**Пояснительная записка**

**к аттестационному материалу для промежуточной аттестации учащихся 11 класса**

**(базовый уровень)**

Контрольно-измерительные материалы для проведения промежуточной аттестации по английскому языку в 11 классе (далее – КИМ) составлены в соответствии с требованиями федерального государственного образовательного стандарта среднего общего образования по английскому языку, общеобразовательной программой по английскому языку 10 - 11 классы. Примерная основная образовательная программа среднего общего образования, одобренная решением федерального учебно-методического объединения по общему образованию 9 протокол от 28 июня 2016 № 2/16 – з), реализуемой рабочей программой учебного предмета английский язык 11 класс.

КИМ разработан в 3 вариантах, в каждом из которых по 4 тестовых заданий с выбором ответа (часть 1) и по 1заданию с развернутым ответом (часть 2).

**Структура КИМа**

|  |  |  |
| --- | --- | --- |
| № части | № задания | Проверяемые темы |
| 1 | 1-7 | Чтение «Выбрать правильный вариант ответа, из которых одно лишнее» |
| 8- 16 | Лексико-грамматическое«Словообразование» |
| 17- 24 | Грамматика «Выберите правильный вариант ответа» |
| 2 | 1 | Письмо личного характера |

**Условия и порядок выполнения работы:**

**время выполнения - 40 минут;**

**место выполнения - аудитория;**

**ответы заданий учащиеся записывают в проштампованные листы бумаги.**

**Критерии оценивания:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| № части |  | |  | |  | | **Часть 1** | | | | | | | | | | | | | | |
| № задания | **1** | **2** | | **3** | | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** |
| балл | 1 | 1 | | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| № части | **Часть 1** | | | | | **Часть 2** |  |
| № задания | **20** | **21** | **22** | **23** | **24** | **1** |  |
| балл | 1 | 1 | 1 | 1 | 1 | 10 | **34** |

За верное выполнение задания в части 1 учащийся получает по 1 баллу.

Часть 2 - задание оценивается в 10 баллов (решение коммуникативной задачи – 3 балла, организация текста – 2 балла, лексико-грамматическое оформление – 3 балла, орфография и пунктуация – 2 балла) .

За неверный ответ или его отсутствие выставляется 0 баллов. Максимальное количество баллов, которое может набрать экзаменуемый, правильно выполнивший задания работы - 34 балла.

Отметка за выполнение работы выставляется в соответствии с критериями:

«5» – 34 - 33 б. (100% - 90%)

«4» – 32 -24 б. (89% - 70%)

«3» – 23 –17 б. (69% - 50%)

«2» – 16– 0 б. (49% -0%)

**Ответы к экзаменационным материалам:**

**Section 1**

**Reading Comprehension**

|  |  |  |
| --- | --- | --- |
| 1 ВАРИАНТ  1 -B  2 -F  3 -A  4- G  5 -H  6- D  7 –C | 2 ВАРИАНТ  1 -H  2 -A  3 -D  4-C  5 -G  6-F  7 –B | 3 ВАРИАНТ  1 -D  2 -G  3 -A  4- B  5 -F  6-C  7 –H |

**Section 2**

**Use of English**

**Task1**

|  |  |  |
| --- | --- | --- |
| 1 ВАРИАНТ | 2 ВАРИАНТ | 3 ВАРИАНТ |
| 1. D 2. G 3. F 4. E 5. A 6. B | 1. A 2. B 3. E 4. F 5. C 6. G | 1. A 2. G 3. B 4. C 5. F 6. E |

**Task 2**

|  |  |  |
| --- | --- | --- |
| *1 ВАРИАНТ* | *2 ВАРИАНТ* | *3 ВАРИАНТ* |
| 1. *c* 2. *a* 3. *a* 4. *b* 5. *c* 6. *c* 7. *c* 8. *a* | 1. *a* 2. *c* 3. *b* 4. *b* 5. *a* 6. *a* 7. *a* 8. *b* | 1. *c* 2. *c* 3. *c* 4. *a* 5. *c* 6. *b* 7. *c* 8. *a* |

