

LETTER WRITING GUIDANCE B1

I. FORMAT (DẠNG THỨC) CỦA LÁ THƯ

1.Lời chào: Dear Name/Mr. /Mrs. (*nếu biết rõ tên*) hoặc Dear Sir/Madam/Sir or Madam/Department (*nếu không có thông tin cụ thể*)

2.Mở bài: *Bạn có thể sử dụng một trong số các cụm từ sau để bắt đầu bức thư.*

- Thanks for your letter/present/invitation. (*Cảm ơn bức thư/món quà/lời mời của bạn*)
- Lovely to hear from you. (*Rất vui khi nhận được tin tức từ bạn*)
- How are you? (*Bạn khỏe không?*)
- How are things? (*Mọi việc thế nào*)
- Hope you're well. (*Mình hi vọng bạn khỏe*)

3.Và nhận xét về một thông tin trong bức thư mà người bạn viết cho bạn.

- I'm sorry to hear/learn... *Mình rất tiếc khi nghe được/biết rằng...*
- I'm so pleased to hear... *Mình rất vui khi biết rằng...*
- It's great to hear... *Thật vui khi biết rằng...*
- Ví dụ:
- *Thank you for your letter. I'm sorry I haven't written for so long but I've been really busy studying English to pass B1 test. It's great to hear that your all family is fine.*

4. KẾT THÚ:

- *Bye!*
- *Bye for now!*
- *Best,*
- *All the best,*
- *Best wishes,*
- *Regards,*
- *See you soon!*

Tim, an English friend of yours, has asked you to go to a concert with him this Saturday, but you cannot go.

Write an email to Tim. In your email, you should

- Apologise
 - Explain why you cannot go
 - Suggest something you can do together the following weekend.
- Write 35 - 45 words.

a. The first point requires you to apologise for not being able to go to the concert:

- *'Thank you for inviting me but I'm sorry I can't come with you.'*
- b. You then need to explain why you can't go:
- *'Thank you for inviting me but I'm sorry I can't come with you, because I have an important exam tomorrow.'*
- c. You then need to suggest something you can do together the following weekend:
- *'We could meet next weekend and go to the cinema, if you like.'*

Lá thư hoàn chỉnh:

- ***Dear Tim,***

Thank you for inviting me but I'm sorry I cannot come with you, because I have an important exam the next day.

We could meet next weekend and go to the cinema, if you like.

Best wishes,

II. Language function in letter writing (Những câu trúc hay sử dụng trong viết thư)

Inviting (Mời ai đó làm gì) <i>Would you like to come over...?</i> <i>Do you want to...?</i> <i>I'd like to you come...</i> <i>Why don't you come...</i>	Reminding (Nhắc ai đó nhớ làm việc gì) <i>Remember that...</i> <i>Don't forget about/that...</i> <i>It's important to remember sth./that...</i> <i>It's essential that you do/bring...</i>
Congratulations (Chúc mừng ai đó về việc gì) <i>Congratulations on...!</i> <i>Congratulations! It's great that you...</i> <i>Well done!</i> <i>Well done with...!</i> <i>Way to go!</i>	Apologising (Xin lỗi ai đó về việc gì) <i>I'm really sorry about...</i> <i>I'm sorry that I...</i> <i>Forgive me for...</i> <i>Please, forgive me!</i>

