

**Рекомендации по оформлению электронного письма (5-6 класс):**

Обращение	Письмо начинается с <b>обращения</b> . н-р: <b>Dear Sally, /Dear Aunt Jane, /Dear Mr. Brown, /My Darling (дорогая);</b> <b>ПОСЛЕ ОБРАЩЕНИЯ СТАВИТСЯ ЗАПЯТАЯ</b>
Вступление 1 абзац	Текст письма начинается с новой строки с заглавной буквы <b>благодарность</b> . н-р: <b>Thanks for your letter/ e-mail.</b> Или <b>Many thanks for your letter /e-mail.</b> Затем <b>ссылка на предыдущие контакты</b> . Н-р: <b>It was good to hear from you again</b>
Основная часть 2 абзац	Если <b>отвечаем на вопросы</b> , начинаем абзац с фразы: <b>As for your questions, ...</b> или <b>In your letter you asked me about ...</b> или <b>You asked me to tell you about ...</b>
Завершение 3 абзац	<b>Причина завершения письма</b> может быть выражена фразой: <b>That's all my news for now. I've got to go now. Sorry, my mum is calling me.</b> Или <b>I must finish my homework now.</b> <b>Ссылка на последующие контакты:</b> <b>Keep in touch.</b> (будь на связи) или <b>Write back soon.</b>
Завершающая фраза	<b>Lots of love, Much love, /Best wishes, /Yours,</b> <b>ПОСЛЕ ЗАВЕРШАЮЩЕЙ ФРАЗЫ СТАВИТСЯ ЗАПЯТАЯ</b>
Подпись	В конце письма не забудьте написать <b>своё имя БЕЗ ТОЧКИ</b>

Dinakadyrova.ucoz.net  
ОБРАЗЕЦ

<b>From: Russian friend@oge.ru</b>
<b>To: Ben@mail.uk</b>
<b>Subject: Films</b>
<p><b>Dear Ben,</b></p> <p><b>Thank you for your message / email.</b> It was good to hear from you again. I hope you're doing well.</p> <p><b>You asked me to tell you about the films I like.</b> <b>Well,</b> I love comedy movies, they are my favorite movie genre. <b>For me,</b> there is nothing better than staying at home and watching a good comedy with my family. We always eat pizza and laugh out loud when we watch comedies together. <b>It's so much fun!</b> We can't really do that at the cinema because we'll disturb and annoy other people.</p> <p><b>I guess if I had a chance,</b> I would make a film about my family. Recording family history seems a great idea.</p> <p>That's all my news for now. I've got to go now. Sorry, my mum is calling me. <b>Write again when you have time.</b></p> <p><b>All the best,</b> <b>Mary</b></p>