела у Вашего друга/подруги. Используйте следующие фразы:

• What about you?

• How are things with you?

• And how are you doing?

• And how are you and your family?

Больше примеров Вам подскажет человек, занимающийся английским языком профессионально – репетитор английского или хороший переводчик.

5. Заключение. Вежливая заключительная фраза – должна оставлять только позитивное ощущение. Это может быть Hope to hear from you soon или I'll write again soon. Не пишите, что у Вас дела и Вам нужно бежать их срочно делать – это произведет негативное впечатление на читающего.

6. Подпись. Принято подписывать дружеские письма очень тепло. Полезные фразы в данном случае:

• Love you so much,

• Love,

• Regards to your family,

Не забудьте в конце данных выше фраз поставить запятую – это считается правильным в оформлении дружеских писем. После заключительной фразы пишется Ваше имя на отдельной строке. Точка после имени – не ставится!! За неправильное оформление заключения в письме баллы не ставятся. Пример правильного оформления:

Love you so much,

Elena

Правила оформления дружеских писем.

Правила на самом деле просты и не требуют много времени за запоминание.

Между абзацами в письме принято оставлять пробелы (пустые строчки) – это дает возможность читающему не "ломать глаза", а Вам – добавит еще один балл.

Не принято делать отступ в письмах вообще, а в дружеских письмах в частности – поэтому можно обойтись без "красной" строки.

Используйте побольше таких принятых сокращений, как don't, doesn't, isn't и т.д. – это подчеркнет неформальный стиль письма.

Чаще используйте неформальные фразы: вместо I will do – I'm going to do , вместо speak – talk , вместо mustn't – can't , вместо I want – I'd like и т.д.

Заключение.

Проверьте письмо на наличие орфографических и пунктуационных ошибок – помните о времени. Старайтесь писать аккуратно – это произведет хорошее впечатление, и, возможно добавит Вам еще один балл.

Используйте формальный стиль письма:

 ● не используйте сокращения (don’t, can't, I’m, it’s),

 ● не используйте скобки или восклицательные знаки — это свойственно неформальному стилю письма;

 ● не начинайте предложения со слов and, but или also; в разговорном языке вы можете их использовать, но избегайте этого в сочинении;

 ● не употребляйте вводные слова, характерные для неформального стиля (well, to tell the truth и др.);

 ● избегайте слишком простых предложений; объединяйте их в сложные, используя логические средства связи.

Разделите текст на смысловые абзацы в соответствии с предложенным в задании планом.

 1. В первом абзаце сформулируйте проблему, которую вы будете обсуждать, однако не повторяйте тему сочинения слово в слово. Представьте, что ваш читатель не знает, о чем пойдет речь, и попытайтесь объяснить ему проблему другими словами.

 2. Выделите положительные и отрицательные стороны проблемы, подумайте о разумных аргументах, в поддержку обеих точек зрения. Помните, что вы должны выразить не только свою точку зрения, но и противоположную. Также не забудьте объяснить, почему вы не согласны с другой точкой зрения. Старайтесь соблюдать баланс между абзацами.

 3. Используйте слова-связки, чтобы помочь читателю проследить за логикой ваших рассуждений. Помните, что вводные слова выделяются запятыми.

 4. В последнем абзаце сделайте обобщающий вывод по данной проблеме. Вы можете также окончательно сформулировать свое мнение или предложить пути решения данной проблемы.

Объем сочинения должен составлять 200-250 слов. При этом артикль - это тоже слово, поэтому не слишком увлекайтесь с развитием идей, постарайтесь удержаться в заданных рамках.

Клише для сочинений

Выражения мнения:

 • I agree/ disagree

 • In my opinion, … / From my point of view, … / As far as I am concerned, …

 • I believe that…/ It seems to me that…

 • I am in favour of… / I am against the idea of…

 • According to…

 • Some people say that…

 • It is said/believed that…

 • There is no doubt that…

 • It cannot be denied that…

 • It goes without saying that…

 • We must admit that…

Представление аргументов:

 • The main argument against/in favour is…

 • First of all, I would like to consider…

 • The first thing I would like to consider is…

 • To begin with, …/ To start with, …

 • Despite the fact that…/ In spite of the fact that…

 • On the one hand, … /On the other hand, …

 • Besides,…/ In addition,…

 • What is more, …/ Moreover, …/ More than that, …

 • Finally, …

 • However, … / …, though

 • …although…

 • Nevertheless,…

Логические связки:

 • for this reason

 • therefore/that is why

 • thus sth happened because of/as a result of/owing to/due to/as a consequence of

Примеры:

 • For example

 • For instance

 • Such as

 • Like

 Заключение:

 • To sum up, …

 • To conclude, I would argue that…

 • On this basis, I can conclude that...

