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جزوه درس: مکاتبات (سه شنبه ساعت 14-16؛ 13 خرداد) مربوط به هفته : دهم ■
text: دارد ■ ندارد □ voice: دارد □ ندارد ■ power point: دارد □ ندارد ■
تلفن همراه مدیر گروه : ویدئو آموزشی-توضیحی ساخته شده توسط استاد دارد!

Chapter 6 (Pages 35-36)

Letters/Emails of Congratulations

In congratulation letters/emails we express our happiness and excitement over someone's success in achieving something or a special event or occasion happening to someone. Similar to other letters/emails, the purpose section is necessary and it must include the word 'congratulation' or 'happy' in it depending on the purpose. Introduction and Conclusion sections are optional as usual.

An informal (friendly) email to my close friend because he has been accepted in the university (we imagine he lives in Germany so I had to write an email!):

Dear Abbas,

Long time no see, man! How have you been?

I just heard that you got accepted in one the best universities in Germany for bachelor's degree. Wow! Congratulations man!

You really deserve it. Stay in touch.

Best,

Touraj



Here are some sentiments and expressions used as a sample to say 'congratulations'.

Congratulations!

Warmest congratulations!

My warmest congratulations!

Heartiest congratulations!

My heartiest congratulations!

Please accept my heartiest congratulations!

In addition, you may say,

I was very happy to learn from your letter which arrived this morning that you are now the father of a new baby boy. Congratulations!

So you got through with your examinations!

Congratulations!

Congratulations on receiving your Ph. D.!

How thrilled I was when I heard that you had been awarded your M.A.! Congratulations!

Congratulations on his forthcoming

In response, you can also write a letter/email thanking the person who congratulated you (Thank you letter/email)!

When you wish to answer a letter of congratulations, a pattern such as the ones that follow can be used, with the addition of some suitable remarks.

It was very kind of you to send me good wishes. I shall keep in touch with you, and promise to write a longer letter when I get settled in at college.



Task: Write a 'congratulation' email to whoever you like about whatever you like!

1. Thank you **for** the entertaining letter which arrived **on** Wednesday.
2. It was very kind **of** you **to** get me a microscope **for** my birthday.
3. The book **of** photographs arrived **in** breakfast time. It was **just** what I wanted.
4. Thank you **for** showing your interesting slides **of** your holiday **to** our society **in** the meeting last week.

