Dear Ann / Tom,

**Вступ**

***\*Thanks a lot for your last letter.*** How are you doing? **\***I hope you’re as fit as a fiddle and this letter finds you in the best of spirits. I’m genuinely sorry for not being in touch for the last couple of days/weeks. I’ve been really busy getting ready for my exams. Now that I’ve passed them all and have a minute to spare I’ve decided to drop you a line. \*I’ve got so much to tell you ***(about + адаптовуємо)*** that I don’t know where to begin. *(+ адаптувати до змісту листа)*

**Основна частина**

**a1. (3-4 поширені речення СКЛАДНОПІДРЯДНІ)**

Теза (сказати) + (чому?) аргумент, деталі (пояснити; навести приклади) + результат/ наслідок/ емоція **(Перед КОЖНИМ реченням (по можливості) поставити Linking word: Підручник: Successful Writing: p. 133-135)**

(НЕ ЗАВЖДИ ПІДІЙДЕ АЛГОРИТМ)

**a2. (3-4 поширені речення СКЛАДНОПІДРЯДНІ)**

Теза (сказати) + (чому?) аргумент, деталі (пояснити; навести приклади) + результат/ наслідок/ емоція **(Перед КОЖНИМ реченням (по можливості) поставити Linking word: Підручник: Successful Writing: p. 133-135)**

(НЕ ЗАВЖДИ ПІДІЙДЕ АЛГОРИТМ)

**a3. (3-4 поширені речення СКЛАДНОПІДРЯДНІ)**

Теза (сказати) + (чому?) аргумент, деталі (пояснити; навести приклади) + результат/ наслідок/ емоція **(Перед КОЖНИМ реченням (по можливості) поставити Linking word: Підручник: Successful Writing: p. 133-135)**

(НЕ ЗАВЖДИ ПІДІЙДЕ АЛГОРИТМ)

**Кінцівка**

Well, that’s all for now. Sorry, I’ve got to go. I’ve promised my mum to help her with the washing-up. Give my best wishes to your parents. I’m looking forward to hearing from you soon.

*(+ адаптувати до змісту листа)*

**Best wishes,**

**Mary / Ben (- якщо цього не буде - ВТРАЧАЄМО 1 бал!!!)**

**Привітання (greeting):**

* Dear Ann / Tom,
* Dear Aunt Ann,
* Dear Mum
* Dearest Ann / Tom,
* Hi Ann / Tom!
* Hello Ann / Tom!

**Вступ (opening remarks):**

* How are you?
* How are you keeping?
* I hope you’re fine.
* What have you been up to?
* I haven’t heard from you for ages.
* It was really nice to hear from you.
* Thank you for your letter which I received yesterday.
* I was pleasantly surprised to hear from you.
* It was wonderful to hear from you after so long.
* Thank you for your letter. I was pleased to hear that you are in good health.
* Sorry I haven’t written for so long.
* I’ve been meaning to write back, but…
* Just thought I’d drop a line.
* Thank you for the lovely birthday card.
* How are you getting on?
* I’m glad that ....
* How are you getting on with …?
* I thought I’d write and let you know that …
* The reason I’m writing is…
* Sorry, I’ve taken so long to put pen to paper, but…
* I have something special to tell you …
* Can you imagine …
* Do you know that …?
* I was sorry to hear about/ that …
* Cheer up …
* Don’t worry too much ...
* Don’t let it get you down …
* I’m only too glad to help ...
* How are you getting on with …?
* I apologise for the fact that I haven’t written for …

**Основна частина (main body):**

* As for me…
* In my opinion
* In my view
* To my mind
* I think
* As I see it
* If I were you … I’d/ I wouldn’t…
* You should/ shouldn’t
* It would(n’t)/ might be a good idea for you to …
* I think the best thing would be (for you) to …
* Why don’t you …?
* Have you thought of (about) …(+ ing)
* Another good idea is …
* One thing you should/ could/ ought to do is
* It would be a good idea to…
* In my opinion, the best idea would be to …
* Why don’t you …?
* How about …?
* What about …?
* Why not consider …?
* The way I see it, you can/ could…
* I would definitely recommend …
* I think it’s a great idea to …
* I entirely agree with/ about …
* You are absolutely right about …
* You have a point about … but …
* I’m afraid I don’t agree with / about …
* I don’t think it’s a good idea to …

**Кінцівка (closing remarks):**

* That’s all my news for now. Write back soon …
* Well, I’d better go and do some work! Once again, well done …
* Please, write to me soon and tell me all your news.
* Well, that’s all my news. I’d better end now, because …
* I hope that this / my advice will help …
* I /Let’s hope that things will get better …
* I /Let’s hope that everything will turn out right …
* Let me know what will happen …
* Let me know if my advice will come in handy …
* Let me know if my advice will be useful
* What are your plans for the future?
* What are you going to do in the future?
* See you soon.
* Well, that’s all for now.
* I must go now.
* Write soon.
* I promise to write to you soon.
* I hope you will reply soon.
* Do write and tell me how you are progressing.
* Do write soon.

**Прощання (ending):**

* Lots of love
* Hope to hear from you soon
* Give my best wishes to your parents
* Give my love to everyone.
* Give my regards to everyone.
* Looking forward to your letter
* Best wishes to…
* I would be glad to hear from you soon.
* Keep in touch
* Yours
* Love
* Regards
* All my love
* All the best
* Lots of kisses
* Take care
* Bye for now.
* Best wishes