**Литература, используемая для составления экзаменационной работы:**

1. О.В. Афанасьева, Дж. Дули, И.В. Михеева, Б. Оби, В. Эванс. Учебник «Spotlight 11» – М.: Просвещение, 2017

2. О.В. Афанасьева, Дж. Дули, И.В. Михеева, Б. Оби, В. Эванс. Книга для тестов- М.: Просвещение, 2017

3. <https://en-ege.sdamgia.ru/test?id=510277>

**Вариант 1**

**Section 1**

**Reading Comprehension**

***Установите соответствие между заголовками A–G и текстами 1–8. Запишите свои ответы в таблицу. Используйте каждую цифру только один раз. В задании есть один лишний заголовок.***

**A**. Food: eating habits

**B.** Entertainment with vegetables

**C.** Food: its features

**D.** Entertainment with animals

**E.** Population

**F.** Time to relax

**G.** With nature

**H.** Spain as a state

**1**. A unique food battle festival known as La Tomatina is celebrated in Spain every year on the last Wednesday of August. It involves thousands of people engaging in a brutal battle, throwing overripe tomatoes at each other. The festival spans more than a week and although there are many elements to the festival, such as parades, music, dancing and fireworks, they are all centered on the tomato fight.

**2**. Spanish cuisine is a heavenly mixture of chicken, mixed vegetables, fish and meats. Many of the most popular Spanish dishes are a type of Paella, which is a rice dish that features a variety of ingredients. Hot chocolate and churros are very popular desserts throughout the country. Spain is also famous for its aromatic wines and other alcoholic beverages like Sangria, Cava and authentic Spanish beer.

**3**. Spain is very rich with traditions, especially those associated with food. For breakfast, some families buy fresh churros, pair them with hot chocolate and enjoy a leisurely morning routine. Lunch is another important meal of the day, and it is usually heavier than breakfast. This is sometimes followed by a siesta, an afternoon nap to get through post-lunch drowsiness. During this time, shops close and then open again after two or three hours of rest.

**4**. Spain is an important resting spot for migratory birds, and a home for many animals. But, unfortunately, many species of wildlife face threats from habitat loss and pollution. Due to centuries of tree cutting, large forests are now found only in a few areas in the country. Spain has created many national parks and refuges,  
but they cover only about seven percent of the country.

**5.** Although there is a national parliament, Spain is one of the most decentralized democracies in Europe. Each of its 17 regions manages its own schools, hospitals, and other public services. The tourist services industry drives Spain's economy, but at the same time, since 1986, when Spain joined the European Community, it has worked to diversify its economy, by building important industries such as mining, shipbuilding, and textiles.

**6**. Bullfighting is one of the most famous traditions in Spain. This risky sport evolved from the ancient Roman gladiator games, with human matadors opposing charging bulls.   However,   this   tradition   has   lately become   widely debated and  younger generations and animal-rights activists protest against bullfighting. Either way, it remains an iconic part of the country and bullfights take place in many Spanish towns and cities.

**7.** La siesta is a well-known aspect of Spanish culture. Seeking to balance work with pleasure, Spaniards have long practiced this tradition, when students and professionals return to their homes around midday for a big lunch, followed by a few hours of rest and family time. Many businesses also shut down for a short break. However, 21st-century big cities move at a faster pace, and don't take siestas, but many people in smaller towns and villages still take a siesta each day.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Текст | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Заголовок |  |  |  |  |  |  |  |

***Transfer all your answers to your answer sheet.***

**Section 2**

**Use of English**

***Task 1***

**Прочитайте текст и заполните пропуски 1-6 частями предложений A-G. Одна из частей в списке A-G лишняя. Занесите букву, обозначающую соответствующую часть предложения, в таблицу.**  
  
