

# Речевые клише для написания личного письма

## Английский

Задание С1 в ЕГЭ по английскому языку.

### Структура личного письма

1. Адрес и дата пишется в правом верхнем углу письма (в краткой форме).
2. Первая часть письма - Introduction (вступление). В этой части письма автор благодарит за полученное письма или извиняется, что долго не писал.
3. Вторая часть письма - Main Body (главная часть письма). Это самая большая часть письма, так как в этой части письма автор отвечает на все вопросы и выполняет все задания.
4. Третья часть письма- Conclusion (заключение). В этой части письма автор должен указать причину, почему он заканчивает писать письмо.
5. Конец письма-Ending (завершение письма). Эта фраза зависит от степени близости автора и адресата, после неё ставится запятая и далее (с новой строки) указывается своё имя.

### Речевые клише

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| Обращение/приветствие                            | - Dear Simon<br>- Dear Miss Jones,<br>- Dear Mum   |
| Вводные фразы                                    | - It was great to get your letter....<br>- Thanks for your letter. It was great/lovely to hear from you.<br>- Thanks for your long letter. It was really great to hear all your news, after not hearing from you for ages....<br>- Sorry I haven't written for so long but....<br>- I'm very sorry about not replying to your letter sooner but I've been extremely busy.<br>- Sorry for not writing earlier but I've...<br>- How are things with you?<br>- I'm sorry I haven't written for so long, but...<br>- I was really pleased to hear that...<br>- I thought I'd better write and tell you about.... |
| Заключительные фразы                             | - I would really like you to visit me this summer. Write to me and tell me your plans.<br>- Thanks for sending me... Please write to me again soon, and tell me all your news.<br>- Please give/send my regards (love) to your.... And write and tell me your plans for....<br>- I would really love to see you. Why don't you come and visit me this..... Write back soon!<br><br>- If you want to know anything else, just drop me a line.<br>- Well, that's all for now. Do write back soon.<br>- That's all my news for now...   |
| Письма с просьбой дать совет (Asking for advice) | - I am writing to ask for your advice.<br>- Can you give me your advice?<br>- Give me your advice about....<br>- Can you think of anything that...?<br>- I've got a problem and I need your advice.<br>- I've got a problem, and I think you can help.<br>- What do you think I should do?   |

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|  | <ul style="list-style-type: none"> <li>- Give me / Send me your advice soon.</li> <li>- Do you think I should...?</li> <li>- Do you have any idea about...?</li> <li>- Please let me know what to do.</li> <li>- Please let me know what you think I should do</li> <li>- I'd like to know what you think about...</li> <li>- Write back soon and tell me what you think.</li> <li>- Your advice would help me a lot.</li> </ul>  |
| Письма-советы (Giving advice)                | <ul style="list-style-type: none"> <li>- I 'm sorry to hear ... and I think I can help.</li> <li>- Cheer up / Don't worry too much.</li> <li>- Don't let it get you down.</li> <li>- I'm only too glad to help.</li> <li>- I just got your letter and I think ...</li> <li>- Here's what I think you should do.</li> <li>- Why don't you ... ?</li> <li>- If I were you/in your position, I'd .../ I wouldn't ...</li> <li>- Have you thought of/about ... + Ving?</li> <li>- Don't forget to...</li> <li>- It would be a good idea to ...</li> <li>- What you should do is ...</li> <li>- How about + Ving ... ?</li> <li>- What about + Ving ... ?</li> <li>- I think you should ...</li> <li>- The best advice I can give you is ...</li> <li>- Another good idea is to ...</li> <li>- I hope that this/ my advice helps.</li> <li>- Let me know what happens.</li> <li>- Let me know how it went.</li> <li>- Let's hope that things get better</li> <li>- Let's hope that everything turns out all right.</li> <li>- Hope this helped.</li> <li>- If you do this, you would ....</li> </ul> |
| Письмо-извинение (Letter of apology)         | <ul style="list-style-type: none"> <li>- I'm really sorry that I forgot about...; I'm writing to apologise for...</li> <li>- I'm so sorry I couldn't make it...</li> <li>- It will never happen again ...</li> </ul>  |
| Письмо-приглашение (Letter of invitation)    | <ul style="list-style-type: none"> <li>- I'm writing to invite you to ...</li> <li>- I'm having a party ...; Would you like to come?</li> <li>- I hope you'll be able to join us/to make it.</li> </ul>   |
| Письмо-просьба (Letter of request)           | <ul style="list-style-type: none"> <li>- I'm writing to ask you for your help/to do me a favour</li> <li>- I wonder/was wondering if I could ask you to ...</li> <li>- I would be so/terribly/really grateful if you could ...</li> </ul>   |
| Благодарственное письмо (Thank you letter)   | <ul style="list-style-type: none"> <li>- I'm writing to thank you so much for...</li> <li>- The party was great/fantastic ...</li> <li>- It was very kind/nice of you to ...</li> </ul>   |
| Письмо-поздравление (Congratulations letter) | <ul style="list-style-type: none"> <li>- I'm writing to congratulate you on passing your exams ...</li> <li>.</li> <li>- Congratulations on ...</li> <li>- You really were the best... .</li> <li>- You deserved... .</li> </ul>  |
| Письмо-информация (Letter of information)    | <ul style="list-style-type: none"> <li>- This is just to let you know that... .</li> <li>- I'm just writing to tell you that... .</li> <li>- You must be wondering what's happened to us all.</li> <li>- Here's our news at the moment... .</li> </ul>  |