 • In conclusion, I would like to stress that…

 • All in all, I believe that…

**Примеры Эссе**

**Автомобили**

There is no doubt that the invention of the car completely changed the way people thought about travelling causing the development of many other means of transport. However, the draw-backs of cars make people think that we should stop using them.

 In my opinion, cars are necessary in today's world. To begin with, they help us transport goods to places that cannot be reached by other means of transport. In addition, cars are the main way of transportation for people who live far from their workplaces, especially now when public transport is frequently lacking. It is even more difficult to use public transport if you have children with you or heavy goods to carry. Finally, cars are the best way of travelling because you need not buy tickets and you can stop wherever you like.

 Nevertheless, cars are often criticized because they cause air pollution. Another argument against using cars is that people are turning into legless creatures and inactivity leads to serious diseases. I cannot agree with these views because nowadays all cars are to be equipped with special control systems to reduce their exhaust fumes and new environmentally friendly cars are being developed. Moreover, with cars, people have better opportunities to reach sports facilities and therefore spend more time doing sports.

 To sum up, I would argue that although cars have certain disadvantages people would not be able to survive without them. However, I believe that we should improve cars to lower their harmful influence on people's health.

**Богатые-только они успешные**

Does one's success depend on the amount of money a person earns? This question has always worried people and the answer to it is not simple.

 In my opinion, being rich does not necessarily mean that you are successful. First of all, if you only work for money, you will not get satisfaction from your job. What is more, while making your fortune, you may not have enough time for your family so you are bound to have problems in family relationship. Finally, lots of money can worsen your character because rich people are often greedy and arrogant so you are unlikely to have any true friends.

 Unfortunately, most people view success in terms of money. They believe money will bring happiness because they will be able to buy luxurious things, travel around the world and realize their dreams. However, there are a lot of millionaires with personal problems and they are often very unhappy. You can buy houses and cars but money will not help you to buy love, friendship and good health, which are the most valuable things in life. What is more, being wealthy is often a powerful predictor that people spend less time doing pleasurable things and therefore feel stressed.

 In conclusion, I would argue that being rich is not the only way of being successful in life. From my point of view, it is more important to have an interesting job, good friends and a happy family. Other people make you happy, not money!

**Будущее**

People have always been intrigued of what the future will look like. That is why there are a lot of futuristic books and films, both optimistic and pessimistic. But what does the real future holds for us? Will life in the future be better, worse or the same as now?

 As for me, I am optimistic about the future. We have already seen major technological advances over the last fifty years and the next fifty years are going to be equally exciting. For example, in fifty years' time scientists will have created robots that will be doing all dangerous and difficult jobs. In addition, medicine technology will have conquered many diseases including AIDS and cancer. As for entertainment, I believe we will get it from the Internet and television will probably disappear.

 However, some people feel pessimistic about our future. They worry about the activity of terrorists and the possibility of nuclear wars. Another problem is our environment, which is in a sorry state. I am sure that people will be able control their weapons because everybody understands what disastrous consequences nuclear wars may have. We will also take care of our environment and in the future people will drive petrol-free cars, drink purified water and recycle their rubbish.

 To sum up, I believe that we will finally solve all our problems and will live happily. History shows that people can make the right choices. That's a good reason to be optimistic about science and humanity.

Внешний вид

What people wear says a lot about who they are and what they do. It is not surprising that teenagers are so concerned about their clothes. However, their parents think that following fashion is a waste of time.

 From my point of view, it is important to look smart and attractive. We cannot go through life with the same hairstyle or make-up. I believe it is also necessary for teenagers to follow fashion. When you are up with fashion, you feel confident. Nevertheless, I feel that looking clean and tidy is even more important than looking stylish. What is more, everyone should find their own style to express their individuality. I hate when people dress alike. As for me, I prefer hand-made or designer clothes and try to look stylish.

 Many adults do not understand why teens spend so much time and money on their clothes. Moreover, they are often quite old-fashioned and do not accept modern trends in clothing. They say that fashion comes and goes but classical style remains: I cannot agree with them because teenage fashion is quite specific. Nobody likes to dress in styles that are too old for them, and it is no fun being teased because of it.

