

1. You have received a letter from your pen-friend in which he/she complains of a bad cold he/she can't get rid of. Write a letter in which you

- Tell him/her about your last health problems.
- Tell him/her about your last visit to a doctor.
- Say what you do to avoid falling ill.

Write a letter to your pen friend. Do not use any personal information (e.g. names, dates, addresses, etc.) Start your letter in an appropriate way.

Dear John,

Thanks for the letter I received yesterday. I was pleasantly surprised to hear from you. How are you now? I hope u r OK.

To begin with, I want to tell you about my health problems. I had a terrible headache last week. It was so horrible! In addition, I didn't sleep well. Furthermore, I was tired after school every day. There was lots of work to do. I had to help my mum at home and do all my homework.

You know, I decided to consult a doctor, who told me to sleep more and not to get nervous because of my studying. I believe I've been so nervous lately as I didn't have enough time to fulfil all my plans. I agreed with the doctor and promised to care about my health.

Luckily, I feel better now. I made a decision to go to bed earlier and stay calm. Besides, I try to relax after school. I sometimes go for a walk with my friends. As a result, I've got more energy for my homework. Finally, I understand that no work can be more important than my health.

And what about you? Tell me what you do to stay healthy.

I'm looking forward to hearing from you!

Best wishes,

Julia

2. You have received a letter from your friend and you want to invite him/her to a picnic you organize. Write a letter to your pen-friend in which you
- Tell him/her about the picnic, inform about the place and the time.
 - Invite him/her to the picnic.
 - Write about food and other things you can take with you.

Dear Sam,

Thanks for the letter I received yesterday. I haven't heard from you for ages! I'm glad you're fine.

To start with I want to tell you about the picnic which I plan to organize in the park near my house. It'll start at 1 am this Friday. As far as I know the weather is going to be great! I believe it's a good chance to gather all our friends together as we haven't met for a long time.

Of course, I want to invite you to the picnic. Are you free on Friday? No doubt, it will be great! In my opinion it will be an incredible meeting of old friends. Besides, I can pick you up at 12.30 on Friday.

I suppose we can take some fruit, sweets and drinks with us. I'm sure everyone will like it. My mum is going to bake some cakes for us. In addition, we can take a ball or some board games to make our time more exciting.

Write back as soon as you can.

Take care,

Molly

3. You have received a letter from your English pen-friend. He/she wants to know about education in your country. Write a letter to your pen-friend and tell him/her about
- Primary and secondary education in Ukraine.
 - High school in your country and the exams students have to pass after finishing it.
 - What most students do after finishing high school and express your opinion about it.

Dear Tod,

Thanks a million for the letter I received yesterday. It was wonderful to hear from you after so long!

To begin with, I want to tell you about education in my country. Firstly, it's important to say that, as a rule, children start school at the age of six. However, there can be some reasons for going to school at seven. Pupils study for four years at primary school and after the fourth form they pass their exams and go to secondary school where they study for five years. If they pass their exams after the ninth form, they go to high school.

During the last year at high school it's very important to choose the subjects you want to pass to enter the University. Besides, everyone should understand what he or she wants to be in the future and choose the right subjects to pass. We usually have three exams but we can also take one extra. Personally I'm going to pass English, Ukrainian language and literature and History.

After leaving school, most students enter different universities. I also believe that it's important to have a high education as it will help to become a professional and get a good job in the future. What's more, it's very interesting to be a student as you meet new people and gain necessary experience.

And what about you? What are your plans for the future? Tell me about education in your country, please.

Write back as soon as you can.

Keep in touch,

Joan

4. You have received a letter from your pen-friend. He/she wants to know about museums in your country. Write a letter to your pen-friend in which you tell him/her about

- Your opinion about the importance of museums.
- The cost of museums in your country and what you think about it.
- The museums you have already visited and about your favourite one.

Dear John,

Thanks a million for your letter. Sorry for not writing back for so long. I hope u r fine.

