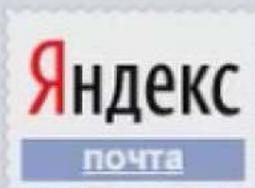


It's  
time to  
learn  
English!





Письма Диск Контакты Почта на телефон x

Написать Проверить Переслать Удалить Это спам! Прочитано Добавить кнопку

Поиск Пост

- Входящие 606 / 637
- Отправленные 3
- Удалённые
- Спам 81
- Черновики

настроить

99+

создать метку

Добавьте ваш ящик

- alekseyserdukov@yandex.ru v
- Акции и бонусы WebM... Релиз Tom Clancy's The Division со скидкой 10% в Buka Shop Нью-Йорк охвачен пандемией и ха
- Яндекс.Деньги Секретная распродажа Скидка 15% в KupiVip.ru Только 4-18 марта в магазине KupiVip.ru всё-всё-в
- InternetOpros.ru InternetOpros.ru: участие в проекте Вы получили это письмо, так как зарегистрированы на сайте (p
- Родник здоровья: важно Самое главное в марте! Чтобы отписаться от этой рассылки, перейдите по ссылке И врачи и народ
- LPTREND Получите 8 месяцев тарифа в честь праздника! С 8 марта! друзья! Поздравляем дорогих бизнес-л
- Анна, work-zilla.com Алексей, как вкладыши от жвачки могут помочь бизнесу Новости work-zilla.com Work-zilla.com воз
- InstaForex PR Releases Магазин ко-брендовой продукции ИнстаФорекс и ФК «Ливерпуль» объявляет весеннюю распр
- Родник здоровья С 8 марта! Поздравление Э.В. Савина Чтобы отписаться от этой рассылки, перейдите по ссылке В
- Новости WebMoney Новости системы с 28 февраля по 06 марта с 28 февраля по 06 марта Акции и бонусы Цветочный
- Яндекс.Деньги Напоминание о платеже: «МегаФон (Россия)» 3 v
- Genius Partners [Партнеру GM] Интенсив в Кишиневе (информация внутри) Сегодня будет быстрое оповещение.
- LPTREND 8 месяцев тарифа бесплатно! 8 месяцев тарифа бесплатно друзья! Совсем немного времени остае



From: "Salma Donas" <salma.donas@gmail.com>  
To: "Julia Roberts" Julia\_roberts@mail.ru  
Subject: just a chat

Hi Julia, ← *Informal greeting*

Thanks for your last letter, it's always really good to hear your news. It was really interesting to read about your school project. I know that you can come up with the best ideas. ← *Introduction: previous contact*

Yesterday was a special day — we had the Earth Hour. My town (and lots of towns around) went dark for one hour. It's one of the ideas of an ecological group called the Green Movement. So we switched off the lights to draw people's attention to the poor ecological situation on the planet.

Do you know if people have the Earth Hour in your country? What can people do to save energy in their everyday life? Do you approve of the Green Movement, why? ← ?

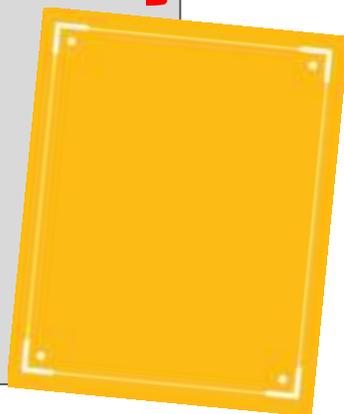
Well, I'd better go now as I have to prepare for my work. ← *Conclusion*

Write back soon!

