**Личное письмо в ЕГЭ**

      Одним из заданий в разделе «Письмо» является написание  личного письма. И, что бы это задание не было для учащихся трудным, необходимо знать установленные правила его написания.  
  
1. Необходимо обратить внимание на всю структуру письма, которую можно представить в следующем виде:

                                                                                                                      City/Town  
                                                                                                                   Country  
                                                                                                                      Date  
  
                        Dear (first name),

**Introduction**:  Opening remarks

**Main Body:**

You asked me about ... Well, (answer 3 questions).

By the way, (ask 3 questions)

**Conclusion:** Closing remarks

                        Love,  
                    (Your first name)

            2. Чтобы облегчить работу на самом экзамене, в период подготовки к ЕГЭ, необходимо научиться пользоваться определенными клише, которые должны быть усвоены и использованы в предварительной практике. Вы должны сами выбрать варианты клише и в дальнейшем использовать их при  написании личного письма на экзамене.

**Opening remarks:**   
1. Sorry I haven’t been in touch for a while but I’ve been really busy.  Anyway, I’ve finally got    
some time, so I thought I’d drop you a line and tell you about …..  
2. Thanks for your letter. It is always great to hear from you. As for me, I’m really busy.  
3. Sorry that I haven’t written for ages, but I’ve been busy studying.  
4. Thank you for your letter. I’m sorry I didn’t answer earlier, but I was busy with my end of term    
exams.  
5. I thought you might be interested to hear about/know that …..  
6. This is just to let you know that ……  
7. Sorry I haven’t been in touch for a while

**Closing remarks**   
1.  I’d better finish here because my mum is calling me to come and help her. Come and visit me soon.   
2.  I hope I’ve been of some help. Let me know what happens.   
3.  Drop me a line as soon as possible.   
4.  That’s all my news! I’d better go and do some work now.   
5.  Please write soon and tell me all your news.   
6.  Drop me a line and tell me all your news.   
7.  Well, that’s all for now. Do drop me a line.   
8.  I look forward to hearing from you.   
9.  Write back soon and tell me your news.   
10. Well, that’s all from me. Got to go now.

Одним из вариантов письма может послужить следующее:

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   
Write 100 – 140 words.   
Remember the rules of letter writing.

**Orel**

**Russia   
05.04.2013**

**Dear Tom,   
Thanks for your letter. It was lovely to hear from you.**

**You asked me about independence from parents. Well, in Russia opinions are different. Personally, I don’t want to live alone as I don’t have enough money. And yes, it’s easy to rent an apartment for everyone, but only if you have money.**

**By the way, how was Scotland? I heard it was rainy – is that true? And did you visit football match between Scotland and Russia?**

**Well, I have to go now. I promised my Mom to clean the bathroom.   
Looking forward to hearing from you soon.**

**Love,   
Masha**