 In conclusion, I would argue that modern lifestyle forces us to look stylish because people judge us by our clothes. It is especially important in business where your look can actually make or lose you money. Therefore I think we should learn how to look nice.

**Все школьные предметы одинаково важны**

People have various preferences so it is natural that school students want to study the subjects they are interested in. Yet many teachers are against this, arguing that students must learn all subjects equally.

 In my opinion, students should be allowed to choose the subjects they want to study because in this case they will probably be more enthusiastic about their school work. In addition, if students are forced to study all subjects obligatorily, they can easily lose interest in education. What is more, if all subjects are compulsory for studying, students will not have enough time to learn all of them properly therefore they will be constantly under a lot of pressure.

 On the other hand, most teachers believe their subject is of great importance and they will not let it be optional. Moreover, teachers claim that students must be well rounded so they need to study all subjects equally. I am afraid, however, that when we learn a variety of subjects, we get very poor knowledge and we are not able to get an idea of what our interests are. Besides, some subjects can be of no use for us in the future and we will forget everything we learned at school.

 In conclusion, I strongly believe that being free to choose what to study is an effective form of education. Nevertheless, I must admit that we should not completely reject all the other subjects. Instead, teachers must find an easier form of teaching them.

**Генетически измененные продукты**

Genetically modified crops have made a big splash in the news lately. For example, in Honduras farmers are encouraged to produce genetically modified (GM) crops although many people dispute about harmful effects of genetic technologies.

 On the one hand, genetic technology is one of the best solutions to the problem of world hunger. GM crops are faster and cheaper to grow therefore it will be possible to increase production and lower the cost of food. Besides, these crops could be grown in areas suffering from drought and salt. More than that, many people rely on genetically modified foods for medicines, for example insulin for diabetics.

 On the other hand, there is a possibility that introducing a gene into a plant may have an unexpected and negative impact on human health, for instance, it may create a new allergen and cause an allergic reaction in susceptible individuals. In addition, since some crops are modified using the DNA from viruses and bacteria, we may encounter new diseases. Moreover, GM crops may also pose a health risk to animals that eat them as they may be poisoned by built-in pesticides.

 In conclusion, I would like to say that many people feel that genetic engineering is the inevitable wave of the future and that we cannot afford to ignore a technology that has such enormous potential benefits. However, we must proceed with caution to avoid causing unintended harm to human health and the environment as a result of our enthusiasm for this powerful technology.

**Город или деревня**

Nowadays lots of young people tend to move to cities in search of better life. On the contrary, many adults consider such a lifestyle quite dangerous for their children. Who is right? Is the life in the city really as harmful as it may seem?

 On the one hand, city life has lots of advantages. For example, it is often easier to get prestigious education and to find a well-paid job. Besides, there is a wider choice of shops, sports facilities and health centers. What is more, if you live in the city, you can eat in good restaurants, visit museums, and go to theatres or concerts. All in all, city lifestyle is full of variety so you will never feel bored.

 On the other hand, we must admit that city life is rather unsafe as there is a lot of crime and violence. What is more, transport and industry are the main reasons for all kinds of pollution there-fore city dwellers often have more problems with their health. Last of all, young people living in cities are likely to acquire such bad habits as smoking, drinking alcohol or even taking drugs.

 In conclusion, I think that city life has its pros and cons. However, if we try and solve the problems of crime and pollution, then living in the city will be really enjoyable. As for me, I would prefer to live in the city because I am keen on visiting theatres and don't mind noise and pollution.

**Граффити**

Art has lots of different forms. However, its evaluation has become especially problematic since the twentieth century when controversial art forms such as graffiti became popular. Although graffiti is often regarded as a new form of art worthy of display in galleries, its value is still highly contested.

 On the one hand, works produced by graffiti artists demonstrate a broad spectrum of personal and cultural expression therefore it is the way for people to express their talent. In addition, graffiti like any other art work takes vision, planning as well as lots of efforts. What is more, in many ways viewing graffiti art is very much like viewing contemporary art in a gallery and it is appreciated by many people.

 On the other hand, graffiti is often seen as vandalism because instead of canvas graffiti artists choose train cars, bridges or public walls, which makes our cities look really ugly and run-down. Moreover, most of the graffiti you see on walls is a collection of swear words, gang names or just silly drawings. For many people graffiti is often associated with crime and violence.

