



**ЧЕРНІГІВСЬКИЙ ЦЕНТР ПЕРЕПІДГОТОВКИ ТА ПІДВИЩЕННЯ
КВАЛІФІКАЦІЇ ПРАЦІВНИКІВ ОРГАНІВ ДЕРЖАВНОЇ ВЛАДИ,
ОРГАНІВ МІСЦЕВОГО САМОВРЯДУВАННЯ, ДЕРЖАВНИХ
ПІДПРИЄМСТВ, УСТАНОВ І ОРГАНІЗАЦІЙ**

**Англійська мова:
писемне спілкування як
складова міжнародної інтеграції**

НАВЧАЛЬНО-МЕТОДИЧНИЙ ЗБІРНИК

ЧЕРНІГІВ
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Навчально-методичний збірник призначений для працівників органів державної влади, органів місцевого самоврядування – фахівців з питань європейської та євроатлантичної інтеграції, які навчаються за програмою підвищення кваліфікації з англійської мови, викладачів Центру.

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I. WRITING INFORMAL LETTERS OF INVITATION

Exercise 1

To know how to write letters in English you need to familiarize yourself with their structure. This is an informal letter of invitation from a man and a woman to a friend of the same age to come and stay with them.

a) Read it and be ready to answer the questions about its structure.

Parts of the letter	Letter	Structural elements of the letter
INTRODUCTION	<p><i>26 Hope Road Torquay Devon TQ6 8PR</i></p> <p><i>26 October 1999</i></p> <p><i>Dear Paul</i></p>	<p>Sender's address</p> <p>Date</p> <p>Informal greeting</p>
THE BODY OF THE LETTER	<p><i>I've just heard from your parents that you are back in England and looking for a new job.</i></p> <p><i>So I'm writing to invite you to come down and see us for a few days or longer — we've got a spare room. It hasn't begun to rain yet so, with luck, we ought to be able to visit a few places in the area, even take a walk on Dartmoor.</i></p> <p><i>In case you don't remember the way, I'll give you some directions from the station, so you don't get lost. As you come out of the station take the first turning on the left which will take you into Briar Road. Then go past the school on your right and keep going until you get to a roundabout, after that take the first turning on the right at the roundabout and you should find yourself on Hope Road, where we live. Our house is on the left, opposite the church.</i></p> <p><i>Well, think about it, and we both hope you can come.</i></p>	<p>Paragraph 1 <i>Informal opening</i></p> <p>Paragraph 2 <i>Invitation</i></p> <p>Paragraph 3 <i>Directions</i></p> <p>Paragraph 4 <i>Informal ending</i></p>
CONCLUSION	<p><i>Love,</i></p> <p><i>Liz (and Robert)</i></p>	<p>Informal complementary close</p> <p>Sender's name in normal handwriting</p>

b) To see how well you understand the structure of an informal letter of invitation answer these questions:

1. How many big parts does an informal letter (a letter to a friend/friends) consist of?
2. What are they?
3. What does the Introduction of an informal letter include?
4. What does the Body of an informal letter of invitation include?
5. What does the Conclusion of an informal letter include?

Keys: 1 – three big parts; 2 – Introduction, the Body of the Letter, Conclusion; 3 - sender's address, the date and informal greeting; 4 – the text of the letter: informal opening, invitation, directions, informal ending; 5 – informal complementary close, sender's name.

Exercise 2

To learn how to write informal letters in English, place the structural elements of an informal letter (they are given in the third column in the chart in exercise 1) in the proper box, pay attention to the punctuation after them.

INFORMAL LETTER

	<div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px;"></div> <p style="text-align: center;"><i>1</i></p>
	<p style="text-align: center;"><i>2</i></p> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
<p style="text-align: center;"><i>3</i></p>	
<div style="border: 1px solid black; width: 100%; height: 20px;"></div> <p style="text-align: center;"><i>4</i></p>	
<div style="border: 1px solid black; width: 100%; height: 80px;"></div> <p style="text-align: center;"><i>5</i></p> <p style="text-align: center;">,</p> <p style="text-align: center;"><i>6</i></p>	
	<div style="border: 1px solid black; width: 100%; height: 25px;"></div>
	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>

Keys: 1- sender's address; 2 – date; 3 – informal greeting; 4 – the body of the letter; 5 – complementary close; 6 – sender's name.

