



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 (سه شنبه ساعت ۱۴-۱۶؛ ۲۷ خرداد) مربوط به هفته : دوازدهم ■
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 6 to session 10.

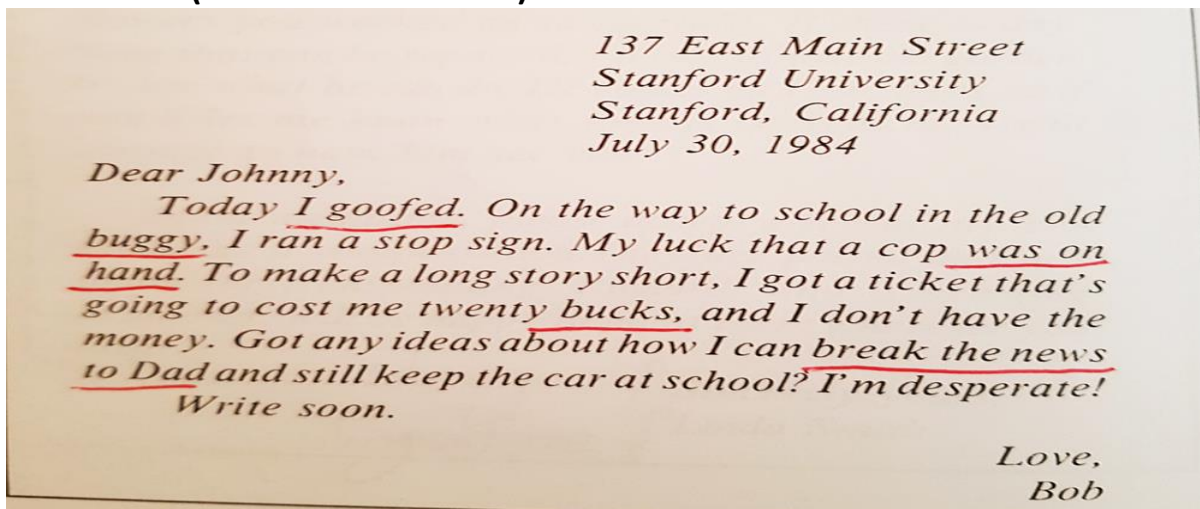
6:

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 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 نویسنده 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



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INVITATIONS (pages 28-31)!

From now on we work on different types of letters/emails and practice writing them based on the format we have learned:

1. Salutation
2. Body
3. Closing
4. Signature

Invitation letters/emails: We write invitations to invite people we know to an event which could be a wedding party, birthday party, graduation ceremony, show or exhibition opening, etc... So, an invitation letter/email could be very formal, formal or informal (diction) depending who we are inviting!!!

Formal and informal invitations: We write such letters/emails ourselves and invite people to an event. Of course, if we invite the manager of our company to a exhibition, this letter/email is more formal than when we invite our friend to our birthday party! Thus, be careful of the diction of your letters/emails!

Here you see a sample for an informal email of invitation:

Dear Reza,

I hope you are doing fine and everything is ok with you and your family.

We are going to have a big birthday party for our son and would love to have you with us. The birthday party is this weekend, Friday at 8:00 pm.

We will be more than happy to see you. So, please don't say "NO".

Best,

Mohamad



8-9:

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.



10:

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.