We arrived at Gatwick at 11.15 and made our way to the check in desk. **1**\_\_\_\_\_\_ we had some free time, so everyone went to the arcade, ate at Burger King or looked around the shops. The flight was quiet and almost all of us played games.  
Not many of us had been to Rome and so we saw a very different environment from the one we live in. The houses were yellow, there were terracotta tiles on the floor outside the cafes and the most common transport was the moped. We got to our hotel, sorted out our rooms, unpacked and went out to dinner. The pasta was exquisite!  
Lovely sunshine and comfortable temperatures were the norm and very nice it all was too, **2** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ — but then we were warm and dry in the coach, **3** \_\_\_\_\_\_\_\_\_\_. The weather was important as most of our visits were to Roman remains. The real Roman bit started with the trips round the Forum, Palatine Hill and the Colosseum **4** \_\_\_\_\_\_\_\_\_\_.On our way back to our hotel we were given a guided tour of the Church of San Clemente, whose remedns, **5**\_\_\_\_\_\_\_ , took us back to the level of Nero's Rome with its streets, alleys and the best preserved temple to Mithras in the world.  
We spent time in Ostia, the port of Rome. During the 3rd century ВС, the town was primarily used as a naval base and played an important part in various wars. The remains of the town itself are in excellent condition, **6**\_\_\_\_\_ .  
Everything we had learned about, or seen in pictures, suddenly came to life. We hadn't been there before but we felt that we knew it.  
  
**A.** reaching down 50 metres below the modern street  
**B.** considering that it was on at least one occasion partially destroyed by pirates  
**C.** which would have made the group gasp in awe.  
**D.** After we had confirmed everything  
**E.** where the cruel world of Roman entertainment was mixed with the amazing technology below stage  
**F.** so it didn't matter  
**G.** except for the coach drive from Rome to Sorrento

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Пропуск | 1 | 2 | 3 | 4 | 5 | 6 |
| Часть предложения |  |  |  |  |  |  |

***Task 2***

**Выберите правильный вариант ответа (A,B,C)**

1. 1. You’re really late! I … for you for over an hour!

A have waited B was waiting C have been waiting

2. Linda, … is very keen on a computer, is studying to be graphic designer.

A who B that C which

3. These jeans are too big for you; you need to take them …..

A in B up C out

4. Our teacher made the whole class ….back after school.

A to stay B stay C staying

5. If Joshua doesn't come home soon, he …… the start of the film.

A would miss B miss C will miss

6. Harry is … to his friends and will never disappoint them.

A caring B patient C loyal

7. Fruit and vegetables are rich ……vitamins and minerals.

A on B of C in

8. I'm afraid I don't have time to chat. I ……in a few minutes.

A am leaving B leave C going to leave

**Section 3**

**Задание C1**.

You have received a letter from your English-speaking pen-friend Nancy who writes:

*… We had an awful summer this year. What was the weather like in the place where you spent your summer this year? What do you do on rainy days in summer? What is your favourite season and why?*

*Our history class this year is just fantastic! ...*

Write a letter to Nancy.

In your letter

- answer her questions

- ask **3 questions** about the way her room looks now

Write **100–140 words.**

Remember the rules of letter writing.

