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جزوه درس: مکاتبات (سه شنبه ساعت ۱۴-۱۶؛ ۱۶ اردیبهشت) مربوط به هفته : نهم ■  
text: دارد ■ ندارد □ voice: دارد □ ندارد ■ power point: دارد □ ندارد ■  
تلفن همراه مدیر گروه : ..... ویدئو آموزشی-توضیحی ساخته شده توسط استاد دارد!

## Chapter 5 (Pages 32-34)

### Thank-You Letters/Emails

In Thank-You letters/emails we express our appreciation and thankfulness for something that somebody has done or for a letter/email we have received from that person. So, Thank-You letters/emails can be a reply to a letter/email or an appreciation sent to thank somebody because they have done something for us!

Look at his sample Thank-You email sent to a colleague at the university:

*Dear Mr. Rezai,*

*I hope you are doing great.*

*I am writing this email to thank you for sending me a copy of the new academic documents on such short notice. I really appreciate your concern.*

*Please let me know if I can be of any help to make it up for you.*

*Best regards,*

*Abbas Golpashaian*



For a letter we can say,  
Thank you for your interesting letter which arrived yesterday.

Another form is,

I was very happy to get your letter which I received today.

or,

I was very glad to receive your letter yesterday and learn that you have found a job.

For a gift, we can say,

Thank you so much for the book which came this morning.

or,

Your very generous gift arrived this morning.  
Thank you very much.

or,  
The camera is very beautiful.

A microscope was just what I wanted.

For a service, usually a *gerund* is used:

Thank you for giving me a ride to the airport last night.

Thank you for giving such an interesting talk to our Faculty last Monday.

Thank you for helping me to get my luggage to the station last week.

For a special service you may want to be more formal:

I should like to thank you most sincerely for looking after my mother when she was ill. It was really extremely thoughtful of you.



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

**Write a THANK-YOU EMAIL to whoever you like and thank them for whatever you like! 😊**