

A personal letter



Этап 1. Рецептивные упражнения.

Чтение текстов и их анализ с целью выявления важных моментов с точки зрения организации текста, употребления языкового материала, логики высказывания.

Этап 2. Рецептивно-продуктивные упражнения.

Закрепление полученных знаний в ходе выполнения ряда тренировочных упражнений

Match the parts of the letter to their names

The parts of the letter

(1)12 Kirov Street
Samara
Russia
(2)December 7, 2014

(3)8 Brighton Avenue
Thornwill TD 573

(4)Dear Emma,

(5)Thanks a lot for your letter. I am glad you are all right. Sorry I've taken so long to answer. You asked me to tell you about New Year traditions.

(6)Well, we all like New Year very much. It's a fantastic festival. There's a beautiful big New Year tree in the central square in our city. A lot of people go there to have fun, sing, dance and play games near the New Year tree at night. You can meet Grandfather Frost there.

(7) I look forward to hearing from you.

(8) Best wishes,

(9) Anna

Names

a.Body of the letter

b. Date

c. sender's address

d. Complimentaryclose

e. opening sentence

f. salutation

g. signature

h. closing sentence

I. Inside address

Прочитай отрывок из письма и расположи их в логическом порядке

A I look forward to seeing you soon

D Dear Mary,

B 23 Green Road
Newton
England

E Thank you for the letter and warm greetings.

C 20 December

G We are going to have a Christmas party at school. We are going to dance, sing and play games.

F Best wishes,
Wendy

1	B
2	
3	
4	
5	
6	
7	

Прочитайте фразы (1-15), которые вы можете употребить в различных частях письма. Подумайте, где именно. Заполните таблицу их номерами.

1. Waiting for your letter.
2. Thanks for your letter.
3. Dear Chris,
4. Say hello to everyone.
5. Best wishes,
6. How are you?
7. Yours,
8. Lots of kisses,
9. Hello Julie,
10. Bye for now,
11. Love,
12. All the best,
13. Dearest Jane,
14. It was nice to hear from you.
15. Well, that's all for now.

Приветствие	Начальные фразы письма	Заключительные фразы письма	Концовка перед подписью

**В этом письме перепутаны части. Расставьте их по порядку и
заполните таблицу их номерами.**

- A. Best wishes,
- B. If we can't stay outdoors, could you find out what we could do indoors? Perhaps we could go to a museum or somewhere else.
- C. I'm glad to learn that you're having fun in London. By the way, I'm coming to see you next weekend, and I'm really looking forward to joining you.
- D. Thank you for your last letter. Sorry, I haven't written sooner, but I've been very busy at school.
- E. Martin
- F. I hope it won't rain because I'd also like to visit some of London's famous parks. I've heard that Hyde Park is really beautiful in autumn.
- G. I'm finishing, I have to do some homework. See you on Friday evening.
- H. Dear Emma,
- I. First of all, I'd like to go on the London Eye. I've heard that the views are fantastic, especially if the weather is good.

1	2	3	4	5	6	7	8	9

Вставьте в пропуски выражения по смыслу и кратко ответьте на вопросы после письма.

- | | |
|----------------------|--------------------------|
| (1) everyday | (8) to hear from you |
| (2) usually | (9) always |
| (3) always | (10) to hearing from you |
| (4) with a lot to do | (11) every day |
| (5) once a month | (12) at the moment |
| (6) twice a week | (13) always |
| (7) next week | |

5 Essex Road
London SW12 5JL
24th October

Dear Janet,

Thank you for your letter. I'm (1) _____ very happy (2) _____.
Everything you do is so exciting.

I'm sitting (3) _____ doing my homework. I'm waiting for mother so that we can have dinner together. School is rather boring (4) _____. I do the same things (5) _____. I (6) _____ get up at the same time in the morning and I travel to school (7) _____ by tube. I have the same subjects at school and I (8) _____ have lunch in the school canteen. (9) _____ I go to the cinema and (10) _____ I go to Brighton to see you. Never mind. Our spring holidays start (11) _____ and we are having a school party in June! At least that's exciting. I look forward (12) _____ soon.