**2 вариант**

**Section 1**

**Reading Comprehension**

|  |
| --- |
| **Прочитайте текст. Установите соответствие заголовков A-H абзацам текста 1-7. Занесите свои ответы в таблицу (вставив буквы A-H). Используйте каждую букву только один раз. В задании одна тема лишняя.** |
|  |
| A. Just in time  B. Just in case  C. Eventful life  D. A curious case  E. Reduced Expectations  F. Royal brother  G. Royal ancestor  H. Double trouble    **1.** I am a mother of identical, mirror-image boys — David and John. No one but me can tell them apart. I am constantly amazed at how close they are. Once when they were babies David was ill, but it was John who began crying wildly. I tried to calm John first since nothing was wrong with him. But he only cried louder. Finally I gave some medicine to David — who really was unwell. As soon as John sensed his brother felt better, he immediately settled to sleep.    **2.** The 12 year old was playing near the Platte River in North Bend, Nebraska. The river was high and as the boy stepped in, the current pushed his legs away. He floated off, spinning in the powerful current. At the last possible moment before the rapids, his yells were heard by his dog. It jumped in, reached the boy and towed him ashore. Another second and the boy would have been swept away to certain death.    **3.** Armgaard Karl Graves, referred to in press reports as ‘the Glasgow Spy’, was convicted in Scotland under the Official Secrets Act (1911) for spying on the British Navy. He spent years successfully creating an identity as an Australian doctor and in Scotland even conducted important clinical experiments. But he was eventually caught by a suspicious post office worker as he sent and received post under a variety of assumed names.    **4.** Zsa Zsa Gabor was born in Budapest on February 6th, 1917. Now in her 90s she has had a long and varied life. She was a beauty queen and singer before becoming a famous screen actress. She was married 8 times but only had one child with second husband, Conrad Hilton. Her last marriage to Frederic von Anhalt gave her the honorary title Prinzessin von Anhalt.    **5.** “Who do you think you are” is one of my favourite TV programs. Each episode researches the family history of a celebrity, back into the mists of time. In the UK there are good records of births, marriages and deaths going back hundreds of-years. One of the best episodes was on Boris Johnson, the Mayor of London. He was thrilled when he discovered he was directly related to King George II.    **6.** Paris Hilton is a famous socialite, media personality, actress, model and singer. In 2007 her grandfather Barron Hilton pledged 97% of his estate — a value of more than 2 billion US dollars — to a charitable foundation. Many now believe that Paris and the other grandchildren have had their potential inheritance sharply reduced. Others have commented that this news was unlikely to change her future life style.    **7.** Andy always travels well equipped for any potential possibility. He has a sewing repair kit and a small medical kit with aspirin. These are, I suppose, perfectly sensible. But what about a ball of string, tape measure, masking tape, Swiss army penknife, disposable cutlery, disinfectant, dry bags and an inflatable back rest? Andy says you never know what might happen and it’s always best to be prepared.     |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Текст | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | Заголовок |  |  |  |  |  |  |  | |

***Transfer all your answers to your answer sheet.***

**Section 2**

**Use of English**

***Task 1***

*Прочитайте текст и заполните пропуски 1–6 частями предложений, обозначенными ,буквами A–G. Одна из частей в списке A–G — лишняя. Занесите цифры, обозначающие соответствующие части предложений, в таблицу.*

**Orient Express**

In the early 1860s, trains were the preferred way to travel. They weren't particularly comfortable, however, until American engineer George Mortimer Pullman decided to make trains more luxurious.

By the late 1860s, trains furnished not only sleeping cars, but kitchen and dining facilities, where \_\_\_\_\_\_\_\_\_1\_\_\_\_\_\_\_\_\_. This was innovative for the time, and was aimed to encourage people\_\_\_\_\_\_\_\_2\_\_\_\_\_\_\_\_\_\_\_. The first of these Pullman trains in England ran from London to Brighton and used electricity for illumination.

In 1881, another railway entrepreneur, George Nagelmacker, introduced the use of a restaurant car onboard, and the first Orient Express train service was begun. Running from Paris to Romania the route included Strasbourg, Vienna, Budapest and Bucharest.

Thanks to the 12 mile Simplon Tunnel, \_\_\_\_\_\_\_\_\_3\_\_\_\_\_\_\_\_\_, the Orient Express expanded, including a route to Istanbul, and the legendary romance of the Orient Express was in full swing.

Everyone in the social register, including royalty, chose to travel on the wheels of that luxury hotel\_\_\_\_\_\_\_4\_\_\_\_\_\_\_\_\_\_\_\_ in wealthy surroundings. Legends, stories, and intrigue surrounded those trips to exotic places, and those famous people \_\_\_\_\_\_\_5\_\_\_\_\_\_\_\_\_\_.

Unfortunately, during World War II this luxury travel was closed for the most part, and later, after the war,\_\_\_\_\_\_\_\_6\_\_\_\_\_\_\_\_\_\_ to start it again. Within the next few years airplane travel became popular, and train passenger service declined.