Exercise 3

You are going to write a letter of invitation to your English friend. First write the Introduction and Conclusion of your letter, use the example of an informal letter of invitation given in exercise 1 and the information given in the following hint:

HINT (ПРИМЕР)

In the *Informal ending* you can also use: *See you soon then/ Till then.*

In the *Complementary close* you can also use: *Best wishes/ Best regards/ All the best.*

Exercise 4

Now read Liz and Robert's letter of invitation again and write out the linking words, which help you to understand what you should do in the first, second, third place to find their house. Example: *as you come out...*

Keys: as, then, and, until, after that, and.

Exercise 5

Write down the directions to your English friend how to get to your house from the railway station, use the words you've written out.

Exercise 6

Write the whole body of your letter inviting your English friend to visit you on his/her coming to Ukraine. Use the examples of the Informal opening and ending given in exercise 1.

Exercise 7

Your family is going to organise a house-warming party. Write a letter to your English friend Ann/Paul, who is living in Ukraine now, inviting her/him to your party. Use the layout of an informal letter in exercise 2 and the information given in the following hint:

**HINT*

Paragraph 1 *Informal opening: I've just heard.../ In your last letter you wrote..., etc.*

Paragraph 2 *Invitation: I'm writing to invite you to .../ I'd love it if you could come to .../ We're organising a ... and would love it if you come/ and would like to invite..., etc.*

Paragraph 3 *Directions: In case you don't know the way, I'll give you some directions/ I've included some directions, so you don't get lost/ Here a few directions, so you don't get lost: as you come out of the station .../ Then ... and keep going until you get to .../ After that ... and you should find yourself ..., etc.*

Paragraph 4 *Informal ending: I hope you'll be able to make it/ Hope you can come/ We look forward to seeing you then/ Please, let me know as soon as possible, if ...etc.*

Exercise 8

You are planning a surprise birthday party at your place on July 16 at 7 p.m. for your English friend Sally/Ron who is living in Ukraine now. You want to invite Roger who has just come back from India and will be a real "present" for your English friend. Write a letter inviting Roger to this party.

Check yourself, using the layout of an informal letter in exercise 2 and the hint in exercise 7.

II. WRITING INFORMAL AND FORMAL THANK-YOU LETTERS

Exercise 1

Your American friend has just sent you a Christmas present — it's something he/she remembers that you said you liked. Write a thank-you letter (a letter of thanks) to him/her. Before writing read through the following information given in the hint.

**HINT*

INTRODUCTION: *your own address, date, informal greeting*

THE BODY OF THE LETTER:

Paragraph 1 *Informal opening: Thank you so much for (sending) .../ It was very good/nice of you to .../ How very kind of you was/is to ..., etc.*

Paragraph 2 *Expressing gratitude: In fact it was the nicest present I've ever received/ Every time when I ... I think about you and about your kindness/ generosity/ thoughtfulness, etc.*

Paragraph 3 *Informal ending: I'm really looking forward to hearing from you/ I wish you the happiest of days and also of futures/ Thanks again, etc.*

CONCLUSION: *Complementary close, your first name in normal handwriting.*

Exercise 2

You are Ron/Sally, whose surprise birthday party, was organised by your Ukrainian friend. You enjoyed it very much. Write a letter of thanks to your friend for this party. Write your present address = the address where you are living now in Ukraine. Check yourself using the hint in exercise 1.

Exercise 3

This is a letter written by a person, who has just returned from England, where he attended Summer school and lived in a host family. He decided to write a formal letter (a letter written to an official person or organization) to his tutor to thank him for his kindness and attention shown to him. Usually formal letters are typed on computer.

a) Read this formal letter and be ready to answer the questions about its structure.

