

Приклад 1. Letter to a friend (Invitation)

You've got a letter from your pen-friend. In his / her letter he / she writes that he / she is going to visit your city next summer.

Write an answer and:

express your gratitude for the letter

say what sort of plans you have got for the summer

invite your friend to visit you

tell your friend where you are going to take him / her, what attractions you are going to show him / her

Dear Stasya,

Thanks for your e-mail. It was a great pleasure to read your message. I was happy to learn that you are going to visit our city next summer.

As soon as the term finishes, I'm going to make a short trip around Kharkiv. I invite you to join me and I promise to show you the attractions of our city. First of all — Freedom Square, the heart of our city. It's here that all the important events, festivals, concerts take place. Also, I'm planning to show you our trade-centres, which we call "Ladies' museums". I'm sure it would be interesting to visit a water park. The most popular is "Jungles". My foreign friends say that it's a real European entertainment.

Our Gorky park is well known not only among Kharkovites. A lot of Russian people from neighbouring cities spend their weekend there. We'll escape from the noise of the streets and relax under the green canopy of trees. We can also visit the ethno-café "Three Cossacks".

I think it's special because modernity is penetrated through ancient style in its interior. Hope we'll have a good time there. Well, you can visit me any time in the summer. Please, let me know, how long your visit will last.

With best wishes. Sonya

Також наводимо приклад офіційного листа.

Приклад 2. Letter to the Editor (exams and tests)

You've heard a programme devoted to evaluating of students' achievements.

Write a letter in which say

*what advantages and drawbacks you can see in the system of evaluating
what may hinder the performance of students*

suggest some alternative to the system of evaluating

Dear Editor,

I am writing with regard to your program devoted to the problem of evaluating of students' achievements. I would like to share my opinion on this urgent topic.

On the one hand exams (independent testing) seem(s) a fair way of evaluating students' knowledge. The questions are the same for everybody. All of us have the same time and all of the students are under the same conditions.

On the other hand, there are some drawbacks with exams. The students may be so nervous on the big day that they may make a mess of the exam. There may be other reasons, such as illness that can influence a student's performance. What I am going to say, the alternative to exams should be a continuous assessment of students' work by teachers during the year. And the best system will be a mixture of two — 50 % of exams, 50 % — of testing.

Hope you will read my letter in your next programme.

Faithfully yours...