A. elegant meals were served to passengers

B. to use trains for long distance travel and vacations

C. who rode the train

D. who wrote about it

E. which connected Switzerland and Italy

F. that served dishes and wines

G. there was no money

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Пропуск | 1 | 2 | 3 | 4 | 5 | 6 |
| Часть предложения |  |  |  |  |  |  |

***Task 2***

**Выберите правильный вариант ответа (A,B,C)**

1. She said she ………….away the following weekend.

A was going to be B had been C will be

2. Tom Barney, …..father is a famous writer, is in the same class as me.

A which B who C whose

3.  Emma’s friend lives very close to her, so she always goes to her house … foot.

A by B on C with

4. Joanna is upset because her parents didn't let her ……on an excursion with her friends.

A to go B go C going

5. If I had known you were coming, I …. something for dinner.

A would have cooked B would cook C had cooked

6. Tom's starting ……at his new job is 30,000 Euros a year.

A salary B debt C wage

7. Peter feels very strongly …..protecting wildlife that is under threat.

A about B for C of

8. This time next week, we …….on a tropical beach.

A are lying B will be lying C will lie

**Section 3**

**Задание C1**.

You have received a letter from your English-speaking pen-friend Nancy who writes:

*… We had an awful summer this year. What was the weather like in the place where you spent your summer this year? What do you do on rainy days in summer? What is your favourite season and why?*

*Our history class this year is just fantastic! ...*

Write a letter to Nancy.

In your letter

- answer her questions

- ask **3 questions** about the way her room looks now

Write **100–140 words.**

Remember the rules of letter writing.

**3 вариант**

**Section 1**

**Reading Comprehension**

|  |
| --- |
| **Прочитайте текст. Установите соответствие заголовков A-H абзацам текста 1-7. Занесите свои ответы в таблицу (вставив буквы A-H). Используйте каждую букву только один раз. В задании одна тема лишняя.** |

A. Reasons to be afraid

B. Fight your fear

C. A place of wonders

D. How to say thank you

E. Visiting for wild life and animals

F. Learn to be grateful

G. It’s never late to learn

H. Reading non-verbal language

**1.** Nowadays when it’s all too easy to send an email or text, the best way to show that you are grateful to somebody is to actually mail a hand-written card. The person who gets it will know you took the extra time and thought to write a card and put it in the mail with a nice stamp. That person will appreciate your efforts much more. Plus, you’ll get the added bonus of feeling grateful a little longer than usual as you write out each note and wait for it to arrive.

**2.** Music is a noble passion, and people who can play a musical instrument have always been seen as intelligent people. Learning how to play a musical instrument is far more efficient if you do it in childhood. However, there are millions of adults who learn to enjoy music throughout their lives. Moreover, they don’t focus on just one instrument, but specialize in two or even more, if they have the time and the necessary ambition.

**3.** Millions of people avoid air travel each year because of their fear of flying. The fear of accidents happening is probably the most common fear among air travellers. It is an understandable fear, since there have been many aviation accidents throughout history. Some people may have a fear that the plane has some type of malfunction or breakdown, while others may have a fear that the weather or turbulance will affect the plane.

**4.** Try to understand that being scared is just an illusion that makes you limited and miserable. Take control of your mind and don’t let your imagination create frightening pictures in your head. If you cannot deal with it, you should make attempts to leave your comfort zone. Choose things and activities you are afraid of and meet your worries face to face, because it is impossible to run away from them. Just face your troubles no matter how powerful they may seem.

**5.** When you get chronically bored with something, your mind gets used to seeing the world negatively. It is necessary to break the chain of negative thoughts and train your mind to notice the best. Just write down 5 things you are thankful for. This way, your mind will change for the better in a while. The thankfulness will open your eyes to the beauty of the world around you and will help you to focus on positive moments in your life.

**6.** If you go to Ireland, go to isolated distant places in the country, talk to the locals and they will tell you the stories about the mythical Irish place, called the Otherworld. They believe that it is the land of paradise and happiness. In Irish poetry and tales, it is described as a series of islands near Ireland where the various fairytale creatures lived. Also the Otherworld seemed to be able to move from one location to another.