Parts of the letter	Letter	Structural elements of the letter
INTRODUCTION	<p style="text-align: right;">42 Voikova vul. Flat 17 Chernihiv 140 000 Ukraine</p> <p style="text-align: right;">1 September 2000</p> <p>Mr. Smith Thames Valley University St. Mary's Road Ealing London W5 5RF UK</p> <p>Dear Mr.Smith</p>	<p><i>Sender's address</i></p> <p><i>Date</i></p> <p><i>Receiver's name and address</i></p> <p><i>Formal greeting</i></p>
THE BODY OF THE LETTER	<p>I am writing to thank you for making my visit to the Thames Valley University Summer school last month such a wonderful experience.</p> <p>I would like to tell you that all of the students in my group agreed: we found your lessons extremely interesting, enjoyable. I</p>	<p>Paragraph 1 <i>Formal opening</i></p> <p>Paragraph 2 <i>Reason(s) for</i></p>

THE BODY OF THE LETTER	<p>learned a lot of new words and I am grateful for the kindness and patience you showed me, when answering my somewhat persistent questions!</p> <p>I will always remember the three weeks I spent in London especially the farewell party.</p> <p>Thank you again for rewarding study trip.</p> <p>All my best wishes to you and your colleagues at the University.</p>	<p><i>being pleased</i></p> <p>Paragraph 3</p> <p><i>Formal ending</i></p>
CONCLUSION	<p>Yours sincerely</p> <p><i>O.Tkachenko</i></p> <p>Olexandr Tkachenko (Mr.)</p>	<p><i>Formal complementary close</i></p> <p><i>Sender's signature and printed full name</i></p>

b) To see how well you understand the structure of a formal thank-you letter answer these questions:

1. How many big parts does a formal letter consist of?
2. What are they?
3. What does the Introduction of a formal letter include?
4. ***What does the Body of a formal thank-you letter include?***
5. What does the Conclusion of a formal letter include?

Keys: 1 – three parts; 2 – Introduction, the Body of the letter, Conclusion; 3 - sender's address, date, receiver's address, formal greeting; 4 – the text of the letter: formal opening, reasons for being pleased, formal ending; 5 – formal complementary close, sender's signature and his/her printed full name.

Exercise 4

To practise writing formal letters in English, place the structural elements of a formal letter (they are given in the third column of a chart in exercise 3) in the proper box. Pay attention to the punctuation after each element.

FORMAL LETTER

	1
	2
3	[]
4	[]
5	[]
6	[]
7	[]
8	[]

Keys: 1 - sender's address, 2 – date, 3 - receiver's address, 4 – formal greeting, 5 – the body of the letter, 6 – formal complementary close, 7 - sender's signature, 8 – sender's printed full name.

Exercise 5 Compare the layout of a formal letter with the layout of an informal letter. Put a tick near the elements which an informal letter doesn't include.

Keys: √ - receiver's address, √ - sender's printed full name

Exercise 6

You have attended Summer school at the same University and enjoyed the course. You want to write thank-you letter to your tutor but unfortunately you have forgotten his name.

a) Write the Introduction and Conclusion of your thank-you letter, use the layout of Olexandr's letter and the information given in the following hint:

**HINT*

Compare:

If you know the name of the person you are writing to: write first the name of the person and then his/her address;	If you don't know the name of the person you are writing to: write only his/her address;
in the <i>Formal greeting</i> write <i>Dear Mr/Mrs/Miss/Ms + Surname</i> ;	in the <i>Formal greeting</i> write <i>Dear Sir or Madam</i> ;
in the <i>Complementary close</i> write <i>Yours sincerely</i> .	in the <i>Complementary close</i> write <i>Yours faithfully</i> .

b) Now prepare the Introduction and Conclusion of your thank-you letter.

Exercise 7

In the letter given in exercise 3 the linking words and phrases are missing. You want to make Olexandr's letter better. Rewrite the body of his thank-you letter choosing the most appropriate linking words and phrases from the ones given below (be attentive, one word is unnecessary!):

and, even, primarily, also, what is more, that, because.

