





مقطع تحصیلی :کاردانی⊡کارشـناسـی <mark>س</mark> رشـته: مترجمی همزمان ترم: ۲ سـال تحصیلی: ۱۳۹۸- ۱۳۹۹ نام درس: مکاتبات نام و نام خانوادگی مدرس: فرهاد تابنده آدرس mailمدرس: farhad021.t@gmail.com تلفن همراه مدرس:۹۳۵۷۷۶۴۴۶۳
جزوه درس: مکاتبات (سـه شـنبه سـاعت ۱۴-۱۶؛ ۲۰ اسـفند) مربوط به هفته : چـهارم ◙ text: دارد◘ ندارد◘ ندارد□ voice: دارد⊡ ندارد◘ tower point :دارد⊡ ندارد تلفن همراه مدیر گروه :
PERSONAL LETTERS/EMAILS: THE BODY of a Letter/Email
• If you remember (I hope you do \odot), we write personal letters/emails to
our relatives and friends regarding some personal matters or social issues.
As said before, each letter/email has FIVE main sections?
1- Heading (address of sender/writer of the letter)
2- Salutation (Dear Dr. Hanks)
3- Body (the main text of the letter/email saying what you wanna say!)
4- Closing (Respectfully yours)
5- Signature (you type down your name)
This session we focus on the BODY (chapter 2, page 14-19 of your book)
The body of a letter/email usually has THREE sections: Introduction,
Purpose and Conclusion.







1. Introduction: It is the first paragraph of your letter/email (maybe 1 sentence or 2-3 sentences. It is not long!). Here, you can refer back to previous letters (one that sb sent you) or an event that just happened! For example, if you want to ask your friend if you are invited to her wedding, you can write your first/introduction paragraph of your letter/email like this (remember that greetings are also included in introductions) (See Figure 1):

Dear Marjan

Hope you are doing well. I have heard that his coming summer you are going to

have your wedding!

NOTE: You can remove introduction, especially if you are in a hurry or you are very friendly with the receiver of the letter/email.

2. Purpose: This is the most important part of the body which shows why you have written the letter/email! You can never delete/remove this section. For example, you have written an email to invite your friend to a party.

NOTE: The purpose section is not optional and you can't remove it!

I am going to throw a party for may brother this week. I will be more than happy to see you. I really miss you **(INVITATION).**







3. Conclusion: Here to wrap up your body and message, you use a polite wish or show your respect with one or two sentences (see Figure 1). NOTE: You can remove introduction, especially if you are in a hurry or you are very friendly with the receiver of the letter/email.

For example,

address is needed!

Give my kindest regards to your husband and dear children.

IN THIS FIGURE (1), YOU SEE THE MAIN SECTIONS OF A LETTER AND MAIN SECTIONS OF **THE BODY.**

Heading Hotel Atlas, 493 Piccadilly Sq., London, S. W. 5. July 30th, 1984 Salutation Dear Mary, I arrived in London last night and your husband Peter met me at the airport. I'm glad he was there Introduce because I don't think I could have ever found my hotel alone. Body Although I haven't seen much yet, I think I'm going to enjoy myself here, Last night Peter and I went for a "short" walk. I had never imagined London to be so big. We walked over two hours and I had to take a train to get back to the hotel! I'll write again in a few days' time and I'm sure? Conclusion I'll have a lot to tell you then. Closing EYours sincerely, EHassan Signerture TASK: Write a very simple letter/email and invite your friend to an event! No