**7.** Many people can understand the nature of character without talking to the person they are interested in. The gestures and postures usually reflect the mood and the level of the person’s confidence. It’s easy to notice a highly confident person even in a big group of people. They stand in one place without constant moving from place to place, and they always make eye contact with the person they are talking to.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Текст | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Заголовок |  |  |  |  |  |  |  |

***Transfer all your answers to your answer sheet.***

**Section 2**

**Use of English**

***Task 1.****Прочитайте текст и заполните пропуски* ***1–6****частями предложений, обозначенными цифрами* ***A–G****.****Одна из частей в списке A–G*** ***— лишняя.****Занесите цифры, обозначающие соответствующие части предложений, в таблицу.*

**Peter and Paul Fortress**

The Peter and Paul Fortress in St. Petersburg, located on small Hare Island, is the historic core of the city. The history of St. Petersburg begins with the history of the fortress.

Since 1700 Russia had been fighting the Northern War against Sweden. By 1703 the lands by the Neva River were conquered. To protect them from the attacks of the Swedes it was necessary to build a strong outpost here. The fortress was founded on Hare Island 16 (27) May, 1703 by joint plan of Peter I and French engineer Joseph-Gaspard Lambert de Guerin. This day is well known \_\_\_\_\_\_\_1\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The fortress stretches from west to east with six bastions \_\_\_\_\_\_\_\_\_2\_\_\_\_\_\_\_\_\_\_\_\_. The Peter’s Gate on the east side, \_\_\_\_\_\_\_\_\_3\_\_\_\_\_\_\_\_, has remained since the time of Peter I. The Peter and Paul Cathedral, \_\_\_\_\_\_\_\_\_4\_\_\_\_\_\_\_\_\_ emperors and the monument of Russian baroque, was completed after the death of the emperor, in 1733. The weathervane as a golden angel with a cross, \_\_\_\_\_\_\_\_\_5\_\_\_\_\_\_\_\_\_\_\_\_, is one of the main symbols of the city. On the opposite side of the cathedral, there is the Mint building, constructed in the time of Paul I by architect A. Porto. Coinage was moved to the fortress \_\_\_\_\_\_\_\_6\_\_\_\_\_\_\_\_\_\_\_\_\_ in the time of Peter I. The Peter and Paul Fortress has never directly participated in any fighting. From the very beginning of its existence it was used as a political prison. Since 1924 the Peter and Paul Fortress has been a part of the Museum of the History of St. Petersburg.

A. as the day of the birth of St. Petersburg

B. which was designed by D. Trezzini

C. which was the burial place of Russian

D. and reminding of the rich history of the city

E. as the most protected part of the city

F. which is located on the spire of the cathedral

G. that are located at the corners

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Пропуск | 1 | 2 | 3 | 4 | 5 | 6 |
| Часть предложения |  |  |  |  |  |  |

***Task 2***

**Выберите правильный вариант ответа (A,B,C)**

1. How long …..about this?

A are you knowing B do you know C have you known

2. Tom Barney, …..father is a famous writer, is in the same class as me.

A which B who C whose

3. The birth of their baby son brought … many changes to James and Lily’s life.

A off B up C about

4. I'd hate …..the one who gives Janet the bad news.

A to be B being C to being

5. If Joshua doesn't come home soon, he …..the start of the film.

A would miss B miss C will miss

6. Environment organizations work towards the … of the natural environment.

A emission B conservation C adoption

7. It was such a pleasant surprise to run … my old teacher at the theater.

A over B into C away

**Section 3**

**Задание C1**.

You have received a letter from your English-speaking pen-friend Nancy who writes:

*… We had an awful summer this year. What was the weather like in the place where you spent your summer this year? What do you do on rainy days in summer? What is your favourite season and why?*

*Our history class this year is just fantastic! ...*

Write a letter to Nancy.

In your letter

- answer her questions

- ask **3 questions** about the way her room looks now

Write **100–140 words.**

Remember the rules of letter writing.