Dear Mr. Smith

I am writing ... to thank you for making my visit to the Thames Valley University Summer school last month such a wonderful experience. ... I would like to tell you that all of the students in my group agreed ... we found your lessons extremely interesting ... enjoyable. I learned a lot of new words and I am ... grateful for the kindness and patience you showed me, ... when answering my somewhat persistent questions.

Keys: primarily, what is more, that, and, also, even.

Exercise 8

You have been asked to find out about the local employment situation for young people in the area you were staying in and about work permits from your former tutor. You

recently received this information: ...*To start with I want to tell you that the local employment situation is difficult but I have found in a local newspaper some information that can be interesting for you. If you are aged 18-25 with experience of looking after elderly people and a driving licence you will be able to join 12-month Caring about elderly people programme to the USA. They provide free London to New York return ticket, medical insurance, \$100 per week pocket money plus many other exciting benefits. For full details you can write to Caring about elderly people in America, 7Kings Gate, London SW9 5HR....* Use the layout of a formal letter given in exercise 3 and write an appropriate thank-you letter to your tutor Dr. White, his address is: Dr. White, Thames Valley University, Wellington Street, Berkshire SL1 1YG, UK.

Before doing it, read through the following hint:

HINT

INTRODUCTION

THE BODY OF THE LETTER:

Paragraph 1 *Formal opening and the reasons of being pleased: To start with/ To begin with I am writing to thank you for being so kind/ your kindness, etc.*

Paragraph 2 *Reasons for being pleased: What is more/ In addition to this/ Besides this, thank you for .../ I am most grateful for ...,because, etc.*

Paragraph 3 *Formal ending: Thank you again/ I appreciate it, etc.*

CONCLUSION

Note: Do not use short forms (we're, I've) in formal letters!

Exercise 9

You have just received the information about FCE (First Certificate in English) exam: ...*Answering your first question, we inform you that you can take FCE in the British Council Centre. Our address is 4/12 Hryhoria Skovorody, Kyiv 04070. Your next question is about the time of the exam. We would like to inform you that usually it is held in December and June. You also like to know about the application procedure, so you need your passport to fill in the application form. The registration starts 3 months before the exam. Your last question was about price. It costs £69. For more details ...*

The information is more detailed than you expected. Write a short thank-you letter to the British Council Information Centre for sending you the information about the place, time of the exam, the application procedure and cost. Their address is given above.

After writing your letter check yourself, using the layout of a formal letter in exercise 3 and the hint in exercise 8.

III. WRITING INFORMAL AND FORMAL LETTERS OF APOLOGY

Exercise 1

While you were away for July visiting your relatives in the country, two letters from your English pen friend were delivered, but of course you haven't answered them. Write a letter apologising for being silent for so long and explaining the reason for it. Before writing the letter read through the information given in the following hint:

HINT

INTRODUCTION: *your own address, date, informal greeting*

THE BODY OF THE LETTER:

Paragraph 1 *Informal opening: I hope you will understand when I say that.../ What can I say, except I'm sorry that.../I'm sorry for...-ing (being silent)/ I really can't say how sorry I am and how guilty I feel, etc.*

Paragraph 2 *Explanations how it came to happen: It happened, because I.../because of my (absence)...,etc.*

Paragraph 3 *Informal ending: I hope you believe me when I say how sorry I am/ Sorry again for not writing sooner, etc.*

CONCLUSION: *complementary close, your name in normal handwriting*

Exercise 2

On your last day in Great Britain everybody in your host family was very busy and left the house very early. Unfortunately you woke up much later than you wanted to and had to leave in great hurry. As a result you left your room in a mess. Write a letter of apology to the host family and explain what happened. Check yourself using the layout of an informal letter and the hint in exercise 1.

