

# *How to write a letter*

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- 1. You want to find a pen pal.*
- 2. A reply letter to a pen pal.*

**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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*55 Pushkin Street, Apt. 76,  
Kokino, Russia*



*DATE*

---

*5th March, 2009*



*You want to find a pen friend*

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*So you write to the unknown person*

# *GREETING*

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*Dear friend,*



# ***BODY***

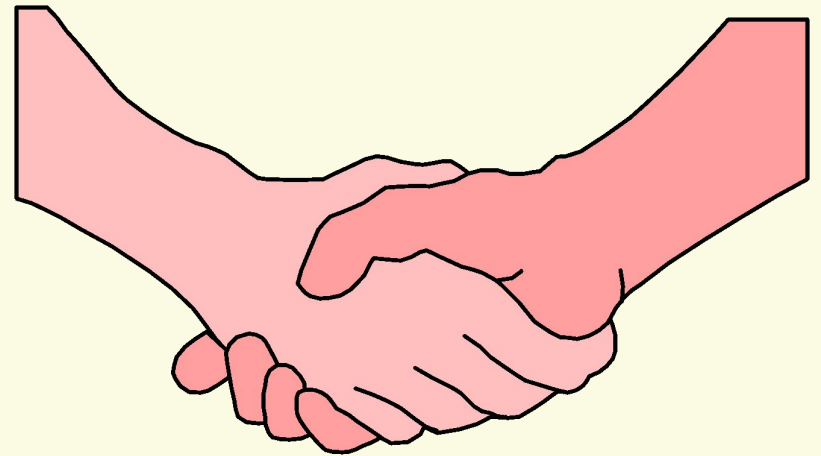
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## **Paragraph 1**