Best wishes, ] *Informal ending*

Salma

*Main  
Body*



# Write the phrases in the correct group.

Informal greeting	Introduction	Conclusion	Informal ending

Thanks for your letter and telling me all your news

Hope to hear from you soon

Love

Lots of love

Give my regards to your mother

Hi Benn

All the best

Dear Benn

It was nice to hear from you recently

Best wishes

Say hello to your husband

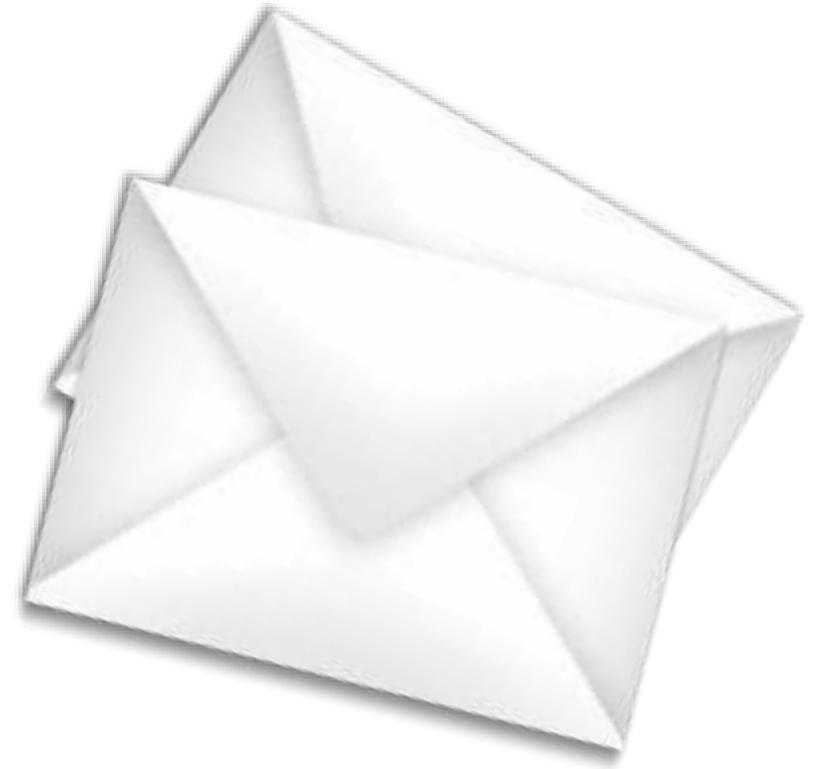
Write soon

# Write the phrases in the correct group.

Informal greeting	Introduction	Conclusion	Informal ending
Dear Benn Hi Benn	Thanks for your letter and telling me all your news  It was nice to hear from you recently	Say hello to your husband  Give my regards to your mother  Hope to hear from you soon  Write soon	Love Lots of love All the best Best wishes

# Types of informal letters/emails:

- Letters/emails of invitation
- Accepting & Refusing invitations
- Asking for & giving permission
- Apologizing
- Asking for & giving advice
- Giving news
- Expressing thanks/congratulations, etc.



