

## The parts of a letter

1 Osserva i pezzi della lettera di Kelly. Sono tutti fuori posto. Numerali (1-9) in base a quello che viene prima nella struttura della lettera.

Love from  5<sup>th</sup> April

I go to Hadley Park Secondary School. There are over 1,000 students at my school. I'm in Year 9. My favourite subjects are History and ICT (that's Information and Communication Technology!).

15, Magnolia Crescent  
Chesterfield  
Derbyshire  
DE4 6SV  
UK

Write soon and tell me about your family and pets, and about your school in Italy!

Thank you for your letter. You asked about my family and my school, so I'm going to tell you all about them.

Kelly  Dear Francesca

First, there are five people in my family. My mum and dad, my two brothers and me. My brothers are called Jake and Liam. Jake is eighteen and Liam is eleven. We've got two dogs, called Ringo and Roly. They're big and black, but they're very friendly.

2 Abbina le parti della lettera (a-i) ai pezzi (1-9).

- |   |                                  |          |
|---|----------------------------------|----------|
| a | signature                        | —        |
| b | Kelly's reason for writing       | —        |
| c | information about Kelly's school | —        |
| d | closing greeting                 | —        |
| e | invitation to Francesca to reply | —        |
| f | information about Kelly's family | —        |
| g | date                             | —        |
| h | sender's address                 | <u>1</u> |
| i | opening greeting                 | —        |

3 Guarda come Kelly ha scritto il suo indirizzo. Riscrivi correttamente i seguenti indirizzi.

① Bradford  
BD4 9PQ  
25 Rochester Avenue  
Yorkshire

② Fisherman's Walk 12  
Cornwall  
TR5 7KN  
St Ives

4 Abbina le date (a-d) al modo in cui sono pronunciate (1-4).

- |   |   |          |
|---|---|----------|
| a | 12 <sup>th</sup> May 2011                       |          |
| b | 11.5.10   |          |
| c | May 10 <sup>th</sup> 2009                       |          |
| d | 21/5/08   |          |
| 1 | the eleventh of May, two thousand and ten       | <u>b</u> |
| 2 | May the tenth, two thousand and nine            | —        |
| 3 | the twelfth of May, two thousand and eleven     | —        |
| 4 | the twenty-first of May, two thousand and eight | —        |

5 Immagina che la lettera di Kelly sia indirizzata a te. Rispondi alla sua lettera. Segui tutti i passaggi.

- Scrivi il tuo indirizzo al posto giusto.
- Scrivi la data di oggi al posto giusto.
- Inizia la lettera con **Dear Kelly**,
- Paragrafo 1: Ringraziala per la sua lettera. Di' di che cosa trattava.
- Paragrafo 2: Racconta a Kelly della tua famiglia.
- Paragrafo 3: Racconta a Kelly della tua scuola.
- Paragrafo 4: Chiedi a Kelly di scriverti e di dirti che cosa fa nel suo tempo libero.
- Concludi la lettera con **Best wishes** e firmala con il tuo nome.

## Opening and closing a letter

### 1 Abbina i saluti di apertura (1–6) ai destinatari delle lettere (a–f).

- |                     |   |
|---------------------|---|
| 1 Dear Tom          | d |
| 2 Dear Mr Greer     | — |
| 3 Dear Mrs Welsh    | — |
| 4 Dear Miss Black   | — |
| 5 Dear Ms Jefferson | — |
| 6 Dear Sir or Madam | — |

- a a married woman that you know formally
- b a man that you know formally
- c a man or a woman—you don't know who will read the letter
- d a friend
- e a woman that you know formally—it doesn't matter if she's married or unmarried
- f an unmarried woman that you know formally

### 2 Osserva i saluti di chiusura. Quali sono formali (F), quali informali (I)?

- |                    |   |
|--------------------|---|
| 1 Love from        | I |
| 2 Yours sincerely  | — |
| 3 Lots of love     | — |
| 4 Best wishes      | — |
| 5 Yours            | — |
| 6 All the best     | — |
| 7 Yours faithfully | — |

### Study focus

#### Saluti di apertura nelle lettere formali

Le lettere che iniziano con *Dear Sir(s)* o *Dear Madam* di solito finiscono con *Yours faithfully*.  
Le lettere formali che iniziano con il nome proprio del destinatario (per esempio *Dear Miss Spencer*, *Dear Mr Hunt*), di solito finiscono con *Yours sincerely*.

