**Личное письмо в ЕГЭ**

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

                                                                                                                      City/Town  
                                                                                                                      Country  
                                                                                                                      Date  
  
                        Dear (first name),

                        Introduction:  Opening remarks

                        Main Body:

                        Conclusion: Closing remarks

                        Love,  
                       (Your first name)

            2. Чтобы облегчить работу на самом экзамене, в период подготовки к ЕГЭ, необходимо научить ребят пользоваться определенными клише, которые должны быть усвоены и использованы в предварительной практике. Ребята 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:

                                                                                                                  Dimitrovgrad  
                                                                                                                  Russia  
                                                                                                                  7/ 06/09

           Dear Ben,  
           Thank you for your letter. Sorry I haven't been in touch for a while but I've been   
really busy.  
           Main Body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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           I'd better finish here because my mum is calling me. Drop me a line as soon as   
possible.

           Love,  
           Kate

            В итоге, при выполнении указанных выше рекомендаций у учащихся остаётся больше  времени на обдумывание основной части письма и постановки вопросов для запроса информации.