Suggesting (Đề xuất/ rủ ai đó cùng làm việc gì) <i>Why don't we ...?</i> <i>How about ...?</i> <i>What about ...?</i> <i>Shall we ...?</i> <i>Let's ...,</i> <i>Let's ..., shall we?</i> <i>It could be a good idea to ...</i>	Arranging meetings (Sắp xếp cuộc hẹn tại thời điểm/ thời gian nào) <i>Let's meet at ...</i> <i>I'll see you ... at ..., okay?</i> <i>Is it okay if we meet at ...?</i>
Offering (Đề xuất giúp đỡ ai đó) <i>Shall I ...?</i> <i>Can I help you with ...?</i> <i>I can give you a hand with ..., if you want.</i> <i>I'll ..., if you want.</i> <i>Let me know if you need any help with ...</i>	Saying «yes» / accepting (Chấp nhận lời mời) <i>Of course I'll go (to ...).</i> <i>I'm more than happy to ...</i> <i>I'm glad to ...</i> <i>Great! I'd really like to ...</i>
Saying «no» / refusing (từ chối lời mời) <i>I'm sorry, but I can't ...</i> <i>(Thanks, but) I'm afraid I can't ...</i> <i>Sorry, but it's impossible for me to ...</i> <i>I'd like to, but I can't ...</i>	Explaining (giải thích lý do) <i>What happened was that ...</i> <i>The thing is that ...</i>
Asking for information (Hỏi thông tin về vấn đề gì đó?) <i>Could you tell me ...?</i> <i>Can you tell me ...?</i> <i>Is it true that ...?</i> <i>Do you know (if ...) ...?</i> <i>Please, let me know (if ...) ...?</i>	Expressing preference (Thể hiện sở thích, sự yêu thích của mình) <i>I would prefer to ... (if that's okay).</i> <i>I'd rather ...</i> <i>I like ... better.</i> <i>What I'd like/love is to ...</i>
Wish good things (Chúc bạn bè/ ai đó) <i>Good luck (with ...)!</i> <i>All the best (with ...)!</i> <i>Hope you enjoy ...!</i> <i>Enjoy yourself!</i> <i>Have fun (at/in ...)!</i> <i>Have a good time (at/in ...)!</i> <i>You'll have no problems with ...!</i> <i>You can do it!</i>	Asking for advice (Xin lời khuyên) <i>What could/can I do (about/with ...)?</i> <i>Do you think I should ...?</i> <i>Should I ...?</i> <i>What would you do?</i>
Saying what you liked/disliked (Nói về việc thích/ ghét điều gì) <i>What I really enjoyed/liked/loved/hated was ...</i> <i>I really enjoyed/liked/loved/hated ...</i> <i>What I liked/enjoyed/... most was ...</i> <i>My favourite (part of the ...) was ...</i> <i>The best thing (about ...) was ...</i>	Warning: Cảnh báo <i>Be careful with ...</i> <i>Be careful not to ...</i> <i>Remember (not) to ...</i> <i>It's not a good idea to ...</i> <i>I wouldn't ... if I were you.</i>

Một số mẫu ví dụ về câu hoàn chỉnh:

- 1 THANK your friend for his present.
'Thank you very much for the present you sent me. It was really beautiful.'
- 2 APOLOGISE for not going to your friend's party.
'I'm really sorry I couldn't come to your party. I hope you had fun.'
- 3 You have been invited to a party and you REGRET you can't go.
'Thank you for inviting me but I regret I can't come because I have an exam the next day.'
- 4 REMIND your friend to bring your book to school.
'Don't forget to bring my book to school. I will need it at the weekend.'
- 5 EXPLAIN why you can't go to your friend's party.
'I can't come to your party because I have an exam the next day and I have to revise.'
- 6 Your friend just passed her test. CONGRATULATE her.
'I'm so happy you passed your test. Congratulations. Well done.'
- 7 You recently got a present you like very much. DESCRIBE it to your friend.
'I got a really beautiful scarf made of silk for my birthday. It has many soft colours and is very soft.'
- 8 TELL your friend what you plan to do next weekend.
'I am going to play tennis next weekend with some friends.'
- 9 You couldn't go to your friend's party. SUGGEST doing something together.
'I'm sorry I couldn't come to your party. How about playing tennis next weekend.'
- 10 ASK your friend how her exam went.
'How did your exam go. Do you think you passed?'
- 11 INVITE your friend to your party next weekend.
'Would you like to come to my party next week. I'm sure we'll have a lot of fun.'
- 12 You accidentally broke your friend's camera. OFFER to replace it.
'I'm really sorry I broke your camera. I would like to buy you another one.'
- 13 ARRANGE to meet your friend this evening.
'We could meet at McDonalds at 7.00 this evening if you like.'
- 14 You have been invited to go rock climbing. REFUSE the invitation.
 - *'Thank you for your invitation but I will not be able to come with you. I am frightened of heights.'*

