

# • ОГЭ - Электронное письмо

- Количество слов: **100-120**
- Допускается отклонение в **10%** от указанных границ
- **(90-132 слова)**
- Меньше 90 слов- письмо не проверяется.
- Больше 132 слов – проверяются только первые 120 слов
- Считаем все слова, начиная с обращения , артикли, предлоги и другие служебные слова.

# ПЛАН ПИСЬМА

- Письмо в ОГЭ должно быть чётко структурировано и включать в себя следующие обязательные компоненты:
- **An informal greeting.** Обращение.
- 1. **An introduction.** Благодарность за полученное письмо.  
Извинения за то, что не ответил раньше и причина этого.
- 2. **A main body.** Соединяющая фраза ( при переходе к основной части )  
Ответы на вопросы друга (развернутые)
- 3. **A conclusion.** Вежливое завершение письма и указание причины, почему заканчиваем писать письмо
- 4. **Ссылка** на будущие контакты.
- 5. **An informal ending.** Завершающая фраза
- 6. **Подпись** (Имя)

# Обращение

- Оно состоит только из двух слов:

*Dear* + имя друга (*Dear Tom,*).

После обращения нужно обязательно поставить запятую!

**Не поставите – потеряете балл.**

# 1. Благодарность за полученное письмо

- *Thanks (a lot) for your (recent/last) letter (e-mail, message).*
- *I was very glad to get your letter.*
- *It was great to hear from you!*
- **Thanks for writing to me. I'm always glad to get your letters.**

# Примеры извинения в письме по английскому языку

- I am sorry I haven't written for so long but I've been really busy with my school.
- Sorry I haven't answered earlier but ...
- I'm sorry I've taken so long to answer but my computer broke down last week.
- I must apologize for not writing earlier but...
- Sorry I haven't been in touch for so long but...

## Соединяющая фраза

(для того, чтобы письмо было логичным)

Можно упомянуть какой-либо факт из полученного письма (*I'm glad you passed your Physics test!*) или написать универсальную фразу:

либо *I'm glad you're OK!* (если у друга все хорошо), либо *I miss you greatly!* (если из письма друга мы узнаем, что он, например, сломал ногу и лежит в больнице), либо

- **You asked me about...**
- **As you are interested in...**
- **Well, I can say that...**

## 2. Ответы на вопросы друга

Необходимо три момента:

а) **сколько вопросов, столько ответов.** Например, друг спросил: *What extreme sports would you like to try, if any, and why?* Значит, нужно не просто написать *I'd like to try rafting*, но и аргументировать: *because it implies a well coordinated team work, good reaction and nerves of steel;*

б) **соблюдаем грамматическую структуру вопросов и ответов.**

Если друг спрашивает *What would you do if you were me?*, надо, чтобы в ответе была б

конструкция *If I were you, I would... (do the same);*

в) **необязательно отвечать на вопросы в том порядке, в котором они задаются.** Главное, чтобы они были логически связаны.

### **3. ВЕЖЛИВОЕ ЗАВЕРШЕНИЕ ПИСЬМА**

Объясняем, почему мы заканчиваем письмо:

*Well, I'd better go now as I have to do my homework*

*Anyway, I have to go now: my Mum asked me to help her with our dinner*

*Actually, I've got to go now! It's time for my favourite TV show*

### **4. ССЫЛКА НА БУДУЩИЕ КОНТАКТЫ В ПИСЬМЕ**

Пишем, что будем рады вновь получить письмо от этого друга:

*Write (back) soon!*

*Take care and keep in touch!*

*Can't wait to hear from you!*



## 5. Завершающая фраза (после нее всегда ставится запятая)

- Best wishes,
- Lots of love,
- All the best,
- Much love,
- Yours,

# ОБРАЗЕЦ ПИСЬМА В ОГЭ ПО АНГЛИЙСКОМУ ЯЗЫКУ

You have received a letter from your English- speaking pen-friend who writes

*..Last summer my parents and I went hiking to the mountains. We spent the whole week together and enjoyed it very much. How often do you take active holidays? Who do you think is the best company for you? What extreme sports would you like to try, if any, and why?*

*Last month our English class got an interesting project. We wrote a paper about interesting events in the past of our country ...*

Write a letter to Tom. In your letter answer his questions.

Write 100—120 words.

*Dear Tom,*

*Thanks* for your letter. Sorry I haven't answered earlier but I was busy with my school project. Hope you didn't have accidents while hiking!

*As for me,* I don't have much time on active holidays because I have a lot of homework. My family is more the stay-at-home sort, so I can't spend the time with them somehow actively. My company is my friend and, you know, our trips are usually very jolly. I'd like to try rafting this spring, because it implies a well coordinated team work, good reaction and nerves of steel.

*I'd better* go now as my Dad wants me to help him with his car.

*Write* soon!

*Love,*

*Ann*

**Пример 1.** You have **30 minutes** to do this task.

You have received a letter from your English-speaking pen friend, Ben.

*... I am very busy now preparing for my exams but yesterday I went to the cinema with my friends. We saw a new film about Sherlock Holmes. You've probably seen it too. ...*

*What kinds of films do you like? Where do you prefer watching films – in the cinema or at home and why? What would you make a film about if you had a chance? ...*

Write him a letter and answer his **3** questions.

Write **100–120** words. Remember the rules of letter writing.

Dear Ben,

Thank you very much for your letter. It's always nice to hear from you.

In your letter you asked me about films. Well, I can say that I like different kinds of films. But my favourite genre is comedy. I'm fond of watching comedies because they make me laugh and feel relaxed.

Actually, I prefer going to the cinema as it's so exciting to watch films on a wide screen with perfect sound. If I had a chance, I would make a film about my city.

Well, I'd better go now as I have to do my homework.

Write back soon.

Best wishes,

Kate