 To sum up, graffiti can be called an art form as long as artists get permission from those whose property might be used as canvas. In my opinion, people paint on public things because they have nowhere else to express their talent. I strongly believe city authorities should create special places for graffiti artists where all people will be able to appreciate this wonderful art form.

**Дальнейшее обучение после школе**

**Many roads are open before school-leavers therefore it is not easy for them to make the right choice. Some students believe that it is necessary to get higher education whereas others prefer to earn money.**

On the one hand, it is better to continue our education and get the necessary knowledge for our future profession. At universities we learn how to learn so that we can make use of this ability in other more practical areas later on in life. Besides, if we have good qualifications, we will be able to find a highly paid job because every company needs well-qualified employees. Moreover, while studying at university, we can make lots of new friends and university life is usually interesting and exciting.

 However, many students take a gap year after school and start, working in order to find out what their interests are and choose their future career. Besides, they can get the necessary experience and it will be a useful introduction to the world of business. Many people nowadays follow the traditional start at the bottom and work your way up' approach. What is more, they will earn money and become independent of their parents.

 In conclusion, I want to say that the final choice depends on the person's attitude to education. Personally, I think that further education is very important and it is easier to study when you are young. So after finishing school I am going to enter a college or university and to continue my education.

**Диеты**

Nowadays many people think they are too fat even if their doctors disagree. They think the best way to improve their fitness is following a diet. But is dieting really so effective and healthy?

 On the one hand, if you want to lose weight it is very important to keep your eye on what you eat. To begin with, you should cut out snacks and desserts, which add weight without boosting energy levels. Besides, you ought to cut down on fat as it is believed to be one of the major causes of obesity. Finally, you may count the number of calories you eat every day, which may substantially reduce the amount of food you eat and help to lose weight.

 On the other hand, strict dieting may be dangerous. Firstly, the lower the calories eaten per day, the harder it is to get the daily requirements of proteins and vitamins. In addition, excessive di-eting causes muscle loss and this loss may be from your heart with severe consequences. Moreover, dieting lowers your metabolic rate, so when you return to your normal food intake, you will put on weight even faster than before.

 To conclude, I believe that to stay healthy everybody should follow a sensible, well-balanced diet that gives their body exactly what it needs. However, I think the best way of keeping fit is doing sports. If you do regular exercise, you can eat and drink whatever you want because you are burning it all off.

Comment on the following statement.

A number of people believe that pocket money teaches teenagers to be responsible with money. Others say that teenagers are too young to deal with money and that their parents should just buy them what they need.

Do you think that being given pocket money teaches teenagers anything?

Write 200-250 words

Use the following plan:

1. Introduction. (State the problem)

2. Express your opinion and give reasons for it.

3. Give other people's arguments and explain why they are wrong.

4. Make a conclusion

Some people think that teenagers become more responsible and sensible getting pocket money. Others claim that young people can not deal with money and believe they waste it on useless things. I would like to express my opinion on this situation.

I think that pocket money helps teenagers to learn how to plan their budget. There are a lot of things they want to spend their money on, but the amount of money is limited. Moreover, teenagers get information about the cost of living. It helps them to realize what kind of job to choose in future to earn enough money for everything they want to get.

On the other hand, many people say that teenagers waste money. I do not agree with this statement, because we spend a lot of money on food as most of us spend our time at school or courses. We spend money on clothes because looking smart and fashionable is very important today. We pay for mobile phones and the Internet. However, some people argue that teenagers have no idea of how difficult money is earned. I disagree, because many teenagers have part time jobs and realize that to make good money they have to be hardworking, reliable and intelligent.

All things considered, there are two points of view on this problem. I believe that parents should give teenagers pocket money because sensible spending of it teaches them a lot of.

Comment on the following statement.

Some people say that advertising encourages us to buy things that we really do not need. Others say that advertisements tell us about new products that may improve our lives.

Write 200 – 250 words.

Use the following plan:

make an introduction (state the problem)

express your personal opinion and give reasons for it

give arguments for the other point of view and explain why you don't agree with it

draw a conclusion

You have 40 minutes to do this task.

Some people regard advertising as a good source of information about products that can improve our lives. Others are utterly opposed to advertising campaigns that as they say make us buy what we do not need.

In my opinion, advertising is necessary for a better quality of life. If there is a new product on the market we have dreamt about for a long time, how can we learn about it? There is only one way – through advertising. Moreover, advertisements let us know details about new products – thanks to this we can choose something that will certainly contribute to making our lives better.