Exercise 3

You were going to help a visiting teacher from Britain organize an international party. But somebody in your family is ill and there is nobody in the house to stay with her/him so you will now be unable to do this. You feel you are letting the teacher down. So write a short letter to apologize and explain the situation. Promise that your friend will help the teacher instead of you, ask one of the students to pass this letter to her. Before writing the letter read through the following hint:

HINT

INTRODUCTION: *date, formal greeting*

THE BODY OF THE LETTER:

Paragraph 1 *Formal opening: I apologise for being unable to/ Please accept my apologies for being unable to ..., etc.*

Paragraph 2 *Explanations how it came to happen: It happened because I/ because of my sister/ brother ..., etc.*

Paragraph 3 *Formal ending: Once again I apologize/ I am really sorry, etc.*

CONCLUSION: *Complementary close, your signature, your printed full name.*

Exercise 4

You have promised your boss Mr. Clark to do some overtime during the weekend. But unfortunately you have a family problem and will not be able to keep your promise. Your boss is away now, so write a letter of apology to him explaining your reasons and, promising to do it next time. His present address is: Greyfriars Chambers, Greyfriars, Bedford MK40 1HJ, UK. After writing this letter, check yourself using the layout of a formal letter and the hint in exercise 3.

IV. WRITING INFORMAL AND FORMAL LETTERS ASKING FOR INFORMATION

Exercise 1

A short while ago you spent two months in Britain on an English language course. Write a letter to your English friend and to your course tutor, Dr. Smith, inquiring about the local employment situation in the area where you were staying — especially in the kind of work you want to do and requesting information about work permits. Your

course tutor's address is: Thames Valley University, St. Mary's Road, Ealing, London W5 5RF, UK. You are interested in: the salary, working hours and how to get a work permit. First write a letter to your friend, use the layout of an informal letter and the following hint:

HINT

INTRODUCTION

THE BODY OF THE LETTER:

Paragraph 1 *Informal opening: I'd like to know .../ I want to know .../ Can you let me know... , etc.*

Paragraph 2 *Introduction of further requests: Can you also find out .../ I also want to know..., etc.*

Paragraph 3 *Informal ending: Please let me know if/about .../ Send me the details of/about.../ Tell me soon, etc.*

CONCLUSION

Exercise 2

Now write a letter to your course tutor, use the layout of a formal letter and the following hint:

HINT

INTRODUCTION

THE BODY OF THE LETTER:

Paragraph 1 *Formal opening: I am writing to enquire about .../ Could you possibly send.../ Would it be possible for you to tell ..., etc.*

Paragraph 2 *Introduction of further requests: Could you also please send me .../ I would also like some information on ..., etc.*

Paragraph 3 *Formal ending: I look forward to receiving ... / I would appreciate it if you could inform me as soon as possible, etc.*

CONCLUSION

Exercise 3

You are a member of an activity club. At the meeting, it was decided that next summer the group would arrange a cycling trip. You know from your English friend's, Emily/Arthur's letter, that: *...Besides, we went cycling with a group last summer. It was an unforgettable trip. We came back healthy, brown and more experienced...* You want to write a letter and ask them: how many people there were in the group, what the weather was like, what equipment they took with them, if they took much food and about safety precautions taken. Check yourself using the layout of an informal letter and the hint in exercise 1.

Exercise 4

You would like to take CAE, but you don't know where you can take it, when it takes place, how much it costs. Write an appropriate letter to the Examination Board in Kyiv, asking for this information. Their address is: The British Council Kyiv, 4/12 Hryhoriya Skovorody, Kyiv 04070. Email: bc@bc.kiev.ua You can also find some information on Web site www.britishcouncil.org.ua . Check yourself using the layout of a formal letter and the hint in exercise 2.

