**Комплекс упражнений для формирования умений написания электронного письма на начальном этапе обучения иностранному языку**

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Речь на любом языке – родном или иностранном – это процесс общения. Всего существует четыре вида речевой деятельности: говорение, аудирование, чтение, письмо. Устная продуктивная речевая деятельность – это говорение, устная рецептивная – аудирование, письменная рецептивная – чтение, а письменная продуктивная – письмо. Письмо как продуктивный навык заключается в умении выражать свои мысли письменно, служит средством для совершенствования других видов речевой деятельности и осуществляется путем написания самостоятельных творческих работ (электронное письмо, эссе, деловое письмо и т.д.).

В своей статье мы подробно рассмотрим комплекс упражнений, направленный на формирование умений написания электронного письма на начальном этапе обучения иностранному языку. Согласно требованиям обновленных ФГОС, к концу обучения в начальной школе учащиеся должны овладеть структурой написания электронного письма объемом до 50 слов, писать электронное сообщение личного характера с  
опорой на образец, правильно оформлять конверт, сервисные поля в  
системе электронной почты (адрес, тема сообщения).

Комплекс упражнений по формированию умения написания электронного письма будет представлен нами как непрерывная цепочка последовательно выполняемых  
упражнений по принципу «от простого к сложному» и рассмотрен на примере одного электронного письма. В дальнейшем учителя могут использовать упражнения из данного комплекса при работе с любыми электронными письмами.

Образец электронного письма:

**To: Tom@mail.uk**

**From: Ivan@mail.ru**

**Subject: Summer holidays**

**Hi Tom,**

**Thanks for your email. I was glad to hear from you again.**

**In your message you asked me about my summer holidays. I travelled to Sochi with my family in July. We stayed at a cozy hotel. The weather was hot and sunny. We swam, tried local food and took photos. We had a great time. I enjoyed my summer holidays. I’d like to go to Sochi again.**

**Write back soon.**

**Yours,**

**Ivan**

Комплекс упражнений:

**Упражнение 1. Read the email. Write the parts of the email in the correct order.**

|  |
| --- |
| Hi Tom,  Subject: Summer holidays  Ivan  Write back soon.  In your message you asked me about my summer holidays. I travelled to Sochi with my family in July. We stayed at a cozy hotel. The weather was hot and sunny. We swam, tried local food and took photos. We had a great time. I enjoyed my summer holidays. I’d like to go to Sochi again.  Yours,  Thanks for your email. I was glad to hear from you again.  To: Tom@mail.uk  From: Ivan@mail.ru |

**Упражнение 2. Read the email. Write the address and the subject of the email.**

|  |
| --- |
| To:  From:  Subject: |

**Упражнение 3. Write the email and put the punctuation marks where necessary.**

|  |
| --- |
| To\_ Tom@mail\_uk  From\_ Ivan@mail\_ru  Subject\_ Summer holidays  Hi Tom\_  Thanks for your email. I was glad to hear from you again.  In your message you asked me about my summer holidays. I travelled to Sochi with my family in July. We stayed at a cozy hotel. The weather was hot and sunny. We swam, tried local food and took photos. We had a great time. I enjoyed my summer holidays. I’d like to go to Sochi again.  Write back soon\_  Yours\_  Ivan\_ |

**Упражнение 4. Write the email using the capital letters where necessary.**

|  |
| --- |
| to: tom@mail.uk  from: ivan@mail.ru  subject: summer holidays  hi tom,  thanks for your email. i was glad to hear from you again.  in your message you asked me about my summer holidays. i travelled to sochi with my family in july. we stayed at a cozy hotel. the weather was hot and sunny. we swam, tried local food and took photos. we had a great time. i enjoyed my summer holidays. i’d like to go to sochi again.  write back soon.  yours,  ivan |

**Упражнение 5. Correct the mistakes in the underlined words.**

|  |
| --- |
| To: Tom@mail.uk  From: Ivan@mail.ru  Subject: Sumer holidays  Hi Tom,  Thanks for your e-mail. I was glad to haer from you again.  In your mesage you asked me about my summer holidays. I traveled to Sochi with my famaly in july. We staied at a cosy hotel. The waether was hot and sunny. We swam, tryed local food and took photoes. We had a graet time. I enjoied my summer holidays. I’d like to go to Sochi again.  Write bakc soon.  Your,  Ivan |

