



مقطع تحصیلی: کاردانی □ کارشناسی ■ رشته: مترجمی همزمان ترم: ۲ سال تحصیلی: ۱۳۹۸-۱۳۹۹
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؛ ۱۳ اسفند) مربوط به هفته : اول □ دوم □ سوم ■
text: دارد ■ ندارد □ voice: دارد □ ندارد ■ power point: دارد □ ندارد ■
تلفن همراه مدیر گروه :

PERSONAL LETTERS/EMAILS

- As stated before, we write personal letters/emails to our relatives and friends regarding some personal matters or social issues.
 - If you remember, we said that 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.
 - Look at Figure 1. This is a sample letter of apology in which the writer is saying how sorry she is because her cat has destroyed her neighbor's flower garden.
- ?
- Please answer the following questions based on this letter!

1. Does the first paragraph of the body refer back to a previous letter or talk about a recent event?

2. What is the purpose of the letter?

3. Look at the last paragraph of the body. What does the writer say to compensate for the damage? Do you think it is an effective way to show how sorry you are?

4. In general, do you think this is a good letter? If yes, why! If no, why?!



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