V. WRITING INFORMAL AND FORMAL LETTERS OF GIVING INFORMATION

Exercise 1

You are Emily/Arthur. Last summer you went cycling with a group. Next summer your Ukrainian friend, who is a member of an activity club is going to take a cycling trip too. He/she sent you email asking about the details of your trip: how many people there were in your group, about the weather, food, equipment, safety precautions taken. Send your friends an email giving your answers, their email address is: *franko@lviv.ua* (*franko* = the surname of their teacher, who is the owner of the receiving computer, @ = address, *lviv* = the city where your letter is being sent to, *ua* = Ukraine). Write a letter using the following hint:

**HINT*

	From:	<i>Your full name</i>
INTRODUCTION	Sent:	<i>Date</i>
	To:	<i>The full name of the person you are writing to</i>
	Subject: Re:	<i>cycling trip (what the email is about)</i>

THE BODY OF THE LETTER:

Paragraph 1 *Informal opening: You wanted me to tell you a few things about ..., etc.*

Paragraph 2 *Giving wanted information: Answering your first question I want to tell you that ..., etc.*

Paragraph 3 *Giving wanted information: As for ..., I can add that ..., etc.*

Paragraph 4 *Giving wanted information: Your next question is about ..., so I'd like to tell you ..., etc.*

Paragraph 5 *Giving wanted information: You'd also like to know about ..., so I can tell you ..., etc.*

Paragraph 6 *Giving wanted information: Finally, answering your last question I want to add that ..., etc.*

Paragraph 7 *Informal ending: I hope this will help you/ Let me know if you need any more help/information, etc.*

CONCLUSION: *your full name*

Note. You can make your letter “more alive” by adding “computer smiles” to words:

:-) — you are smiling;

;-) — you are winking;

:-) — you are sad;

:-D — you are laughing.

Example: *It was a lovely place :-). But one of our friends broke his leg :-).*

Exercise 2

The Language School where you are studying has arranged a two-week visit by a group of students from England. The visitors will be attending classes during their stay. You have been asked to write a letter which will be sent to them in advance of their visit. Welcome them and give them some information about studying at your school. You can include in your letter some information about facilities available (library, computers, leisure, food/drinks); what to expect in the classroom; what to do in the evenings. Their address is: South Thames College, 50-52 Putney Hill, London, SW15 6QX, UK. Check yourself using the layout of an informal letter and the hint in exercise 1.

Exercise 3

You have sent your application form to Vancouver English Centre, but they want some more information from you. They want to know what you would prefer to do. This is a part of the letter they have sent you by email:

Thank you for sending us your application form. We have reserved a place for you on the summer course, and now we need to know a little more about you. What sport are you interested in? Would you like to go on excursions to historical places, or would you prefer to sunbathe on the beach? Do you like to go to the cinema or the theatre? Can you sing or play a musical instrument? We are going to organize a concert one evening — would you like to join in?

Please let us know whether you have any other interests or hobbies.

You want to write back to give them the information they have asked for. Here is their address: Vancouver English Centre, 840 Howe Street, Canada V6Z 2L2. You can also contact them by email: *info@vec.bc.ca*. Use the layout of a formal letter or the layout of email in exercise 2 (see writing informal letter giving information) and the following hint and write your letter:

HINT

INTRODUCTION

THE BODY OF THE LETTER:

Paragraph 1 *Formal opening: I am writing in reply to your letter asking for information about .../ I am writing to inform you about ..., etc.*

Paragraph 2 *Giving wanted information: Answering your first question I want to tell you that ..., etc.*

Paragraph 3 *Giving wanted information: As for ..., I can add that ..., etc.*

Paragraph 4 *Giving wanted information: Your next question is about ..., so I would like to tell you ..., etc.*

Paragraph 5 *Giving wanted information: You would also like to know about ..., so I can tell you ..., etc.*

Paragraph 6 *Giving wanted information: Finally, answering your last question I want to add that ..., etc.*

Paragraph 7 *Formal ending: I hope this will help you//Let me know if you need any more help/information, etc.*

CONCLUSION

Exercise 4

You are looking through the Internet and see the invitation: Take part in a survey***Peoples' attitudes in different parts of the world towards elderly people!** Give us information about your immediate family: if you have elderly people in your family; who they are and when you last saw them. The results of the survey will be published on line!

Unfortunately your computer has gone wrong and you can't email them, write your letter and send to: The Director Family Survey, Travistock Institute, Travistock Square, London WC2, UK. Check yourself using the layout of a formal letter and the hint in exercise 3. But first read through the following hint.

