

WRITING LETTERS

Vytvořeno v rámci projektu Gymnázium Sušice – Brána vzdělávání II

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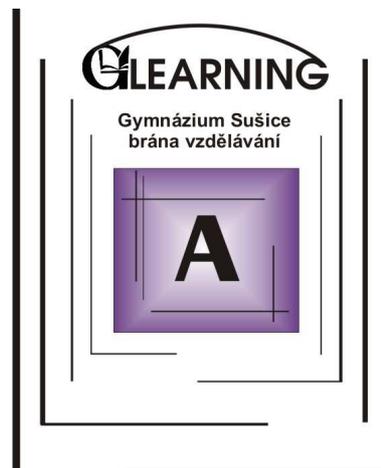
Škola: Gymnázium Sušice

Předmět: Anglický jazyk

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Třída: první ročník čtyřletého studia

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Anotace a metodické poznámky:

Materiál obsahuje nácvik psaní formálních a neformálních dopisů a emailů. Obsahuje ukázky obou forem a nacvičuje oslovení a ukončení dopisů. Studenti získají základní informace o použití dopisů a vyzkoušejí si doplnění neformálního psaní. U neformálního slohu nacvičí žádosti a poděkování. Pracovní list se dá využít pro procvičování ve škole i jako zadání domácího úkolu. Řešení úkolů je v příloze.

Zdroje a použité materiály:

Soars Liz and John – New Headway, Intermediate, 3rd edition, OUP,

ISBN – 13: 978-0-19-438750-7

Obrázky a schémata byly vytvořeny pomocí nástrojů programu MS Word, 2007.

Materiály jsou určeny pro bezplatné používání pro potřeby výuky a vzdělávání na všech typech škol a školských zařízení. Jakékoliv další využití podléhá autorskému zákonu.

Hi Peter,

How are you? Thanks for your last letter and the invitation to your birthday party.

I was really pleased to hear about you.

I and my family had a great holiday in Italy last month. We spent 10 days there sunbathing swimming in the sea and hiking. It was my best holiday ever. The weather was great, we almost got sunburnt.

Last week we were very busy, we moved house, so now I have my own bedroom on the second floor. We also have a big garden and I hope my parents will buy me a dog.

I am looking forward to your birthday party, I'll show you photographs from our holiday there.

See you soon

Holly

Dear Mr. Spencer,

I am writing to you to apply for the post of a shop assistant in your music store. I read about it in the yesterday's Guardian.

I think I am the right person for this position. I love music and play the piano and the drums. I am also expernced in reading music, I am sure I will be good at selling musical instruments.

I am enclosing my CV.

I am looking forward to hearing from you

Yours sincerely

Ron Parker

1. Find differences between these two letters

Formal and informal letters: You write informal letters to your friends, parents, mates. You can start it: Hi, Hello, Dear, you use short forms and expressions from spoken English.

Informal letters: to offices, institutions. You start with Dear sir or madam, or Dear Mr.... You mustn't use short forms. Put the text into paragraphs, give the reason why you are writing. Use forms: could you, please, I would be grateful..., The ending depends on the beginning. If you know the name, you write: yours sincerely, if not, you write: yours faithfully

2. Put these words in two columns, beginnings and endings:

wishes madam All Hi! Sir Dear Lots of love

best Yours sincerely faithfully

B

E

3. Read extracts 1 – 11 from letters and emails. Which are beginnings and which are endings? Write B or E. Decide, which are formal and which informal:

1. Just a note to say thank you so much for having me to stay last weekend.
2. Thank you for your letter of 16 April. Please find enclosed a cheque for £ 50.
3. Write or better, email soon.
4. How are you doing? You'll never guess who I saw last week at Dan's.
5. I am writing in response to your advertisement in yesterday's Daily Star.
6. We trust this arrangement meets with your satisfaction.
7. I'm sorry I haven't been in touch for such a long time.
8. I look forward to hearing from you at the earliest convenience.
9. I thought I'd write rather than mail for a change.
10. Give my regards to Robert.
11. Take care and thanks again.