To start with I want to tell you a few words about museums. First of all, I believe that museums are important in people's lives. There are lots of ancient and captivating things in museums, which show people their history. In addition, I'm sure that we should know how rich our country is in different traditions.

Moreover, there are lots of museums that cost money but I think they should be free as everyone must know the history of his or her country. I believe that rich people can support museums with money and make them free for all people. Otherwise, poor people won't be able to go to museums.

Unfortunately, I haven't visited many museums yet but I hope to visit more in the near future. The best museum that I have visited is the museum of Nanotechnology in Poland. To me, it's very modern and exciting! I recommend you to visit it when you have the opportunity.

And what about you? How's your family? How many museums have you already visited?

I'm looking forward to hearing from you!

Best wishes,

Andy

5. You have received a letter from your pen-friend in which he told you about his/her trip and asked you to tell him/her about yours. Write a letter to your pen-friend in which tell him/her about:

- A two-day walking tour. Who did you travel with? Write about your impressions.
- The way you got to the place and your reason for choosing that way of travelling.
- How you spent time with your friends to make the rest interesting.

Dear Tom,

Thanks for the letter I received last week. I'm glad you and your family are fine.

To begin with I'd like to tell you about my two-day walking tour to the wonderful lake not far from my city. Firstly, I want to say that it was an incredible and amazing trip. I haven't seen such beautiful nature before. My friends and I went to lake Synevyr. I must admit that it was quite difficult to get there but we managed to do it. In addition, I had a chance to realize that Ukrainian natural beauty is often better than the beauty of other countries.

It seems to me that it would be interesting for you to know how we got to the place. There were some options on how to get to the lake: by bus, by train or by car. Well, we decided to go by car as it was comfortable for everyone and we could stop where and when we wanted to.

No doubt, it was a cool weekend and we had a perfect rest! We played different funny games and sang lots of popular modern songs by the fire. We also cooked our favourite tasty food. Of course, it was delicious! I've never eaten such tasty soup before!

And what about you? How do you like spending your free time?

Write back as soon as you can. My kind regards to your family!

All the best,

Ann

6. You have read the article about junk food addiction among teenagers. Write a letter to the editor of the magazine and include such information:

- Your opinion about junk food.
- Why do so many people eat junk food?
- What can you advise in order to change the eating habits of teenagers?

Dear Editor,

I am writing to you in response to the article about junk food addiction among teenagers.

To begin with I want to express my opinion about junk food. First of all, I am sure that junk food is very harmful for people's lives as it can cause various health problems especially among teenagers. It usually makes people fat and even obese.

To my mind, people eat junk food as it is tasty, cheap and it is also a quick way to eat without going home for lunch. It also gives the feeling that you are well-fed. In addition, young people don't have enough knowledge about the bad influence of junk food on their health.

Moreover, I would like to suggest some ways of avoiding junk food. I assume that it is not impossible for teenagers and young people to change their eating habits. For example, they can take some fruit and salad to school in their lunch boxes instead of buying hot dogs or burgers. Of course, homemade food will not influence their health badly. Besides, students should be explained that eating junk food is dangerous as it contains a lot of fat and other unhealthy ingredients.

Please keep me informed of the situation and write a reply.

Yours faithfully,

Molly Watson

7. You have received a letter from your pen-friend. He/she wants to know your opinion about free downloading of music from the Internet. Write a letter to your pen-friend in which you

- Express your opinion about the subject
- Write whether you think people who download music for free should be punished.
- Write about the ways of downloading music.

Dear Mary,

Thanks a million for your interesting letter. I'm sorry for not writing back for so long.

To start with I want to tell you a few words about my attitude to free downloading of music from the Internet. Firstly, I think it's an amazing way to have a chance to listen to music with pleasure as you don't have to worry about payment every month. In addition, young people usually don't have enough money to pay for music.

Moreover, I don't think that people who download music for free should be punished as they do nothing bad. I usually download music from the Internet. I use the sites with the newest popular music. However, I am used to listening to music on Youtube. To my mind, everyone can find the most comfortable way to listen to music.