HINT

**Survey* is a set of questions that you ask a large number of people in order to find out about their opinions or behaviour.

VI. WRITING INFORMAL AND FORMAL LETTERS ASKING FOR ADVICE

Exercise 1

This summer you are going to visit your friends in England. This is your first visit to this country. Ask your friends what you should take with you. Use the hint given below.

HINT

INTRODUCTION

THE BODY OF THE LETTER:

Paragraph 1 *Informal opening: I'm writing to ask for your advice/ Can you give me your advice what to do in the following situation: .../ I've got a problem and I need some advice, etc.*

Paragraph 2 *Description of the first problem: First of all I'd like to tell you, that .../ As a result I don't know what to do, etc.*

Paragraph 3 *Description of the second problem: What is more .../ So I don't know what to do, etc.*

Paragraph 4 *Description of the third problem: In addition to this .../ Really I don't know what to do in this situation, etc.*

Paragraph 5 *Informal ending: What do you think I should do? / Please tell me what to do, etc.*

CONCLUSION

Exercise 2

When you return to Ukraine from UK, you find you've got your English friend's book and two tickets to a play in your luggage. Write a short letter asking for advice what you should do in this situation. Check yourself using the layout of an informal letter and the hint in exercise 2.

Exercise 3

You need advice on how you can successfully lower your cholesterol level. Email a consultant in English medical firm asking for advice what you should do in this situation. Use the following hint:

HINT

INTRODUCTION

From: _____
Sent: _____ Date _____
To: _____
Subject: Re: *information about Ian*

THE BODY OF THE LETTER:

Paragraph 1 *Formal opening: I am writing to ask if you could help me with ... / I am writing to ask for your advice / I wonder if you could help me with a problem(s), etc.*

Paragraph 2 *Description of the first problem: First of all I would like to tell you, that ... / As a result I don't know what to do, etc.*

Paragraph 3 *Description of the second problem: What is more .../ So I don't know what to do, etc.*

Paragraph 4 *Description of the third problem: In addition to this .../ Really I don't know what to do in this situation, etc.*

Paragraph 5 *Informal ending: What do you think I should do?/ Please let me know what you think I should do / Please advice me what to do, etc.*

CONCLUSION

Exercise 5

You are fond of reading English magazines, especially the Problem pages. Now you have a problem, but don't want to ask for a piece of advice directly. Write to the Magazine asking for help with your personal problem. There are five Problem pages: "Problems of fathers and sons", "Problems with colleagues", "Problems with studies", "Appearance problems", "Love problems". Their address is: The Indy, 40 City Road, London EC1Y 2DB, UK. Check yourself using the layout of a formal letter and the hint in exercise 4.

VII. WRITING INFORMAL LETTERS GIVING ADVICE

Exercise 1

Your English friend would like some advice about what to look out for when buying a second-hand car. You want to help him. Write a letter giving advice what he should do in this situation. Use the layout of an informal letter and the hint given below:

HINT

INTRODUCTION

THE BODY OF THE LETTER:

Paragraph 1 *Informal opening: I just got your letter and I think I can help you/ I was sorry to hear about your problem, etc.*

Paragraph 2 *Suggestion 1: First of all you should ..., because ..., etc.*

Paragraph 3 *Suggestion 2: Then/Next it would be a good idea to ..., etc.*

Paragraph 4 *Suggestion 3: Finally I think you should ..., because as far as I know ..., etc.*

Paragraph 5 *Informal ending: Hope this will help/ Let me know what happens ..., etc.*

CONCLUSION

Exercise 3

You've got a letter from your English pen friend: ... *I'm writing to share excellent news. The teacher in our language school informed us that our project "Historical treasures of Ukraine" won the first prize – a trip to Kyiv next summer! Thank you for sending useful and interesting materials! Can you advise me what clothes to bring with, which places of interest to visit, where to stay?*

Reply to his/her letter. Check yourself using the layout of an informal letter and the hint in exercise 2.

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