### 3 Quale dei saluti di chiusura dell'es. 2 useresti per concludere una lettera che inizia con:

- a Dear Sir or Madam \_\_\_\_\_
- b Dear Mrs Elliot \_\_\_\_\_
- c Dear Grandma \_\_\_\_\_

### 4 Rivedi le lettere a pag. 37 e 50 e rispondi alle domande.

- 1 A cosa serve di solito il primo paragrafo della lettera?  
\_\_\_\_\_
- 2 La prima frase del corpo principale della lettera inizia con la lettera maiuscola o minuscola?  
\_\_\_\_\_

### 5 La scorsa settimana Andy ha comprato una maglietta su Internet. La sta rimandando alla società da cui l'ha comprata perché il colore è sbagliato. Completa la lettera. Ecco le informazioni che ti servono:

- Andy lives in Chelmsford, in Essex. His postcode is CM1 3GJ. His street is Romsey Terrace and his house number is 44.
- The date is the nineteenth of February.
- It's a formal letter, but he doesn't know who will read it.
- He's writing because he has paid for a t-shirt but they sent him the wrong colour.
- He wants them to send him a blue t-shirt, or return the money to him.

Dear \_\_\_\_\_,

I bought it from your website a week ago. The order number is TS30021. I paid with my credit card. I received the t-shirt yesterday, 18<sup>th</sup> February, and I noticed that it is the wrong colour. I ordered it in blue, not red.

\_\_\_\_\_  
Andy Wilcox

## The main body of a letter

**1** Max ha due amici di penna. Ha scritto chiedendo che cosa fanno di solito durante le vacanze scolastiche. Leggi la risposta di Tamsin e rispondi alle domande.

- 1 Which country does Tamsin live in?  
\_\_\_\_\_
- 2 How many weeks of holiday does she get every year?  
\_\_\_\_\_
- 3 What does she do at Christmas time?  
\_\_\_\_\_

18, Cooke Court  
Pembroke  
Wales  
PM4 3WS

24<sup>th</sup> September

Dear Max,

- <sup>1</sup> Thanks for your letter. It was interesting to read about your holidays.
  - <sup>2</sup> In Britain we usually get six school holidays every year. We have about five weeks holiday in the summer and two weeks at Easter and at Christmas. In February, May and October we have 'half term' holidays. These are just a week long.
  - <sup>3</sup> We don't always go away in the school holidays. Sometimes we go to France at half term or at Easter, but usually we just stay at home. In the Christmas holidays we always go to stay with my uncle and aunt in Scotland, and in the summer we usually go to the seaside for a week. We stay in Wales or go to the west of England.
  - <sup>4</sup> For our last holiday, in August, we went to Cornwall. We stayed in Bude, in the north of Cornwall. We had a holiday house there and we went to the beach every day. It was great!
  - <sup>5</sup> I hope you aren't too sad to be back at school!
- Love from  
Tamsin

**2** Abbina gli argomenti (a–e) ai paragrafi della lettera di Tamsin (1–5).

- |   |  |       |
|---|--|-------|
| a | Closing paragraph                        | _____ |
| b | Tamsin's last holiday                    | _____ |
| c | School holidays in Britain               | _____ |
| d | Opening paragraph                        | _____ |
| e | What Tamsin usually does in the holidays | _____ |

**3** Leggi la risposta di Greg alla lettera di Max. Greg si è dimenticato di suddividere la lettera in cinque diversi paragrafi. Traccia delle linee dove dovrebbe iniziare un nuovo paragrafo. Usa la lettera di Tamsin per aiutarti.

493 Western Avenue  
Philadelphia  
PA 19139

20<sup>th</sup> September

Dear Max,

Thank you for your letter all about holidays in Australia. At my high school in the USA we don't go to school in June or July. The school year starts in August. We have about ten days holiday for Christmas, and short breaks in October, February and April. At Christmas we always stay at home, but sometimes in the February break we go to visit my grandparents in Boston. My brother and I usually go to summer camp in the long holidays. Our last summer camp was fantastic. We learned sailing and horse riding and did drama and music too. Do you have summer camps in Australia? Write and tell me.

All the best,

Greg

**4** Scrivi una lettera a Max sulle vacanze scolastiche in Italia. Usa la lettera di Tamsin come modello e segui i passaggi per scrivere il corpo principale della tua lettera:

Paragrafo 1: ringrazia Max per la sua lettera sull'Australia

Paragrafo 2: parlagli di come funzionano le vacanze in Italia

Paragrafo 3: descrivi cosa fai in ognuna delle vacanze scolastiche

Paragrafo 4: raccontagli l'ultima vacanza

Paragrafo 5: chiedi a Max di scriverti e di parlarti delle spiagge dell'Australia