However, some people think that advertising negatively affects the choice of goods we buy. They believe that advertisements are made with the use of such psychological techniques that we subconsciously buy what we do not want to buy. Besides, they say that what we see in an advertisement is not worth buying, as it may be a bad quality and will not introduce any improvements to our lives. I think a self-sufficient person will never get affected by any 'psychological techniques'. Secondly, advertising is not a cheap thing, so a company that can afford presence in the mass media can afford to produce high quality items, which may well make us happy.

The issue of whether the described tool encourages us to do things we do not want to do or tells us about what will change our lives to the better is far from being simple. So let each person have his or her own view of this problem.

You have received a letter from your English-speaking pen friend Bill who writes:

...I don't think it will be a problem for me to choose a good job in the future as I'm really interested in foreign languages , cultures and countries and I hope I'll work as translator or teacher of foreign languages some day. Have you already decided on your career? What job are you going to choose? Why? What do your parents think about your choice?

I've lived in the USA my whole life but I'd really love to travel to other countries...

Write a letter to Bill.

-answer his questions

-ask 3 questions about his plans for travelling.

Moscow

Russia

12 January 2011

Dear Bill,

Thanks for your letter. It was lovely to hear from you.

Well, I have already decided on my career. I found myself in economics. I'm going to work in a bank in the position of the financier, because I was always interested in credits, money and operations between them. My parents support me and help me to enter into good university.

What countries do you want to visit? Maybe you're interested in cultures of some countries? Would you like to visit seaside countries?

I'd better go now. I've got loads of homework to do tonight.

Hope to hear from you soon.

Best wishes,

Nickita

You have received a letter from your English-speaking pen friend Mary who writes:

...Last month I went to London with my class-mates. I didn't like the hotel at all. It was too noisy and the food was awful. But all the excursions were very interesting. We saw the British Museum, Buckingham Palace and other sights of London. But in spite of some drawbacks we enjoyed our holiday very much.

...Have you ever been to England? What other countries have you been to? What can a tourist see in Russia?

Write a letter to Mary.

In your letter:

- answer her questions;

- ask 3 questions about her English classes

12 Tarasova street

Moscow 454000

Russia

February 4th 2011

Dear Mary,

I was awfully glad to get your letter. Sorry I didn't answer it because I was terribly busy the last two weeks preparing for my final exams.I haven't ever been to England. I have been to France. I visited Paris. Oh, it is such a beautiful city. There are a lot of different sights in Russia. You can see Red Square in Moscow. You can enjoy the White Nights and Hermitage Museum in St.Petersburg.

What country would you like to visit next time? What other sights did you see in London? Did you like it? Would you like to visit London again?

Got to go now - my dad is calling me. Do write soon!

Love,

Smurfett

You have received a letter from your English-speaking friend Bryan who writes:

.....Obesity rates in children have doubled in the past 20 years. This could be the reason why people tend to eat healthily. What are food preferences in your family? And can you give any recommendation to improve the diet?

.....In our country organic food is becoming more and more popular...

Answer Brian's questions; ask 3 questions about organic food.

Moscow

Russia

24 January 2011

Dear Bryan,

Thanks for your letter. It was great to hear from you. In your latter you asked me about my family's food preference, fortunately we don't have any food related health problems, but anyway we eat quite healthy, every meal contains good amount of vegetables and fruits. I'm vegetarian by myself, although in my situation it's more ethical choice, it has many health benefits too. As for your second question I only can suggest you to eat more fresh vegetables, fruits, cereals & nuts but make sure that they are from good farmers who can guarantee quality of the food.

Which kind of organic food? Is it expensive in your country? Does your family consume it?

Write soon,

Best wishes,

Lucas

You have recieved a letter from your English-speaking pen friend Tim who writes

...At school we are doing projects on Public holidays in different countries. Could you tell me what holidays you celebrate in Russia and how you do it?

As for me I have passed all my exams and am getting ready for my summer holidays...

Write a letter to Tim.

In your letter

- answer his questions

- ask 3 questions about the plans for his summer holidays

Moscow

Russia

23.11.2009

Dear Tim,

Thank you for your last letter. I was glad to hear from you. I'm sorry for haven't been writing you for a long time. I was preparing for my exams.