Love,
Joy

1. Who is the letter to?
2. Who is the letter from?
3. Where does Joy live?
4. Where does Janet live?
5. What is Joy doing at the moment?
6. What does Joy do at the same time every morning?
7. How does Joy travel to school?
8. Where does Joy usually have lunch?
9. Where does Joy go twice a week?
10. How often does Joy see Janet?
11. When is Joy having holidays?
12. When is Joy having a school party?

**Найдите 10 ошибок в письме (правописание, грамматика, структура письма).
Напишите правильный вариант письма.**

2nd March
England, London

Dear Berth, thank you for your letter. Sorry I haven't written for you before, as I'm up to my neck in business.

Actually, I'm in need of pocket money like you and like you I'm crazy about computers. So, last month I started repairing my neighbours computers. They told their neighbours about that and so forth. Now I go to different people's houses on my bike to help them with any problems they have. This week I've already fixed 5 computers and the people seem happy to my service. At least I haven't had any complaints yet.

Anyway, enough about me. How you about?

Now I have to stop writing, because my mobile is ringing. Maybe, somebody needs my help in the computer!

Hope to hear from you soon. Best wishes,

Nick

Ваш друг прислал вам письмо, но некоторые слова и выражения пропущены. Вставьте их по смыслу и восстановите правильный адрес.

- (1) Thomas
- (2) besides
- (3) Thanks for your letter.
- (4) another thing
- (5) Thomas Black
- (6) of course
- (7) by the way
- (8) to start with
- (9) wait to see you.
- (10) looking forward to meeting you

Fill in the gaps using linking words

Stavropol

Russia

17th November, 2012

Dear Betty,

I'm glad to get your letter. Sorry, I couldn't answer at once (1) ... I was busy with my training.

In your letter you ask me about my parents and our relations. (2) ... we sometimes have quarrels, we get on well. (3) ... we usually discuss different things. (4) ..., we like to spend time together. We sometimes argue about my clothes (5) ... I always wear jeans and a T-shirt. (6) ..., I explain my viewpoint and they try to understand me.

As a result of it

Although

As

On the other hand

What's more

Because

Этап 3. Продуктивные упражнения.

Учащиеся самостоятельно составляют высказывания на иностранном языке.

Критерии самооценки выполнения письма

№п/п	Знания, навыки и умения	Знаю (0,5)	Применяю (0,5)
1.	Выполнил поставленную коммуникативную задачу (ответила на поставленные вопросы, объяснил свой выбор, аргументировал свое мнение)		
2.	Знаю и пишу правильно адрес		
3.	Знаю и пишу правильно обращение		
4.	Знаю и оформляю письмо по требуемой схеме		
5.	Знаю о необходимом количестве абзацев и их пишу		
6.	Умею быстро подсчитывать слова и знаю, сколько требуется написать		
7.	Имею заранее подготовленные клише и универсальные фразы		
8.	Использую разнообразную лексику в соответствии с темой		
9.	Правильно оформляю предложения в соответствии с правилами пунктуации		
10.	Умею и использую правила словообразования		
11.	Знаю и применяю сложные предложения:		
а.	Условные		
б.	Косвенную речь		

с.	Сложносочиненные		
d.	Сложноподчиненные		
		
12.	Знаю, как завершить письмо, правильно его подписываю		
13.	Умею и задаю правильно вопросы по теме		
14.	Знаю и использую соединительные слова (слова-связки).		
15.	Мое письмо соответствует требуемому уровню		
16.	Пишу красиво и разборчиво		
17.	Пишу быстро		
18.	Пишу без ошибок		
19.	Знаю и пишу правильно вопросительные предложения		
20.	Соблюдаю стиль (официальное, неофициальное, электронное, эссе)		
21.	Использую Would /Could/prefer и др.		

Положительные ответы – 1 балл, если только ЗНАЮ – 0.5 балла, не знаю и не употребляю – 0 баллов.

«Отлично» - 25 – 23 баллов;

«Хорошо» - 22 – 19 баллов;

«Удовлетворительно» - 18 – 12 баллов;

«Неудовлетворительно» - менее 11 баллов.

На основе самооценки определи свои слабые и сильные стороны, анализируй, разработай дальнейшую стратегию работы.