TEST 1

You have a friend whose name is Douglas. You have come back from his birthday party. Write an email to Douglas to tell him how you think about the party. In your email, you should include:

-thank him for the party

-say what you like best

-suggest when you could both meet again

DON'T INCLUDE YOUR NAME OR YOUR ADDRESS YOU SHOULD WRITE ABOUT 45-50 WORDS

Dear Douglas,

Thank you for inviting me to your party. I felt very happy when I joined that party. Because the party helps me make many new friends.

We could meet next weekend and go to the cinema, if you are free.

See you soon!

Test 2

You have a friend Douglas, who is planning to visit your hometown. Write an email to Douglas to tell him some advices. In your email, you should include:

-when he should visit your country

-what should he prepare

-if you can spend time with him or not

DON'T INCLUDE YOUR NAME OR YOUR ADDRESS YOU SHOULD WRITE ABOUT 45-50 WORDS

Dear Douglas,

Thank you for planning to visit my hometown. When will you come to my hometown? During the trip, you should bring personal documents and essential items for the trip. I look forward to the day you come to my hometown and I will spend time taking you to explore the beauty of my homeland.

See you soon!

TEST 3

Your English pen-friend, Alex, is coming to spend some time with you next month. He likes swimming and he has written an email to ask whether he can go swimming in your town.

Write an email to Alex. In your email, you should include

-whether he can go swimming in your town

-what should he bring with when he goes swimming

-whether you can go with him(why/why not)

DO NOT WRITE YOUR NAME OR YOUR ADDRESS IN YOUR EMAIL

Dear Alex,

Thank you for taking the time to visit me next month from 13th – 20th December. Where I live, there is a swimming pool in town where you can swim. When swimming, you need to wear goggles and a swimsuit to be able to swim comfortably. I can go with you if I'm not busy that day.

See you soon!

Test 4

Your friend in Scotland is coming next Saturday. Write an email to him to tell him:

-where you both can meet

-what you can do together

-how much time you can spend with him

DON'T INCLUDE YOUR NAME OR YOUR ADDRESS YOU SHOULD WRITE ABOUT 45

-50 WORDS

Dear Alex,

I'm so pleased to hear you will come on Saturday. We can meet at the coffee house. Then we will go to the shopping mall together to shop and eat there. I will spend that day having fun with you.

See you soon!

TEST 5

Your Scottis, Gulag help you in a project Write an email to Gulag. In email you should say:

- Say thank you to him

- What is your project

- how well it went

(name of the project: "green summer"/ "warm –heart")

Dear Gulag,

Thank you for helping me a lot in my last project. It's a green summer project. That project received enthusiastic response from everyone and that project contributed to making people aware of protecting a clean and beautiful green environment.

See you soon!

TEST 6

You are going visit a city where your Scottish pen-friend Douglas lives next Saturday.

Write an email to Douglas for his advice. In your email, you should ask about:

-the places of interest you should visit

-the activities you should do

-the reasons for your plan

Do not write your name. 35-45

Dear Douglas,

How are you? I will visit the Scottish city next Saturday. I am writing this letter to you to ask what interesting places in the city I can visit. What fun activities are there that I can participate in? I hope you can help me make a plan so I can have a complete visit.

We look forward to receiving your feedback and seeing you in the near future.

See you soon!

TEST 7

A friend in your English class called Christie, has invited you to her wedding. Write an email to Christie. In your email, you should include:

-congratulate her on her marriage

-say how pleased you are to be invited

-ask her if there is anything she would like as a present

Dear Christie,

Congratulations! It's truly wonderful that you have become a beautiful bride. I am very happy that you invited me to your wedding. When you come to the wedding, do you want to receive any gift from me? Hope to see you at the wedding soon.

