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د تابنده ۴۶۴۶۷۷۵۳۴۰	□کارشناسی از رشته: مترجمی همزمان ترم: ۲ نام و نام خانوادگی مدرس: فرهاه farhad021.t@gmail.com تلفن همراه مدرس:۳:	نام درس: مکاتبات آدرس emailمدرس:
ه : اول□ دوم□ سوم pow :دارد□ ندارد ⊡	ه شنبه ساعت ۱۴-۱۶؛ ۱۳ اسفند) مربوط به هفت voice: دارد□ ندارد 	جزوه درس: مكاتبات (سـ text: دارد الله ندارد الله نخارد الله تلفن همراه مدير گروه : .
PERSONAL LETTERS/EM	<u>AILS</u>	
	, we write personal letters/emails to some personal matters or social issues	
friendly in diction	r, we said that personal letters/email n and tone. It means that we use fri ds or relatives in personal letters/email	iendly language to
•	This is a sample letter of apology in variations of she is because her cat has destroy	
 Please answer the 	e following questions based on this lett	er!
1 Does the first paragra	inh of the hody refer back to a previous	s 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!

Heading { 3 Redford Place Lima, Kentucky July 30, 1984

 $\int Dear Mrs. Saunders,$

Jane Eichelberg has just told me about our cat's adventures among your day lilies. I don't know how to tell you how sorry I am, for the lilies were so lovely and I know how proud of them you were.

Nibbles is usually such a good cat that I can't imagine what got into her yesterday. Perhaps it's the first sign of spring. At any rate, we've taken measures to keep her where she can't possibly run off again.

Unfortunately, there is no making amends for the flowers you worked on so carefully. If there is any thing that can be repaired, I'd like to have our gardener see what he can do. He comes on Thursdays, so if vou'll let me know what time is convenient, I will arrange to have him see you.

In the meantime, please accept a few of my begonias as a compensation. They are potted and just ready for transplanting. Richard, who is bringing them over, will be happy to plant them wherever you wish.

Closing { Sincerely yours, Signature { Linda Smith