To sum up, there are lots of ways to download music and listen to it in your free time. If you have enough money to pay for it you can do it and have music of good quality but if you can't you can find the sites to download music for free.

And what about you? Do you download music for free or pay for it?

I'm looking forward to hearing from you.

Keep in touch,

Ann

8. You listened to a radio program about recycling. Write a letter to your pen-friend and express your point of view. Include such information:

- Your opinion about recycling. Is it necessary or not?
- Should pupils be taught to recycle?
- How can people recycle rubbish nowadays?

Dear Editor,

I am writing in response to a radio program about recycling which I had a chance to listen to yesterday. In my opinion it was very interesting.

To start with I want to express my opinion about recycling. First of all, recycling is one of the best ways to protect our planet and a huge number of animals and plants on it. As a matter of fact, the ecological situation on our planet is quite bad and it's important to improve it.

Moreover, students must be taught about recycling at schools. I believe children must know about ecology and the influence of rubbish on our planet. They must learn how to protect the animal world, forests and air. Besides, children must be taught to plant trees, not to use plastic bags and to recycle used batteries.

I believe that it is not difficult to recycle if you want to. There are many ways to do it nowadays. For example, you can sort rubbish at home and throw it away separately into different rubbish bins. To my mind, we have to change our planet for the better and our life will become better as well.

Please keep me informed of this and write a reply.

Yours faithfully,

Mary Thompson

9. You've got a letter from your English-speaking pen-friend in which he/she tells you about life in Great Britain. Write a letter to your pen-friend in which say about

- Ukrainian way of life and the Ukrainians.
- Education in Ukraine and the usual pupil's attitude to it.
- Ukrainian food and your favourite dish.

Dear Tom,

Thanks for the letter I received yesterday. How are you now? I hope you're OK.

To start with I want to tell you about our life in Ukraine. Mostly, people here are friendly and kind. They can help you in time of need, but some people may be quite rude when they don't share your opinion. To my mind, the Ukrainians have a better sense of humor than the British. Ukrainian people are quite polite and hardworking. Besides, they are usually confident in what they do in their professional life.

In addition, I want to tell you about studying in Ukraine. There are lots of smart and hardworking students in our country, but, unfortunately, some pupils don't understand the importance of knowledge. I believe it's an enormous minus as lots of students spend their time relaxing or playing video games instead of studying. There are two semesters and three breaks during a school year. In my opinion it's a great way to have a rest for pupils who study really hard. The duration of a school day is about 7 hours. Well, it starts at 8.30 a.m. and finishes at about 3.30 pm.

Talking about Ukrainian food, from my point of view, it's delicious. It isn't spicy but it's quite fat. However, you can find vegetarian options at any restaurant. As for me, borsch is the best Ukrainian dish and I recommend it to all my foreign friends.

And what about you? How is your family doing? I'm looking forward to hearing from you!

Best wishes,

Jessica

10. You have received a letter from your pen-friend in which he asks you about your studying at London Language School. Write a letter to your pen-friend and say about:

- Your language school and its advantages.
- The teachers who teach there.
- Your free- time activities in London.

Dear Jake!

Thanks for your interesting letter which I got yesterday. I`m very glad you and your family are fine.

To start with, I want to tell you about my language school in the UK. In my opinion, it has lots of advantages. First of all, my schedule is perfect as my English lessons start at 9 a.m. and last till 2 p.m. So, I have enough time to go sightseeing around London. Moreover, this school is very modern and I feel that my English is improving every day.

I must admit that all the teachers of this language school are professionals. Besides, they are kind, fair and sincere. They are always ready to help if you need and explain the material easily. I try to work hard and do all the tasks that are given to me. Furthermore we often play different language games at the lessons and enrich our knowledge of English in such a way.

