

# *How to write a letter*

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**Steps**

**Steps**

**Steps**

**Steps**

**Steps**

## ***Steps of writing any letter***

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**YOUR ADDRESS**

**DATE**

**GREETING**

**BODY**

**SIGNATURE**

# *ADDRESS*

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*153a, Pervomayskaya Street,  
Mogilev 212016, Belarus*



*DATE*

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November 22, 2012



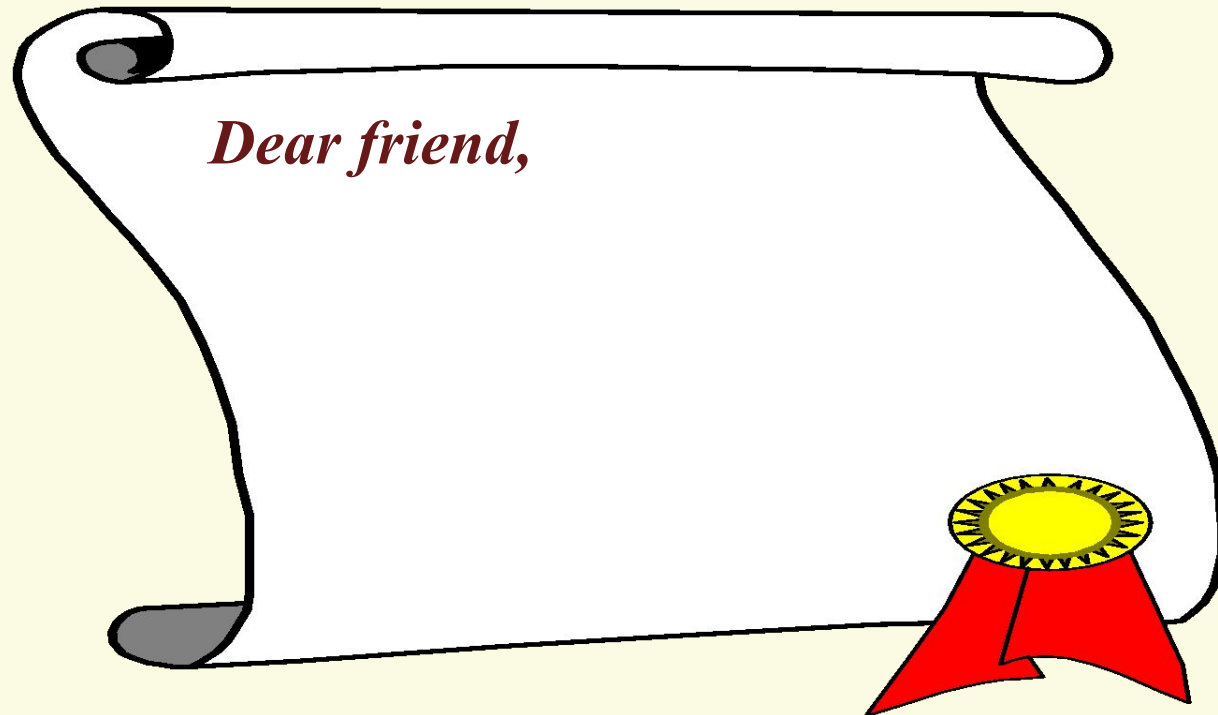
*You want to find a pen friend*

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# *GREETING (Starting the letter)*

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# *BODY*

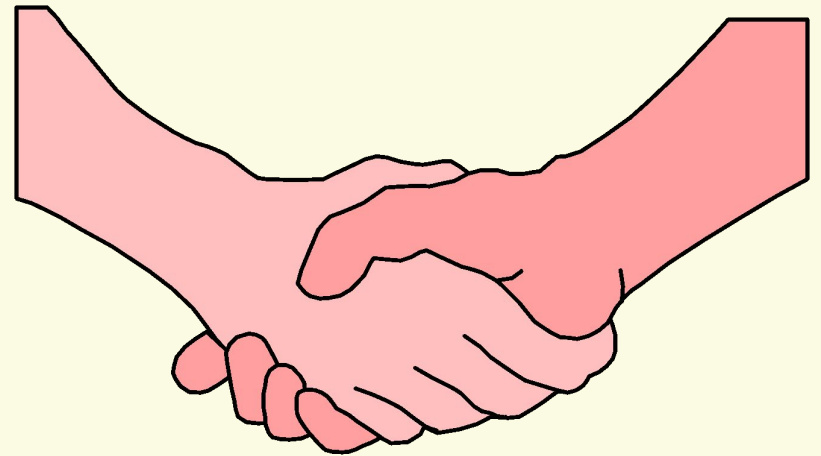
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## **Paragraph 1 (opening)**

