



مقطع تحصیلی: کاردانی ■ کارشناسی □ رشته: مترجمی آثار مکتوب و متون رسمی ترم: دوم سال تحصیلی: ۱۳۹۸-۱۳۹۹
نام درس: ترجمه رسمی امور اداری و بازرگانی نام و نام خانوادگی مدرس: عارفه امینی فسخودی
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جزوه درس: ترجمه رسمی امور اداری و بازرگانی - کوئیز - دوره . مربوط به هفته : سیزدهم ■
text: دارد ■ ندارد □ voice: دارد □ ندارد ■ power point: دارد □ ندارد ■
تلفن همراه مدیر گروه :

➤ Translate the following text and upload your answers on the website.

DELAYED PAYMENT

Asking for more time to pay

This is an area of correspondence where you must use your own judgement about how confidential the information is. Would an open system like email or fax be satisfactory, or should you send a letter? These situations can be sensitive.

If you are writing to a supplier to explain why you have not cleared an account, remember that they are mainly interested in when the account will be paid. So, while you must state why you have not paid, you must also explain when and how you intend to pay.

Begin the letter with your creditor's name (this should always be done once correspondence has been established, but it is essential in this case: if you owe someone money, you should know and use their name). Refer to the account and apologize in clear, objective language (i.e. do not use over-elaborate language like *Please forgive me for not settling my indebtedness to you*). Notice the verbs *clear* and *settle* (an account) are used rather than *pay*.