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جزوه درس: مکاتبات (سهشنبه ساعت ۱۴-۱۶؛ ۲۰ اسفند) مربوط به هفته: چهارم ■
text: دارد ■ ندارد □ voice: دارد □ ندارد ■ power point: دارد □ ندارد ■
تلفن همراه مدیر گروه:

PERSONAL LETTERS/EMAILS: THE BODY of a Letter/Email

- If you remember (I hope you do 😊), 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 my brother this week. I will be more than happy to see you. I really miss you (INVITATION).



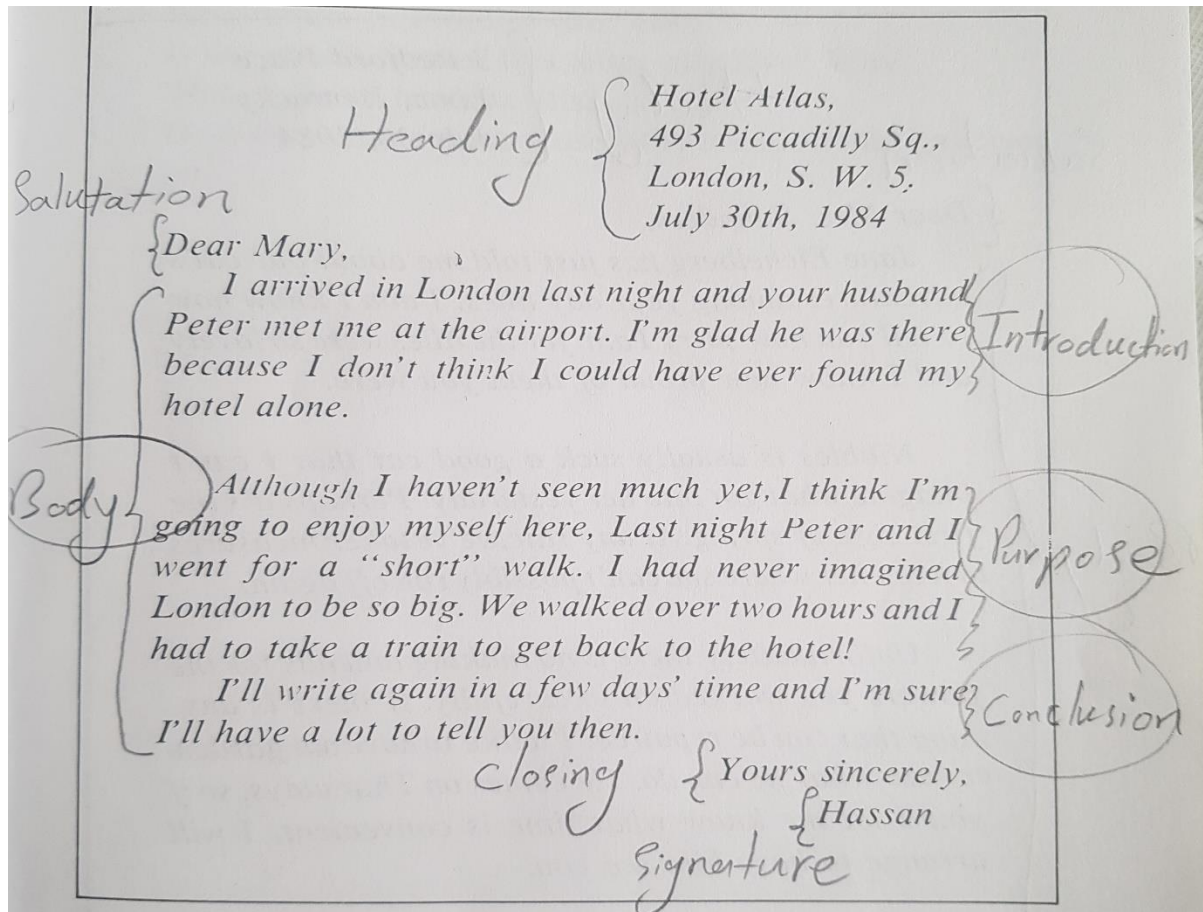
3. Conclusion: Here to wrap up your body and message, you use a polite wish or show your respect with one or two sentences (see Figure 1).

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,

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**.



TASK: Write a very simple letter/email and invite your friend to an event! No address is needed!