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نام درس: مکاتبات نام و نام خانوادگی مدرس: فرهاد تابنده
آدرس email مدرس: farhad021.t@gmail.com تلفن همراه مدرس: ۰۹۳۵۷۷۶۴۴۶۳

جزوه درس: مکاتبات (سهشنبه ساعت ۱۴-۱۶؛ ۶ اسفند) مربوط به هفته : اول □ دوم ■ سوم □
text: دارد ■ ندارد □ voice: دارد □ ندارد ■ power point: دارد □ ندارد ■
تلفن همراه مدیر گروه :

The book “A Course in Letter Writing for Iranian Students” have divided letter/emails into THREE types: 1. Personal, 2. Formal and 3. Business/Professional.

PERSONAL LETTERS/EMAILS

- We write personal letters/emails to our relatives and friends regarding some personal matters or social issues.
- Personal letters/emails are usually very friendly in diction and tone. It means that we use friendly language to address our friends or relatives in personal letters/emails.
- The LAYOUT (format) of personal letters/emails:
 - 1. HEADING (only for letters not emails!): The heading gives the address of the writer (sender) of the letter (usually on the top right of the paper: see Figure 1). The address is as follows: number in the street, name of street, city, state and country (if you are sending it to another country) and the date. **Remember that Emails do not need a heading address!**

For example:

261 Azadi Street

Tehran, Iran

September 21, 2016

77 Mehrabi Street, Golzar Avenue

Esmaili Blvd., Qods Town

Tehran

July 16, 2015



- 2. SALUTATION: This is the greeting of your letter/email. You should use a comma after salutation in a personal letter. The word “Dear” is one of the best types of salutations to start your email or letter with! (see Figure 1)

Dear + First Name	Dear Reza,
Dear + Relative Title	Dear cousin,
Dear + Gender Titles + Last Name	Dear Mr. Rezai, Dear Mrs. Ahmadian, Dear Ms. Ja’fari,
Dear + Professional Titles + Last Name	Dear Professor Karimi,

In some very informal letters/emails you can use “hello (+ first name)” as the salutation! For example, (((Hello Reza,)))

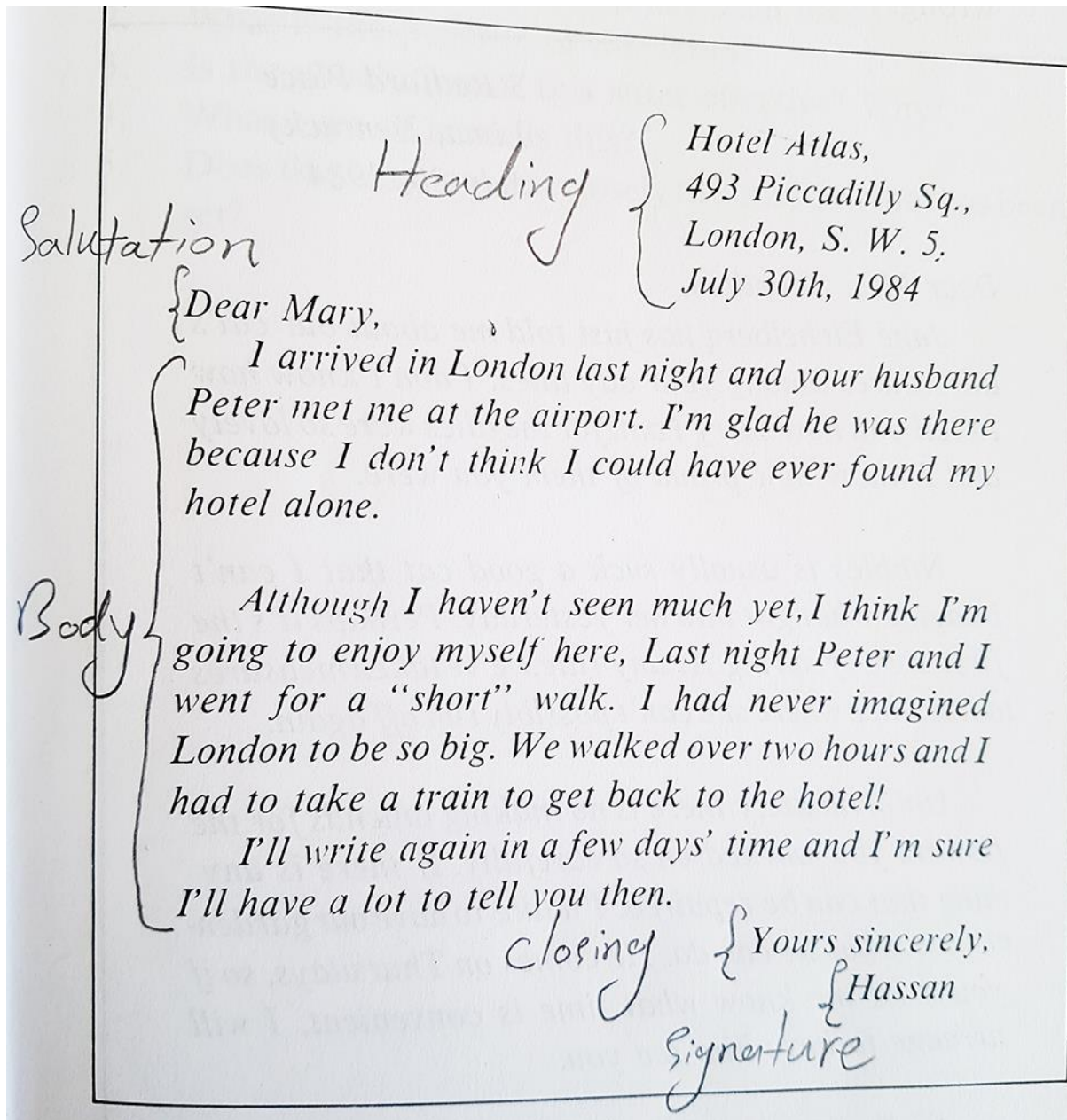
- BODY: The body is what you are writing for the person who receives your letter/email. For example, if you are writing to congratulate your cousin on his new progress in his job, the body of your letter/email is actually congratulating your cousin! (see Figure 1).
- CLOSING: Closing is the phrase you use at the end of your letter/email to show respect and finish your letter/email respectfully. You should always use a comma after your closing (see Figure 1).

Sincerely yours,	Yours sincerely,
Yours truly,	Affectionately,
Love,	Best,
Best regards,	Yours,

- SIGNATURE: Signatures are used in letters (not emails generally)! You should sign (usually write your name with your own handwriting) your letter at the end of it. In emails or informal letters, you can simply type or write your name as your signature (see Figure 1).



Figure 1. A sample of a Personal Letter written to a friend!





Task: Answer the following questions regarding the sample letter!

1. Is this letter sent to another country or inside a country?
2. What is the purpose of writing this letter? Why is it written?
3. Do you think there is a conclusion paragraph in the BODY? If there is, what sentence is it?
4. If you could change the salutation and closing of the letter, what phrases you would you select?

Send your answers to my email or via social networks. 1 SCORE