Love,

TEST 8

You and your friend Douglas are going to go on a picnic next Saturday. Write an email to Douglas, in your email you should:

-arrange to meet Douglas next Saturday

-ask him what you should bring to the picnic

-arrange what you can do together

Dear Douglas,

We have a picnic next Saturday. We will meet at the picnic site. Please help me see what I need to bring when going on a picnic. During the picnic we will cook together and play games. Hope to see you at the picnic soon.

Love,

TEST 9

You are going to the zoo with your Scottish friend Douglas next Saturday

Write an email to Douglas. In your email, you should

- Arrange to meet Douglas next Saturday
- Suggest something you could bring to eat together
- Say how long you will be able to spend with him

Dear Douglas,

We are going to see the zoo on Saturday 23th September. We will meet at the zoo location. I will bring snacks like sausages, chips and water so that when we are hungry we can eat together. I will accompany you until we have visited the entire zoo. Hope to see you the zoo soon.

Love,

TEST 10

You have a Scottish friend, Douglas, who is going to visit your hometown. Write an email to tell him your plan to his visit. In your email, you should include:

- The place of interest
- The activities
- The reasons for your plan

Dear Douglas,

I'm very happy to know that you are coming to visit my hometown. When I come to my hometown, I will take you to explore famous places. Take you to experience entertainment activities. I plan for you when you come to my hometown so you can experience it in the most perfect way. I am looking forward to meeting you again.

Love,

TEST 11

You have a Scottish friend, Douglas, who is living in Great Britain. You are planning to visit his country this summer. Write an email to Douglas to tell him your visit. In your email, you should include:

- when you arrive at the airport and arrange to meet him there
- Ask him what special Vietnamese presents he would like to bring him
- Ask him if he can spend time with you or not

Dear Douglas,

I am writing to inform you that I will visit your country this summer from May 13 to May 20. Can you come meet me and pick me up at the airport? During this trip, do you want me to bring you any special Vietnamese gifts? Do you have free time to spend with me? We look forward to seeing you again in the near future.

Love,

TEST 13

You have a close friend, My Tam, who is studying in Great Britain. You are planning to visit her. Write an email to her. In your email, you should:

- Arrange where to meet her
- Ask her what you should bring as a present from Vietnam
- Ask her if she can spend time with you

Dear My Tam,

I am writing this letter to you to inform you that I plan to visit you. Can you come meet me at the airport? During this trip, do you want me to bring you any special Vietnamese gifts? Do you have free time to spend with me? We look forward to seeing you again in the near future.

Love,

TEST 14

Write a letter to your friend to tell him/ her about your studying English at the moment

1. why are you learning more English
2. How your English teacher and your classmates like
3. plan the next time to meet him/ her

Dear my friend,

I'm sorry I haven't written for so long but I've been really busy studying English to pass B1 test. The English teacher and my classmates are very friendly and help me when I encounter difficult lessons. We could meet next weekend and go to the cinema, if you like.

Best wishes,

TEST 15

Write a letter to your friend to tell him/her about your way to keep fit and stay healthy?

- why you want to keep fit and healthy
- what you eat

-How you do exercise to keep fit

Dear my friend,

I'm writing to tell you about how I stay in shape and healthy. I want my body to be learn so I can comfortable and have better endurance. I have eaten a lot of vegetables with protein to help us to metabolize better. I spend 30 minutes every day walking and practicing gentle movements to contribute to better health. I hope you should also improve your lifestyle so that we can have good health to repel epidemics.

Love,

Test 16

Your car insurance company has told you they are going to increase the amount you have to pay in insurance for your car. You are not happy about this.

Write a letter to your insurance company. In your letter explain.

-why you are writing to them

-why you think the insurance should not be increased

-what you want them to

Dear insurance company,

I'm sorry to hear about the increase in car insurance payments. I am writing this letter hoping the company will reconsider increasing the insurance premium. Because I have little finances, I don't have enough money to pay the insurance premium when it increases. I really hope the company reconsiders and keeps the insurance premium at the current level.

Best wishes,