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نام درس: مکاتبات نام و نام خانوادگی مدرس: فرهاد تابنده  
آدرس email مدرس: farhad021.t@gmail.com تلفن همراه مدرس: ۰۹۳۵۷۷۶۴۴۶۳

جزوه درس: مکاتبات (سه شنبه ساعت ۱۴-۱۶؛ ۲۰ خرداد) مربوط به هفته: یازدهم ■  
text: دارد ■ ندارد □ voice: دارد □ ندارد ■ power point: دارد □ ندارد ■  
تلفن همراه مدیر گروه: .....  
کلاس به صورت حضوری نیز در دانشگاه برای تمرین و رفع اشکال در تاریخ و ساعت مربوطه طبق برنامه برگزار می شود

### Review! From session 2 to session 5.

2-3:

#### PERSONAL LETTERS/EMAILS

- We write personal letters/emails to our relatives and friends regarding some personal matters or social issues.
- Personal letters/emails are usually very friendly in diction and tone. It means that we use friendly language to address our friends or relatives in personal letters/emails.
- The LAYOUT (format) of personal letters/emails:
  - 1. HEADING (only for letters not emails!): The heading gives the address of the writer (sender) of the letter (usually on the top right of the paper: see Figure 1). The address is as follows: number in the street, name of street, city, state and country (if you are sending it to another country) and the date. **Remember that Emails do not need a heading address!**

For example:

261 Azadi Street

Tehran, Iran

September 21, 2016

- 2. SALUTATION: This is the greeting of your letter/email. You should use a comma after salutation in a personal letter. The word "Dear" is one of the best types of salutations to start your email or letter with! (see Figure 1)



Dear + First Name	Dear Reza,
Dear + Relative Title	Dear cousin,
Dear + Gender Titles + Last Name	Dear Mr. Rezai, Dear Mrs. Ahmadian, Dear Ms. Ja'fari,
Dear + Professional Titles + Last Name	Dear Professor Karimi,

In some very informal letters/emails you can use “hello (+ first name)” as the salutation! For example, (((Hello Reza,)))

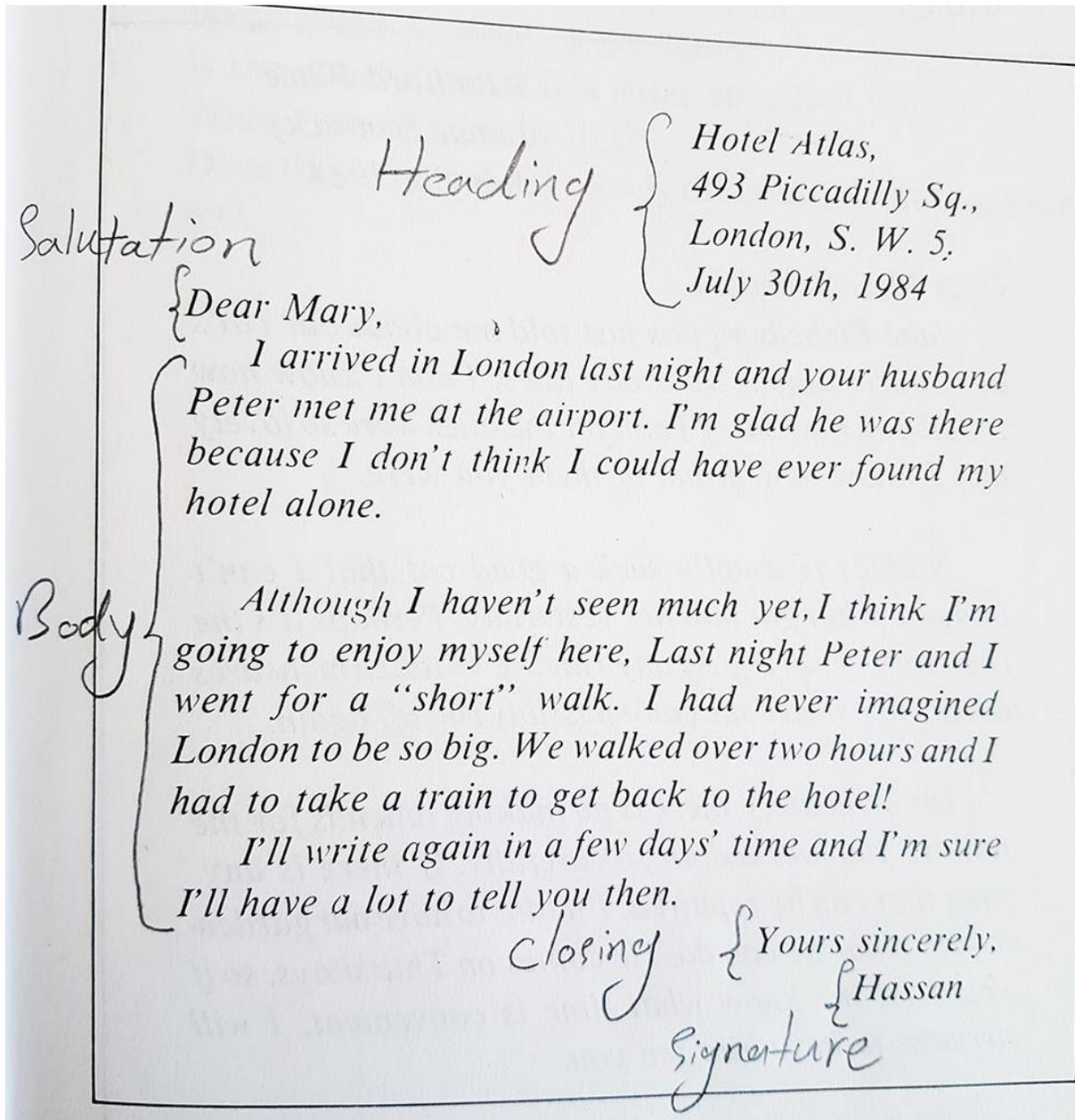
- **BODY:** The body is what you are writing for the person who receives your letter/email. For example, if you are writing to congratulate your cousin on his new progress in his job, the body of your letter/email is actually congratulating your cousin! (see Figure 1).
- **CLOSING:** Closing is the phrase you use at the end of your letter/email to show respect and finish your letter/email respectfully. You should always use a comma after your closing (see Figure 1).

Sincerely yours,	Yours sincerely,
Yours truly,	Affectionately,
Love,	Best,
Best regards,	Yours,

- **SIGNATURE:** Signatures are used in letters (not emails generally)! You should sign (usually write your name with your own handwriting) your letter at the end of it. In emails or informal letters, you can simply type or write your name as your signature (see Figure 1).



Figure 1. A sample of a Personal Letter written to a friend!





#### 4-5:

#### 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**.



Salutation { Dear Mary,

Heading { Hotel Atlas,  
493 Piccadilly Sq.,  
London, S. W. 5.  
July 30th, 1984

Introduction { I arrived in London last night and your husband Peter met me at the airport. I'm glad he was there 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!

Purpose { I'll write again in a few days' time and I'm sure I'll have a lot to tell you then.

Conclusion {

closing { Yours sincerely,  
Signature { Hassan