In my free time I go for a walk with my new friends. We visit museums, parks, different exhibitions and churches. I plan to see all places of interest in London and I also want to visit Oxford and Cambridge. As my new friends are very outgoing we often go to discos and parties. As you can see, my life here is quite interesting and exciting. Luckily, I never feel bored here. I`m very glad to have a chance to study in London.

Give my best wishes to your parents. I`m looking forward to hearing from you.

Love,

Molly

11. You have received a letter from your pen-friend in which he/she tells you about the art competition he/ she took part in and won the first prize. Write a letter to your pen-friend and include such information:

- Congratulate him/her on the winning of the first prize.
- Express your attitude to art and art exhibitions.
- The Kind of painting you like most of all.

Dear Jack,

Thanks a million for your letter! It was great to hear from you! I'm sorry for not writing back for so long as I've been very busy lately.

To start with I want to congratulate you on the winning of the first prize in the local art competition. I believe that your works are really wonderful and professional. Of course, I was eager to come to the competition but I had lots of troubles with my job. I'm sure it was a great success for you!

I must say that I love art and visiting exhibitions is one of my favourite ways to spend my free time. Unfortunately, I haven't visited many art museums but I plan to do so in the near future. Besides, I have some wonderful paintings at home as my friends often give them as presents to me.

To my mind, artists express their emotions and thoughts through their creations. I adore sea and mountain landscapes. I know that lots of artists paint such pictures but all of them are different and captivating in their own way. It would be great to see your works one day.

Write back as soon as possible. Give my best wishes to your parents.

Take care,

Andy

12. You have received a letter from your pen-friend in which he/she tells you that she finds her English lessons at school quite boring. Write a letter to your pen friend in which you say

- How to find interest in studying foreign languages
- About your English lessons
- How your teachers motivate you to study foreign languages.

Dear Monica,

Thanks a million for the letter I received yesterday. I was pleasantly surprised to hear from you!

To start with I'd like to advise you how to find interest in studying foreign languages. Firstly, it's important to understand the necessity of studying foreign languages. In my opinion, foreign languages help you to develop your vision of the world. Secondly, you can speak to foreigners and understand them.

Moreover, sometimes I find the English lessons at my school boring, too. However, most of them are useful. The lessons usually combine reading, writing, speaking and listening. In this way we improve our knowledge of English. We also have different grammar and vocabulary tests and we often write compositions and essays.

Our foreign language teachers always encourage us to study hard and not to give up. They believe in us and tell us that we are going to be successful in learning foreign languages. Despite all the difficulties in languages I adore learning them and speaking with other people.

Additionally, I'd like to give you a piece of advice on how to make your studying easier and more interesting. You can watch different foreign movies and listen to songs. I believe it will help you a lot. Besides, it would be good to read foreign newspapers and magazines.

That's all for now. Write back as soon as you can.

Best wishes,

John

13. You have got a letter from your pen-friend in which he/she writes that he/she wants to find some work after school while his/her parents insist on his/her going to university. Write an answer to him/her in which you

- Say what you think about his/her decision and explain why
- Give your friend some advice on how to behave in this situation
- Tell him/her what you are going to do after school.

Dear Tom,

Thanks a million for your letter. It was very interesting. I'm glad you shared your emotions with me. I'll try to be helpful.

To start with, I must say that I was quite surprised with your decision not to go to university as I think that it is very important to have a high education. To my mind, your decision is very quick and you're going to regret it later. Besides, student life is exciting and unforgettable. So, I think that you should listen to your parents and become a student.

Firstly, I'd like to give you some advice. In my opinion, you can go to university and find part-time work. You are very intelligent and it's not difficult for you to study. I know that lots of young people nowadays think that they can find work without a diploma but you never know what is waiting for you in the future. In addition, you'll meet lots of new friends and intelligent professors at university.

As for me, I am going to enter university as I want to become a lawyer. You know, I've been interested in this sphere since my childhood as my parents are both lawyers. I also plan to find a part-time job in summer as I want to earn some money to go to the seaside with my friends in August. Besides, I want to improve my English. That's why I plan to visit English language courses after leaving school.

