Lesson 7 — Writing: An Informal Letter

Name: _____ Class: 10 ____ Date: _____

31 useful words and phrases. Read each item, study the Uzbek meaning and the example sentence, then do the exercises.

A. Letters and emails

#	English	Uzbek	Example sentence
1	**an informal letter**	norasmiy xat	My cousin wrote me a long **informal letter** full of family news.
2	**a formal letter**	rasmiy xat	You send **a formal letter** to a company or a school director.
3	**a pen-friend**	yozishma do‘sti	My **pen-friend** in Canada writes to me every month.
4	**live abroad**	chet elda yashamoq	My aunt has **lived abroad** for ten years, in Germany.
5	**the family news**	oilaviy yangiliklar	Grandma always wants to hear **the family news** when she phones.
6	**reply to a letter**	xatga javob yozmoq	I’m sorry I didn’t **reply to your letter** earlier — I was ill.
7	**write back**	javob yozmoq	Please **write back** soon and tell me about your new school.
8	**a paragraph**	xatboshi	Each **paragraph** of your letter should have one main piece of news.
9	**an address**	manzil	Don’t put your **address** at the top of an email.
10	**sign a letter**	xatga imzo qo‘ymoq	Martina **signed her letter** with just her first name.

B. Starting and ending a letter

#	English	Uzbek	Example sentence
11	**Dear Sir or Madam**	Hurmatli janob yoki xonim (ismini bilmaganda)	The letter to the hotel began with **Dear Sir or Madam**.
12	**Yours faithfully**	Hurmat bilan (rasmiy; ismini bilmaganda)	He finished his letter to the bank with **Yours faithfully**.
13	**Yours sincerely**	Hurmat bilan (rasmiy; ismini bilganda)	I wrote ’Dear Mrs Karimova’ at the top and ’**Yours sincerely**’ at the end.
14	**All my love**	Butun mehrim bilan (yaqinlarga xat oxirida)	Martina ended her letter to her cousin with ’**All my love**’.
15	**Lots of love**	Ko‘p-ko‘p mehr bilan (yaqinlarga)	Mum’s messages always finish with ’**Lots of love**’ and a heart.
16	**Best wishes**	Eng yaxshi tilaklar bilan	To my old teacher I wrote ’**Best wishes**, Aziz’.
17	**Bye for now**	Hozircha xayr	That’s all my news. **Bye for now**!

C. Informal style

#	English	Uzbek	Example sentence
18	**formal language**	rasmiy til	**Formal language** sounds strange in a letter to your brother.
19	**informal language**	norasmiy til, so‘zlashuv tili	Use **informal language** when you write to friends and family.
20	**a conversational tone**	so‘zlashuv ohangi (gaplashayotgandek)	Her email has **a conversational tone**, as if she is sitting next to me.
21	**a contraction**	qisqartirilgan shakl (it’s, we’re)	"Can’t" is **a contraction** of "cannot".
22	**an exclamation mark**	undov belgisi (!)	Don’t put **an exclamation mark** after every sentence!
23	**an incomplete sentence**	to‘liqsiz gap	"Good luck!" is **an incomplete sentence**, but it’s fine in a letter to a friend.
24	**everyday vocabulary**	kundalik so‘zlar	Choose **everyday vocabulary**: "get" sounds friendlier than "receive".

D. Linking words and family news

#	English	Uzbek	Example sentence
25	**anyway**	xullas, nima bo‘lsa ham (mavzuga o‘tish)	**Anyway**, that’s enough about my exams — how’s your new flat?
26	**one last thing**	oxirgi bir gap	**One last thing** — do you still have my blue scarf?
27	**actually**	aslida	I thought the party was on Friday, but **actually** it’s on Saturday.
28	**the big news**	eng katta yangilik	**The big news** is that we’re moving to Samarkand!
29	**hear from someone**	kimdandir xabar olmoq	I haven’t **heard from** my pen-friend in Canada for two months.
30	**a wedding**	to‘y	The whole family came to my sister’s **wedding** in Namangan.
31	**have a wonderful time**	ajoyib vaqt o‘tkazmoq	We **had a wonderful time** at my cousin’s wedding.

Reading — today's words in context

Read the text. The words in **bold** are from today's list — cover the table above and try to understand them from the sentence.

A model answer — Dear Dean, (Laser B1+ p. 13, ex. 6)

Dear Dean,

How are you? Sorry I didn't **reply to your letter** sooner — life here is so busy! **Anyway**, you asked me about the family I'm staying with, so here's all the news.

