



مقطع تحصیلی: کاردانی □ کارشناسی ■ رشته: مترجمی همزمان ترم: ۲ سال تحصیلی: ۱۳۹۸-۱۳۹۹
نام درس: مکاتبات نام و نام خانوادگی مدرس: فرهاد تابنده
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جزوه درس: مکاتبات (سهشنبه ساعت ۱۴-۱۶؛ ۱۹ فروردین) مربوط به هفته: ششم ■
text: دارد ■ ندارد □ voice: دارد ■ ندارد □ power point: دارد □ ندارد ■
تلفن همراه مدیر گروه: (ویدیوی آموزشی-توضیحی توسط استاد دارد!)

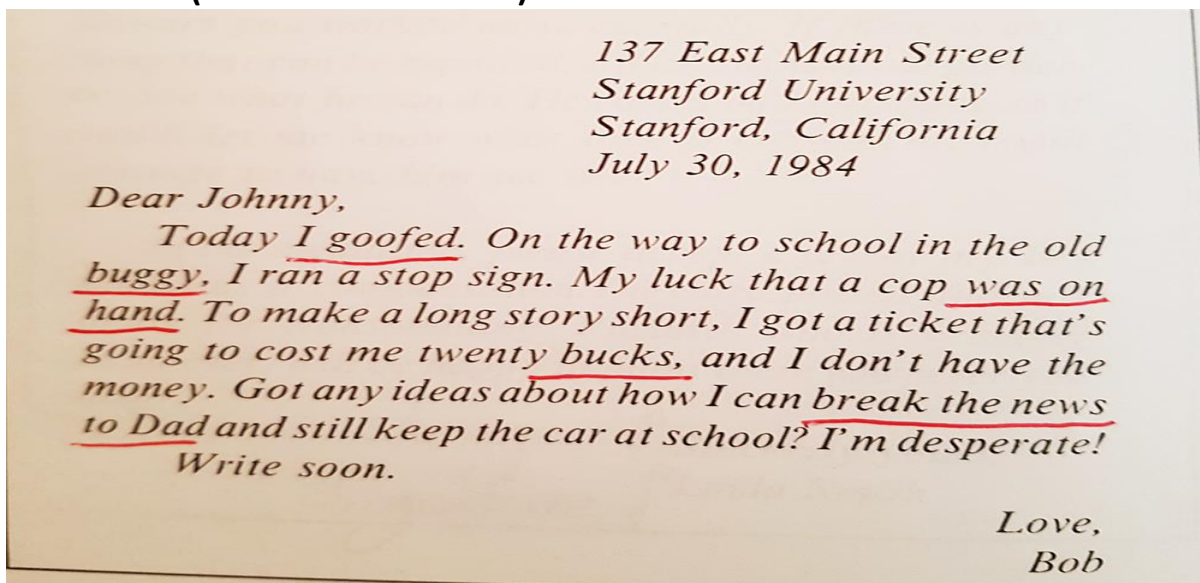
LETTERS/EMAILS (Chapter 3: pages 20-25):

Diction: Diction refers to the level of formality of a letter/email shown by the words and phrases used. For example, an email to a close friend is very informal so the diction (words and phrases) used can be very informal. However, a letter written to your manager is very formal and you should be careful of the words and phrases you use (you need to use formal language).

طرز بیان عبارت است و واژگان و عباراتی که برای رسیدن به هدف مشخص در ژانر نوشتاری استفاده می شوند. معمولاً اینکه چه واژه ها و عباراتی بر اساس میزان رسمی یا غیر رسمی بودن بافت زبانی و روابط میان نویسندگان و خواننده انتخاب می شوند، طرز بیان (diction) نامیده می شود.

Example: You see three letters talking about the same situation (car accident) with three different dictions (informal to a close friend, formal to father and very formal/technical to the dean of university).

A. Informal (letter to close friend):





B. Formal (letter to father)

137 East Main Street
Stanford University
Stanford, California
July 30, 1984

Dear Dad,

Driving to school this morning after studying late last night for my examination, I was careless.

I failed to come to a complete stop at the stop sign on Main Street and Grand Avenue. A policeman told me to pull over to the curb, and I did. He talked to me for quite a while, explaining how dangerous it is to ignore stop signs, and he gave me a traffic ticket for my oversight. He was very kind, but he spoke firmly about responsible driving. I am usually very careful, Dad, but I guess I was thinking about my schoolwork instead of giving my driving my undivided attention. I have really learned a lesson from this experience. It certainly won't happen again.

I will need \$20 to pay the fine, Dad. If you will send me a check, I will do some work at home during vacation in order to repay you. It was a lesson well worth \$20 for me to learn, and I'm thankful that it wasn't more serious.

Your son,
Bob



C. Very formal/technical (to the dean of university)

*137 East Main Street
Stanford University
Stanford, California
July 30, 1984*

*Dean Howard Alter
Room 341, Administration Building
Stanford University
Stanford, California*

Dear Dean Alter:

In compliance with Regulation TT421a of the Rules Governing Student Behavior, I submit the following report of my traffic infraction. On Monday, July 23, 1984, at 8:35 a.m., I left my residence hall at 137 East Main Street to drive to class on campus. At the intersection of Main Street and Grand Avenue, I failed to come to a complete stop at the stop sign. A traffic officer stopped me, reprimanded me, and issued me Citation TT 69124, which will require my presence in Traffic Court, and I promise to be more responsible as I continue to enjoy my driving privileges.

Respectfully,

Robert C. Smith
Robert C. Smith

cc: Traffic Officer



Task: Read the three letters and compare them in terms of level of formality (diction). Then, in the first letter (A), try to find the meanings of informal expressions and idioms used!