*Say hello*

*Information about  
yourself (age, height,  
hair and hobbies, etc)*

Hello



# BODY

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## Paragraph 2

(telling the news)

*Give information about your family (parents, brothers and sisters, pets and your flat, etc.)*





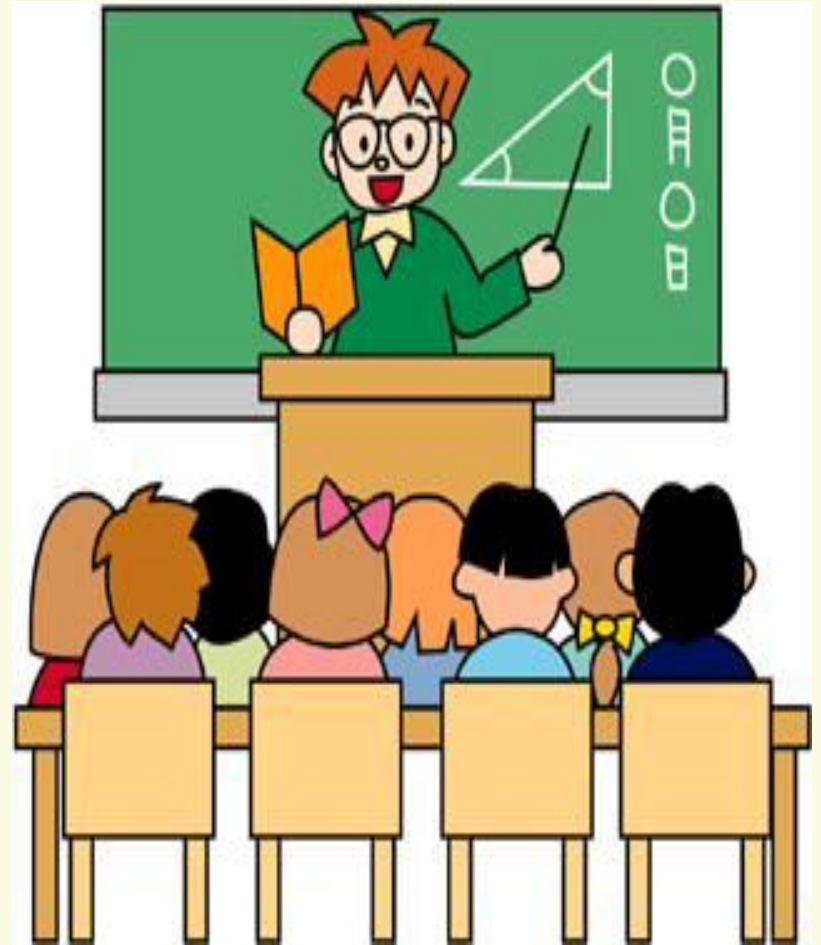
# *BODY*

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## **Paragraph 3 (asking for news)**

*Ask the information about your friend's life (school, your favourite sports, best subject, etc.)*

- *How are you?*
- *What's the news?*



# *BODY*

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## **Paragraph 4 (closing)**

**Close your letter with ending sentences:**

*Please, write me soon.*

*I hope to hear from you soon.*



# *SIGNING UP*

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*Best wishes,*

*Love,*

*Sincerely yours,*

*Your friend,*

**Write your name  
clearly:**


*Sasha.*

# *POSTSCRIPT*

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- *P.S*
- *P.P.S.*

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- 
- Ex. 2a, p. 240
  - Read the letter
  - Match the letter parts with the rubrics

Dear Friends,

*Now it's your turn to  
write a letter to a  
friend!*

*That's your home task.*