As for Russia, there are lots of different holidays, such as New Year, Christmas, Country Defendant's Day\*, International women's Day and so on. For example, every year on the 31 of December my mum cooks delicious meals, my daddy and I decorate our Christmas tree. At 10 pm we gather together and at five minutes before New Year everybody listen to President's speech. Then we wish each other great year and give presents.

By the way, where are you going to spend your summer holidays? What do you think about a trip to Russia? Will you spend holidays with your parents or with friends?

Anyway, I have to go now as I'm helping my Dad in the shop. I'm looking forward to hearing from you!

Write back soon!

Best wishes,

Dima

Составляя любое письмо, и письмо другу на английском языке в том числе, изучите такие разделы грамматики этого языка, как орфография и пунктуация. Все-таки грамотное написание пусть и не делового письма и правильную расстановку знаков препинания еще никто не отменял.

В английском языке существуют определенные обращения к человеку, которому вы пишете, и соответственно фразы, завершающие письмо. Выбор и того, и другого зависит от степени знакомства и ваших отношений с другом, которому вы адресуете письмо на английском языке. Это могут быть следующие варианты:

(My) dear + имя

Dearest, (my) darling +имя

Просто имя

Все использованные слова будут иметь значение «(мой / моя) дорогой (ая)».

В качестве фразы «прощания», завершающей ваше письмо другу на английском языке, следует применять какое-либо словосочетание из нижеприведенного списка:

Sincerely (yours) – искренне твой. Как вариант в обратном порядке: (Yours) sincerely

Cordially yours / yours cordially – сердечно твой

Faithfully yours / yours faithfully / yours truly – всегда преданный тебе

Yours ever / Ever yours / As ever / yours as always – всегда твой

Yours affectionately / lovingly yours – любящий тебя

Your very sincere friend – твой искренний друг

Lots of love (kisses) – целую

Помимо этого, вам будут необходимы следующие знания: распространенные английские имена и фамилии; названия стран, городов и столиц; широко используемые сокращения в эпистолярном жанре. Вся эта информация является дополнительной (справочной), но она является залогом вашей удачной переписки.

По моему мнению, очень ценным изданием, касающимся написания писем на английском языке, является книга Ступина Л.П. «Письма по-английски на все случаи жизни», выпущенная в Санкт-Петербурге в 1997 году. Это издание является своеобразной настольной книгой для человека, который часто пишет письма. Вы можете приобрести эту книгу или бесплатно скачать во всемирной паутине. Она есть на сайте alleng.ru и у ресурса englishtips.org. В этом ценном издании вы найдете общие рекомендации, касающиеся написания писем другу на английском языке (и всех других видов писем тоже), образцы писем на любые темы и всю ту справочную информацию, о которой я уже говорила.

Если вы будете писать письма другу на английском языке достаточно часто, со временем вы запомните все рекомендации, которые сопровождают это действо. Ваш словарный запас тоже расширится, и со временем написать любое письмо на английском языке будет для вас пустячным делом.

В качестве образца привожу письмо другу на английском языке, составленное непосредственно для этой статьи:

Dear Helen,

How are the things going on? Did something new happen in your life? Having received your letter, I wanted to answer it immediately. But I was working a lot during the last two weeks. So I was pressed for time and did not manage to carry out my intentions.

In my country spring has already set. It is quite warm and really sunny all days long. Being at work I always imagine myself strolling down some parks. I wish you could join me! It would be funny! Some days ago my friend advised me to read a very interesting book. I did it and I would like you to know this author. Are you ready to read good litterature?

Tell me more about your work and free time. Are you satisfied with all this? What are your plans for this summer? Maybe we will be able to meet one day?

Truly yours,

Jessica

Перевод этого письма звучит следующим образом:

Дорогая Хелен,

Как ты поживаешь? Есть что-нибудь новенькое? Я хотела сразу же ответить на твое письмо, но в последние две недели у меня было много работы. Времени не хватало, чтобы осуществить свои планы.

У нас уже пришла весна. На улице тепло и солнечно целый день. Во время работы я постоянно представляю себя гуляющей по различным паркам. Я бы хотела, чтобы ты составила мне компанию. Было бы весело! Несколько дней назад подруга посоветовала мне почитать интересную книгу. Я ее прочла и хотела бы познакомить тебя с этим автором. Ты готова читать хорошую литературу?

Расскажи мне больше о работе и отдыхе. Тебя все устраивает? Какие у тебя планы на лето? Может, мы как-нибудь встретимся?

Всегда твоя,

Джессика