I hope that my advice is helpful. I'm looking forward to hearing from you..

Best wishes,

Antony

14. You have received a letter from your pen-friend in which he/she tells you about his/her relationship with his/her elder brother whom he/she considers to be his/her best friend.

Write a letter to your pen-friend in which you say

- Who your best friend is
- What he/she looks like
- What you like and dislike about his/her character.

Dear Judy,

Thanks for your letter. I'm glad that you and your family are fine.

To begin with I want to say that it's great that your brother is your best friend. Luckily, I've also got my best friend. Her name is Amy, she's my classmate. In addition, we've been friends since our childhood.

As for Amy's appearance, she's very pretty. My best friend has blue eyes with bushy eyelashes. She's also got short fair hair and full lips. Her teeth are white and she's got dimples on her cheeks. Besides, she's tall and slim.

Talking about her character, I must say that she's very friendly, helpful and kind. She's always there when I need some help. Amy is very emotional and that's why she often cries while watching films. In addition, she's very outgoing and talkative, so she's got lots of friends. All in all, I'm very happy to have such a nice friend.

That's all for now. Looking forward to hearing from you

All my love,
Ann

15. You have received a letter from your pen-friend in which he/she tells you how he/she is preparing for the celebration of Mother's Day. Write a letter to your pen-friend in which you say

- Whether you know anything about this holiday
- What holidays are widely celebrated in Ukraine
- Which holiday you like the most and why.

Dear Tommy,

Thanks a million for your letter which I received last week. It was great to hear from you!

To begin with, I think that Mother's Day is a great holiday. Of course, I've heard about this holiday and we celebrate it with our family every year. This holiday is quite new in our country but lots of people like it as it unites the family and gives every mother a feeling that she's loved.

To begin with, I want to say that there are lots of holidays in Ukraine. Some of them are widely celebrated. In my opinion, the most popular holiday in my country is Christmas. People like it a lot as it is a jolly holiday, full of customs and traditions. Children and adults sing carols, wish happiness and health to each other. Easter is also very popular. People paint eggs which are called "pysankas" and present them to their friends and relatives. Besides, Independence Day is a very important holiday in Ukraine. It is a patriotic state holiday. There are lots of concerts, parades and music festivals on this day.

As for me, I like St. Nicholas Day most of all. Firstly, I like presents and I'm always waiting for this day. In the morning children find their gifts under the pillows. When I was a child I used to write letters to St Nicolas. I don't write letters now, however, I still get presents.

Give my best wishes to your parents. I'm looking forward to hearing from you!

All the best,
Jennifer

16. You have seen an advertisement in a local magazine. Barton Nature Reserve is looking for volunteers to work in the park during the summer months. Write a letter of application in which you

- Explain why you are interested in this position
- Describe your qualifications and experience
- Give reasons why you are a suitable candidate

Dear Sir/Madam,

I am writing to enquire about the position of a volunteer in the park, advertised in a local magazine.

I would like to request further information about this position as I am interested in it. First of all, I love nature very much and adore working in the fresh air. In addition, I like volunteering as I want to be helpful and get useful experience at the same time.

To begin with I would like to say that I am a qualified biologist. I graduated from the University of California in 2005. Besides, I have got some experience as a volunteer as I worked in the Zoo last summer. I am also volunteering for the local organization which takes care of stray dogs.

In conclusion, I think I am a suitable candidate for this position because I am hardworking, honest and responsible. Moreover, I am punctual and friendly. I would be very glad to get the advertised position.

Yours faithfully,

Mary Brown

17. You have received a letter from your pen-friend in which he/she complains that he/she rents a tiny apartment which he/she shares with two fellow-students. They have only one desk and have to do their homework in turns. Write a letter to your pen-friend in which you say

- Whether your room is spacious enough for you
- What makes your room comfortable / uncomfortable
- What you would like to change in it and why

Dear Tom,

Thanks for your letter which I received one week ago. How are you now? I hope you're OK. I understand you very well that it's difficult to share a tiny apartment with two fellow-students.

