

WRITING LETTER

Các bạn sinh viên và học viên chuẩn bị thi lấy Chứng chỉ B1 quốc gia, hoặc Chứng nhận năng lực tiếng Anh B1 (theo khung tham chiếu Châu Âu – CEFR) tại MTU có thể tham khảo hướng dẫn viết một lá thư như sau:

1. Format của một lá thư nói chung gồm **5 phần chính**: [Greeting, Introductory, Body, Conclusion, Ending]

Writing topic:

Write a letter to your close friend to thank for the wonderful time you had with her/him and invite her/him to visit your hometown next summer vacation.

5 phần chính	Ví dụ minh họa
1) Appropriate greeting (lời chào)	Dear Hung,
2) Introductory paragraph (đoạn giới thiệu, thăm hỏi...)	How is everything going? Thank you very much for the warm welcome to my family during the days when we stayed at your home in Hanoi.
3) Main body (phần nội dung chính. Hai nội dung yêu cầu: viết thư cảm ơn và mời bạn đến chơi)	<p>We all really enjoyed our stay there. Visiting ancient pagodas and walking around beautiful lakes in cold weather have been an unforgettable memory in my vacation. I was also impressed by the wonderful beauty of Ngoc Ha Flower Village in spring. Besides, I especially love the dishes made by your wife. They are not only tasty but also very well-decorated with traditional ingredients.</p> <p>We would like to invite you, along with your family, to visit my hometown in the coming summer vacation. We all will be happy to welcome you and your family with an exciting plan.</p>
4) Conclusion (kết thư)	If you need any information, please don't hesitate to write to me. I am looking forward to hearing from you.
5) Appropriate ending (lời chúc, tạm biệt)	Best wishes.

2. Có thể thang điểm tính dựa vào các tiêu chí sau [để tham khảo]:

1) Format lá thư (đủ 5 phần): 1.0 điểm

- | | |
|------------------|----------|
| 2) Greeting: | 0,5 điểm |
| 3) Introduction: | 2.5 điểm |
| 4) Body: | 4.0 điểm |
| 5) Conclusion: | 1.5 điểm |
| 6) Ending: | 0.5 điểm |

3. Các câu/cụm từ thường xuất hiện trong thư:

1) **Greeting**

- Dear Madam/ Sir,
- Dear Hùng,
- Dear Mr. / Mrs. Lan,
- Hi Tom,
- ...

2) **Introduction**

- Thank you for your letter. I was pleased to hear that you are in good health.
- I was grateful to receive your letter yesterday.
- How is everything going?
- Thank you very much for your letter (that) I received yesterday.
- ...

3) **Body**

- Following according to the content of the requirements from the letter you receive; :
 - o Write exactly the “WHATs” you want to let/ inform the receiver know or need.
 - o Write exactly the what THE RECEIVER wants to know or need ...

4) **Conclusion**

- I hope you will reply soon.
- I am looking forward to hearing from you.
- Give my best wishes to your parents.
- ...

5) **Ending**

- Yours sincerely.
- Sincerely yours.
- Best wishes.
- Yours.
- Sincerely.
- Your best friend.
- ...

Tham khảo thêm tại đây:

https://gonhub.com/mau-cau-tieng-anh-thuong-dung-khi-viet-email.html#Starting_Mo_dau

Phạm Anh Tuấn,
Tổng hợp và biên soạn