**Упражнение 6. Write the email and complete with: *weather, local food, with my family, enjoyed, @mail.uk, Write back, time, Thanks for, message, again, @mail.ru, glad, cozy, my summer holidays.***

|  |
| --- |
| To: Tom\_\_\_\_\_\_\_\_  From: Ivan\_\_\_\_\_\_\_\_  Subject: Summer holidays  Hi Tom,  \_\_\_\_\_\_\_your email. I was \_\_\_\_\_\_to hear from you again.  In your \_\_\_\_\_\_you asked me about \_\_\_\_\_\_\_\_\_. I travelled to Sochi \_\_\_\_\_\_\_in July. We stayed at a \_\_\_\_\_\_ hotel. The \_\_\_\_\_\_\_ was hot and sunny. We swam, tried \_\_\_\_\_\_\_\_and took photos. We had a great \_\_\_\_\_\_. I \_\_\_\_\_\_ my summer holidays. I’d like to go to Sochi \_\_\_\_\_\_.  \_\_\_\_\_\_\_soon.  Yours,  Ivan |

**Упражнение 7. Write the email and complete with the missing sentences:**

**1. We stayed at a cozy hotel.**

**2. Write back soon.**

**3. We had a great time.**

**4. I was glad to hear from you again.**

**5. I’d like to go to Sochi again.**

|  |
| --- |
| To: Tom@mail.uk  From: Ivan@mail.ru  Subject: Summer holidays  Hi Tom,  Thanks for your email. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  In your message you asked me about my summer holidays. I travelled to Sochi with my family in July. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The weather was hot and sunny. We swam, tried local food and took photos. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I enjoyed my summer holidays. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Yours,  Ivan |

**Упражнение 8. Write the email and choose the correct word.**

|  |
| --- |
| To: Tom@mail.uk  From: Ivan@mail.ru  Subject: Summer holidays  Hi Tom,  Thanks for **your/yours** email. I **was/were** glad to hear from you again.  In your message you **ask/asked** me about my summer holidays. I travelled **to/in** Sochi with my family **at/in** July. We stayed **in/at** a cozy hotel. The weather **was/were** hot and sunny. We swam, tried local food and took **photo/photos**. We had **the/a** great time. I enjoyed my summer holidays. **I’d like/I’d liked** to go to Sochi again.  Write back soon.  Yours,  Ivan |

**Упражнение 9. Write the email and put the words in the brackets into the correct form.**

|  |
| --- |
| To: Tom@mail.uk  From: Ivan@mail.ru  Subject: Summer holidays  Hi Tom,  Thanks for **(you)** email. I **(be)** glad to hear from you again.  In your message you **(ask)** me about **(I)** summer holidays. I **(travel)** to Sochi with my family in July. We **(stay)** at a cozy hotel. The weather **(be)** hot and sunny. We **(swim)**, **(try)** local food and **(take) (photo).** We **(have)** a great time. I **(enjoy)** my summer holidays. I’d like to go to Sochi again.  Write back soon.  **(Your),**  Ivan |

**Упражнение 10. Write the email about your summer holidays (50 words).**

|  |
| --- |
| To: \_\_\_\_\_\_\_\_\_\_\_  From: \_\_\_\_\_\_\_\_\_\_\_\_  Subject: Summer holidays  Hi \_\_\_\_\_\_\_\_\_\_,  Thanks for your email. I was glad to hear from you again.  In your message you asked me about my summer holidays.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Write back soon.  Yours,  \_\_\_\_\_\_\_\_\_\_ |

Таким образом, данный комплекс упражнений способствует усвоению обучающимися структуры электронного письма, помогает овладеть навыками  
каллиграфии, графики, орфографии, пунктуации, а также прочному усвоению языкового материала,   позволяет   сохранить   языковые   и   фактические   знания, служит   надежным инструментом мышления, стимулирует говорение, аудирование и чтение на иностранном   языке. Успешное формирование умения написания электронного письма на начальном этапе способствует его развитию и совершенствованию на следующих ступенях обучения иностранному языку.