Rules for letter writing.

1. We write your address in the top right-hand corner.

2. We write the date under the address.

3. We start with Dear and your pen friend’s first name

4. We thank our pen friend for the letter we have received.

5. We write about previous contacts: *I am happy to hear from you again, I am happy to receive your letter, I was glad to get your letter, It was nice of you to drop me a line.*

6. We answer 3 questions which are asked in the letter.

7. We express the hope for the future contacts: *write back soon, looking forward to your answer, keep in touch*

8. We write the final sentence in according to the informal style: *with love, best wishes, lots of love, all the best, take care.*

9. We write our name at the end of the letter.

**An example.**

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

*Our summer holidays will start soon. We are looking forward to them. All my friends have their own plans for this summer. As for me, I am going to work and to visit my granny.*

*…How are you going to spend your summer holidays? Would you like to get a part-time job? Where are you going to travel this summer?*

Kaluga

Russia

10th May, 2015.

Dear Tom,

It was great to receive your letter. Glad to hear that you want to work in summer.

In your letter you ask me about my plans for the holidays. First of all, I am going to the language camp where I’ll learn English and French. In July my parents and I are going to visit Saint Petersburg. It’s my dream to go sightseeing there and to visit famous museums! As for a part-time job, I haven’t decided yet. I may work in August. I understand that it’s a wonderful possibility to earn money and to get experience but it’s difficult to find it.

Well, I’d better go now. Write back soon!

Best wishes,

Natasha.