I'm staying with the Carters in York, and I love it! It's a beautiful old town with a river. Mr Carter is a doctor and he's really funny — he tells jokes at every meal. Mrs Carter teaches music, so there's always somebody playing the piano.

Oh, and another thing! Their son Tom is my age. He's crazy about football, and last Saturday we went to a real match. We lost, but we **had a wonderful time**. Their daughter Amy is only six, but she's teaching me English songs. Can you believe it?

One last thing. How's Mum's new job? **Actually**, I haven't **heard from** her for two weeks. And did you pass your driving test? Please **write back** soon — tell me all your news!

That's all for now. Everybody sends their love.

Love,

Aziz

Answer the questions in one sentence.

1. Who is Aziz writing to, and why is the letter informal?
2. Which phrase does Aziz use to go back to the main topic?
3. What do Mr and Mrs Carter do?
4. Find three contractions in the letter.
5. How many paragraphs are there between 'Dear Dean' and 'Love'?

Exercise 1 — Gap fill

Complete the sentences with one word or phrase from the list.

1. A letter to a company starts with 'Dear _____ or _____'.
2. I _____ _____ _____ hearing from you. (formal)
3. It was _____ to _____ from you! (g… · h…)
4. Hope _____ _____. (informal: hammasi joyida)
5. The _____ _____ is that my sister got engaged! (b… n…)
6. My cousin got married last week — the _____ was in Bukhara and 300 guests came. (w…)
7. Grandma and Grandpa say hello. Everybody _____ _____ _____.
8. In informal letters we use _____: it's, we're, can't.
9. Sorry I didn't _____ _____ — I had exams. (r… sooner)
10. My uncle works in Korea now — he _____ _____ with his whole family. (l… a…)
11. Write to a friend in a _____ _____, as if you are chatting face to face. (c… t…)
12. You don't know the name, so you end the letter with 'Yours _____'. (f…)

Exercise 2 — Match the word with its Uzbek meaning

#	English		Uzbek
1	Yours sincerely	a)	kimdandir xabar olmoq
2	an exclamation mark	b)	Hurmat bilan (rasmiy; ismini bilganda)
3	hear from someone	c)	xatga javob yozmoq
4	everyday vocabulary	d)	undov belgisi (!)
5	sign a letter	e)	Hozircha xayr
6	Yours faithfully	f)	xullas, nima bo‘lsa ham (mavzuga o‘tish)
7	Bye for now	g)	Hurmat bilan (rasmiy; ismini bilmaganda)
8	live abroad	h)	kundalik so‘zlar
9	reply to a letter	i)	chet elda yashamoq
10	anyway	j)	xatga imzo qo‘ymoq

Exercise 3 — Your own sentences

Write 4 true sentences about yourself, your family or your school — one word from each section (A-D). Underline the word you use.

1. _____
2. _____

3. _____

4. _____

Homework

1. Finish the letter to Dean (120–180 words) and tick the Check it out! list on p. 13.
2. Learn the 31 items with the flashcards: sozlar.com/vocab/cards/?set=grade10-lesson7
3. Plan homework: write the informal letter (Laser B1+ p. 13, ex. 8).

Memory tasks (optional — choose one)

Students need to meet a word 5–7 times before they really know it.

1. **Sentences (tonight).** Write 8 true sentences using words from the list — at least one from every section.
2. **Flashcards.** sozlar.com/vocab/cards/?set=grade10-lesson7 — listen to each word, then test yourself English → Uzbek and back.
3. **Short text (100–120 words).** Use at least six words from the list.
4. **Speaking.** Tell a partner about the topic for one minute without stopping, using ten words from the list.

Answer key (teacher's copy)

Do not hand this page to the students.

Reading questions: 1. To his brother Dean — family, so informal style.; 2. 'Anyway, …'; 3. Mr Carter is a doctor; Mrs Carter teaches music.; 4. didn't, I'm, here's, it's, he's, there's, she's, How's, That's (any three).; 5. Five (intro, the family, another thing, questions, ending).

Exercise 1: 1. Sir · Madam; 2. look forward to; 3. great · hear; 4. everything's okay; 5. big news; 6. wedding; 7. sends their love; 8. contractions; 9. reply sooner; 10. lives abroad; 11. conversational tone; 12. faithfully

Exercise 2: 1-b 2-d 3-a 4-h 5-j 6-g 7-e 8-i 9-c 10-f