4. Match the beginnings and endings of these letters and emails:

Beginnings

1. Dear Mary and Dave,

Any chance that you two are free next Sat. P. m.?

2. Dear Jane,

Thanks for your letter. It was great to hear from you after such a long time. You asked me what I've been doing. Well...

3. Dear Sir / Madam,

I saw an advertisement in the Daily Telegraph for weekend breaks at your hotel.

4. Hi Pete,

Thanks for the invite

5. Dear Mr. Smith,

We received your order for the Encyklopedia World CD ROM, and your checque for £ 75

Endings

- a) Many thanks. I look forward to hearing from you in the near future.
Yours faithfully
James Fox
- b) We apologize for the inconvenience and will have pleasure in processing your order as soon as we receive the additional amount. Yours sincerely
Thames Valley Computer Software
- c) It would be lovely to see you some time. Do you ever come to London?
We could meet for lunch.
Love Pat
- d) Let me know asap. All the best.
Martin
- e) Can't wait to see you. Let's hope it stays fine. Love to Ellie. See you then.
Deborah

5. Continue the beginnings with one of the lines:

[] Could you please send me your brochure and a price list? I would be most grateful

[] I've changed my job a few times since I last spoke to you, and as you know, I moved the flat.

[] Unfortunately, this amount did not include packing and postage, which is £7.50

[] We've got four tickets for that open-air concert in Woodstock. Interested?

[] We'd love to come.

6. Which one ...

1) Asks for information?

2) Invites?

3) Asks for further payment?

4) Accepts invitation?

5) Gives news?

7. Imagine you have spent a weekend in a village with your friend's family. Write a thank you letter to your friend. Use the writing guide and include this information:

- Say thank you for the invitation

- Say what you are thanking for

- Describe how you liked the weekend

- Add an invitation to your home

Dear _____

I hope you're well. Thanks _____

I had a beautiful weekend with you and your family. I liked _____

I much enjoyed _____

I would like _____

I hope to see you soon.

Love

8. You have just found the email address of an old friend. Write an email to him / her. Give your news, describe some things that you have done recently, and say what your future plans are. Ask about his / her news and family:

Solution

2. Put these words in two columns, beginnings and endings:

B	E
<i>Madam</i>	<i>wishes</i>
<i>Hi!</i>	<i>Lots of love</i>
<i>Dear</i>	<i>Sincerely</i>
<i>Sir</i>	<i>faithfully</i>
	<i>best</i>
	<i>Yours</i>
	<i>All</i>

3. Read extracts 1 – 11 from letters and emails. Which are beginnings and which are endings? Write B or E. Decide, which are formal and which informal:

1. Just a note to say thank you so much for having me to stay last weekend. **B I**
2. Thank you for your letter of 16 April. Please find enclosed a cheque for £ 50.
B / E F
3. Write or better, email soon. **E I**
4. How are you doing? You'll never guess who I saw last week at Dan's. **B I**
5. I am writing in response to your advertisement in yesterday's Daily Star. **B F**
6. We trust this arrangement meets with your satisfaction. **E F**
7. I'm sorry I haven't been in touch for such a long time. **B I**
8. I look forward to hearing from you at the earliest convenience. **E F**
9. I thought I'd write rather than mail for a change. **B I**
10. Give my regards to Robert. **E I**
11. Take care and thanks again. **E I**

4. Match the beginnings and endings of these letters and emails:

1 – d

2 – c

3 – a

4 – e

5 – b

5. Continue the beginnings with one of the lines:

[3] Could you please send me your brochure and a price list? I would be most grateful

[2] I've changed my job a few times since I last spoke to you, and as you know, I moved the flat.

[5] Unfortunately, this amount did not include packing and postage, which is £ 7.50

[1] We've got four tickets for that open-air concert in Woodstock. Interested?

[4] We'd love to come.

6. Which one ...

Asks for information? 3

Invites? 1

Asks for further payment? 5

Accepts invitation? 4

Gives news? 2