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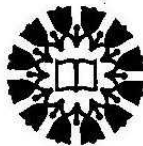
Writing Social and Business Letters

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Foreword

Writing is a process in which the two elements of form and concept are equally important. It is widely believed that writing plays a remarkable role in every person's daily life and deserves to be instructed through a large number of books. This book came into existence to serve those learners who have basic knowledge in writing skills and need to gain improvements in the conceptual and strategic aspects of writing letters. These strategies are used for writing to inform.

Correspondence in English: Writing Social and Business Letters is an integrated guide for university students of English who want to take the necessary steps for the development of their letter writing skills. The present book can be of great use to the university students of English translation, English literature, and English language teaching.

The book consists of 16 units, each focusing on a different concept which serves to achieve a different purpose. Much effort has been made to carefully select both types of social and business letters which can potentially be of maximum use to the users. Each unit is divided into three main sections. It opens with Lead-in Section, which involves students' recognition ability. To give more awareness to the students, a part called Salient Tips follows the Lead-in tasks, which offers the main guidelines for developing the type of letter in question. The second section, Real-Life, introduces a large number of structures and sentences which are frequently used. They are then followed by sample letters in which the structures are selected, so as to help students make progress in writing letters. Writing Tasks comes at the end of each unit. What follows afterwards in this section are several tasks which are aimed at giving students a chance to put into practice what they have been exposed to. Salient to this book in letter writing is the number of step-by-step tasks from noticing and recognition to guided and free production, which helps students meet their real-life needs to write letters in educational and outside-the-classroom situations.