To start with, I'd like to say that my room is also not spacious enough for me as I share it with my sister. Besides, it is quite small for the two of us. Unfortunately, there isn't a balcony in our room.

However, my room is comfortable and cozy. Firstly, we've got two wooden beds and two wardrobes. Secondly, there are two bookshelves and a mirror on the wall. In addition, we've got a thick carpet on the floor. Unfortunately, there's only one desk in our room and it's sometimes difficult to share it with my sister.

In my opinion it's very good to change something in your room from time to time. As for me I'd like to repaint the walls and to change some pictures. Besides, I'd change the curtains as the old ones aren't modern at all. Despite the fact that my room is not spacious enough I consider it to be wonderful!

That's all for now. I'm looking forward to hearing from you.

Best wishes,

Alison

18. There is a literary contest in your school called "A hobby that has changed my life". Write a letter to the editor of a school newspaper in which you

- Say what you like doing in your free time
- Explain why it is important for you
- Suggest some activities to other teenagers

To the Editor,

I am writing with regard to your recent announcement of the literary contest "A hobby that has changed my life".

To begin with I would like to say that I like drawing very much in my free time. It is really a hobby that has changed my life. I have been painting for all my life. I adore painting after hard work at school or during my holidays. It is one of my favourite hobbies.

Drawing is very important for me as it helps me to express my views, my emotions and it also calms me down when I am nervous or worried about something. Besides, this hobby develops my imagination and my fantasy. In addition, this kind of activity gives me a possibility to present my paintings to my friends and relatives and make them a little happier.

It worries me that a lot of teenagers do not have any hobbies nowadays. Unfortunately, some teenagers are interested in computer games only and they don't even have a possibility or desire to try a new activity. I would like to recommend them to take up a lot of new hobbies and in such a way to find the best and the most suitable one for them.

I would appreciate it if you gave me a reply.

Best regards,

Emily Brown

19. You have always wanted to be a model and today your dream may come true- you have read an advertisement of a modeling school inviting young people to enroll in their training course. Write a letter to the school manager in which you

- State the reason for your writing the letter
- Ask about the duration and the price of the course
- Request a brochure with detailed information

Dear Sir/ Madam

I am writing with regard to your recent advertisement of a modeling school. I have always dreamed of becoming a model and that is why I am interested in the advertisement about inviting young people to enroll in the training course.

I would be grateful if you could tell me what the price and the duration of the course are. It is very important for me as I am a student and I have classes in the first part of the day and exams after each semester. That is why the duration of the course is a very important question for me.

It would be very good if you could send me a brochure with detailed information about the training course. Besides, I would be able to share the information with my friends who may be also interested in the advertised course.

20. You have received a letter from your pen friend in which he/she describes his/her new bicycle he/she bought online. Write a letter in which you

- Say whether your family has much experience of online shopping
- Tell him/her about your latest purchase
- Express your attitude to commercial advertisement

Dear Emily,

Thanks a million for your letter. It was great to hear that you're fine.

To tell you the truth, my family has quite a lot of experience with online shopping. We often buy different things as we find this way of shopping very comfortable. As for me, I usually buy clothes online because I don't like going shopping. Besides, I sometimes buy earphones and things like that online. In addition, my parents like buying books online and my sister likes buying different school things in such a way.

Talking about my last purchase, it was a cotton T-shirt. Firstly, I must admit that the quality of the T-shirt is great and I like the brand. Secondly, I know my size very well and that's why I'm not worried about that.

Despite the fact that commercial advertisements sometimes get on my nerves, I believe that it is a very important part of any business. Lastly, I think that we need information about different goods and services. That's why my attitude to commercial advertisements is quite positive.

That's all for now. I'm looking forward to hearing from you. Write back as soon as you can.

Love,

Bob