# Match the beginnings to the endings.

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## Beginnings

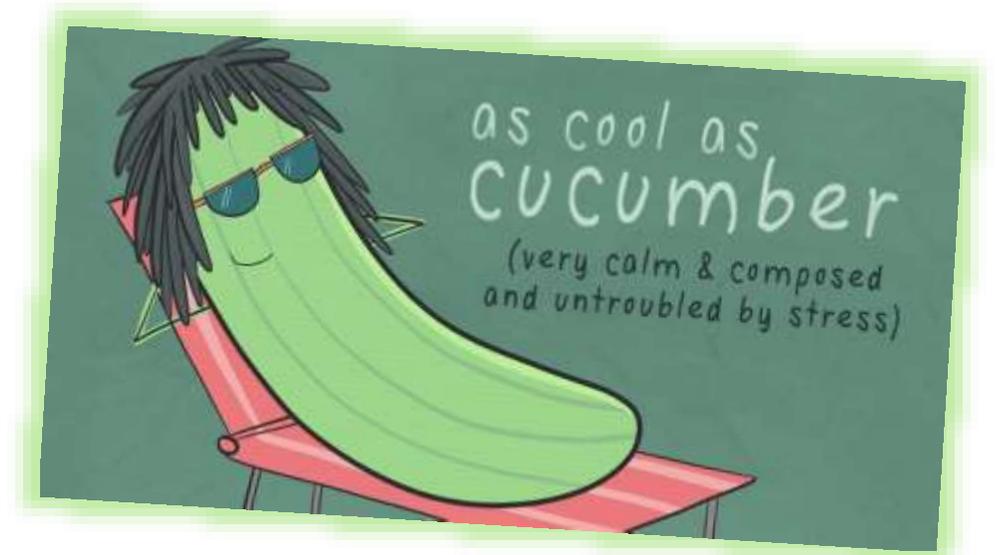
- 1 Thank you so much for the lovely flowers you sent me while I was in hospital. It was so kind of you and they really cheered me up!
- 2 I just got your letter and of course I'd love to come to your birthday party. I'm sure it'll be a lot of fun!
- 3 Hi! Hope you're well. I'm writing to ask for your help with a problem I have. I just don't know what to do!
- 4 I'm so sorry to hear that you've been in hospital. I really hope that you feel better soon and I'd love to visit you some time.
- 5 Hi! What plans do you have for the summer? I'd love it if you could come and stay with me for a week in June!

## Endings

- A I'm really looking forward to it. See you then!
- B Let me know as soon as you can so we can make the arrangements.
- C I'd appreciate any advice you can give me and I hope to hear from you soon.
- D Thanks once again and I hope to see you soon.
- E So look after yourself and get well soon. Please let me know if there's anything I can do.

# Informal letters/emails can include:

- Everyday phrasal verbs (turn up, hang out)
- Idioms (Sorry to hear you're feeling under the weather, as cool as cucumber, )
- Informal linkers (and, so, well, but)
- Short forms (I'm, you're)



From: "Salma Donas" <salma.donas@gmail.com>  
To: "Julia Roberts" Julia\_roberts@mail.ru  
Subject: just a chat

Hi Julia,

Thanks for your last letter, **it's** always really good to hear your news. It was really interesting to read about your school project. I know that you can **come up with** the best ideas.

Yesterday was a special day — we had the Earth Hour. My town (and lots of towns around) went dark for one hour. **It's** one of the ideas of an ecological group called the Green Movement. **So** we switched off the lights to draw people's attention to the poor ecological situation on the planet.

Do you know if people have the Earth Hour in your country? What can people do to save energy in their everyday life? Do you approve of the Green Movement, why?

**Well,** **I'd** better go now as I have to prepare for my work.

Write back soon!

Best wishes,

Salma



# Direct & Indirect Questions:

Direct Questions	Indirect Questions (more polite)
Start with auxiliary or modal verbs (can, do, etc.) or with a question word (who, what, why, etc.)	Start with: Can you tell me...? Do you know if...? <b>+Direct Word Order</b> I'd like to know...?
Will he come? When is he coming? What can people do to save energy in their everyday life?	Do you know if he will come? I'd like to know when he is coming? Do you know if people have the Earth Hour in your country?



# Form direct questions. Then change them into indirect questions:

- 1 Ask your pen friend about his/her daily routine.
- 2 Ask your pen friend about his/her summer holiday.
- 3 Ask your pen friend about his/her free-time activities.
- 4 Ask two questions about your pen friend's family.

- ▶ 1 *What is your daily routine like?*  
*Can you tell me what your daily routine is like?*



*Send by mail: Julia\_roberts@mail.ru*

A You have received a letter from your English-speaking pen friend Peter.

*...Hope you had a great summer. What did you do? Did you have a good time? It's my birthday next week and I can't wait!...*

Write him a letter and answer his questions, then ask him about his birthday plans.

1) What type of letter/emails does each one ask for?

2) Who is going to read each letter?

3) What information should each letter include?

4) What questions can you ask on each letter?



B You have received an email from your English-speaking pen friend Robert.

*...I hope you had a safe journey home. It was great spending time together. I hope you will come and visit again soon...*