*Say hello*

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

*Hello*

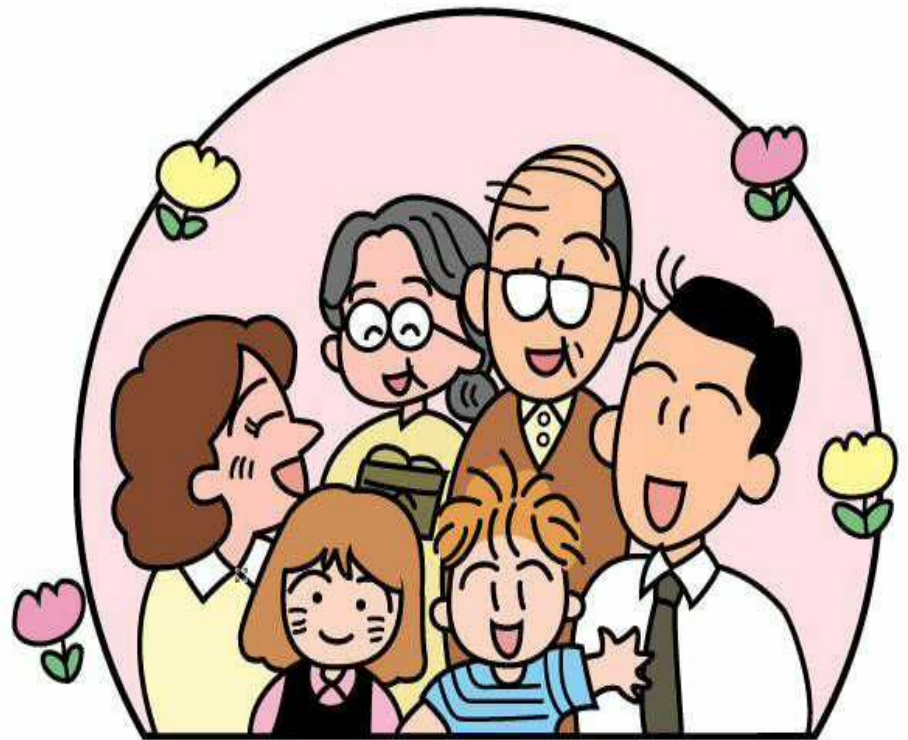


# *BODY*

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## **Paragraph 2**

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

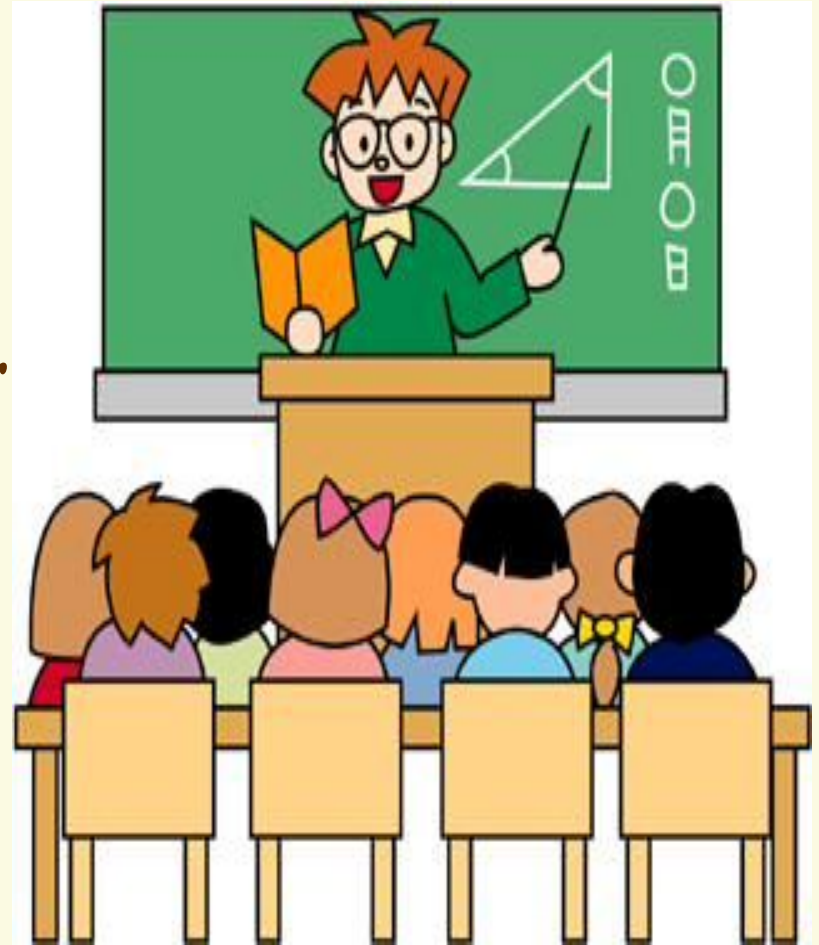




# BODY

## Paragraph 3

*Give information about your college (name of college, your favourite sports, best subject, your ambition, etc.)*



# *BODY*

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## **Paragraph 4**

**Close your letter with  
ending sentences:**

*Please, write me soon.*

*I hope to hear from you  
soon.*



# *SIGNATURE*

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- *Best wishes,*  
**Write your name**  
**clearly:**  
*Your friend, Sasha.*



# HOW TO ADDRESS AN ENVELOPE

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## Return address:

- Alexander Krylov
- 55 Pushkin Street,
- Apt. 76
- Kokino, Bryansk Region,
- Russia 243365

## Address of the person you are writing to

- Laura Brown
- 40 Cambridge Street,
- Apt. 25
- Fairfield, North Carolina 12397
- USA

# A Reply Letter to a Pen Pal

- You have received a letter from your pen pal.
- You know each other for some time, you know about his family, school, hobbies, pets and so on.
- He wrote you about some facts in his life and **asked some questions** about yours.
- So you are to write **a reply letter**.

## Example

*...My best friend had a birthday last weekend. We went on a picnic. There were lots of people and it was great. And when is your birthday? How do you usually celebrate it? What present would you like to get for your next birthday?*

.....

Dear Mary,

*I have just received your letter today.*

.....

*Thank you so much for your letter of  
April the 4<sup>th</sup>.*

.....

*It was very interesting to read...*

.....

*I was glad to hear that you...*

.....

