

Letter Writing

A Guide To Correspondence

In English

Edited by

AKBAR Mirhassani (Ph.D) (T.M.U)

R. Darai (M.A) (I.A.U)

لتر رایتینگ: اگاید تو...).

Letter Writing: a guid to Correspondence in English Iedited by Akbar Mirhassani, R.

۱۹۱ ص.

انگلیسی

ISBN 964-95419-2-6

فهرست نویسی بر اساس اطلاعات فیما.

کتابنامه: ص. [۱۹۱]

۱. نامه نگاری انگلیسی. ۲. زبان انگلیسی -- معانی و بیان. الف. میرحسینی، اکبر Akbar
Mirhassani, ویراستار. ب. دارایی، روشنگ Darai Roshanak, ویراستار. ج. عنوان:

Letter Writing: a guid to Correspondence in English

۸۰۸ / ۶

PE ۱۴۸۳ / ل ۲

م ۸۳ - ۱۱۸۴۸

کتابخانه ملی ایران



نشریات

Letter Writing نامه نگاری انگلیسی

نویسنده: سید اکبر حسینی، روشنگ دارایی

شماره نشر: هیچده

نوبت چاپ: اول (ناشر) ۱۳۸۴

شمارگان: ۱۱۰۰ نسخه

چاپ: فرشیوه

ISBN : 964-95419-2-6

شابک: ۹۶۴-۹۵۴۱۹-۲-۶

تلفاکس: ۶۴۱۰۳۲۵

<http://www.dotbook.net>

Email: info@dotbook.net

Contents

Part One

Introduction to letter writing

1- Why letters?	7
2- To type or not to type?	7
3- Handwritten versus typed letters	8
4- Formats for letters	9
5- Stationery	14
6- Inside Address and Salutation	15
7- Complimentary Close	19
8- Signature Block	20
9- Reference Lines	23
10- Addressing the Envelope	24

Part Two

Types of letters

1- Business letters	28
a- Sales letters	30
b- Follow-up letters	34
c- Making an Enquiry	38
d- Good-will letters	42
e- Credit letters	66
f- Collection letters	47
g- Applying for a job	60
2- Social letters	60
a- Announcement	66

b- Apologies	67
c- Congradulations	71
d- Family	73
e- Friends	77
f- Holidays	79
g- Invitations.....	85
h- Sympathy /Condolences	85
i- Thank You's	91
j- Weddings	95
3- Consumer Action Letters	101
a- General Product and Service Letters	103
b- Financial Service - Bank and Credit Cards	109
c- Home/Apartment, Condominium, House	113
d- Insurance	126
e- Medical Services	133
f- Vacations	137
4- Civic Concern	142
a- Place of Worship	142
b- Government Officials	147
c- Media Messages	154
d- Neighbuors	161
e- Police and Fire Department	164
f- Schools.....	168
g- Sports / Youth Club.....	176
Children Letters.....	176
a- Letter-writing Tips for Children	179
b- Thank You Notes	181
c- Invitations	183
d- Personal Correspondence	184
e- Other Letters	188

Part One

Introduction to Letter Writing

www.ketab.ir

Introduction

In our modern world, letters of different types and formats provide a useful means to have relation with others and successful correspondence will definitely lead to favorable results. Yet skill in letter-writing tends to have more to do with the environment in which we move than with anything else. We may catch it easily and be free of all its worries or have problems all through our life.

Most of us experience gaps between what we think, what we can speak about and what we are able to write. Being able to write good letters demands more than words, phrases, sentences and paragraphs, it needs knowing how to communicate clearly on paper and being able of self-questioning, or beginning to question our thinking habits. On the whole, letter - writing may seem a difficult task, but it can be overcome. It can also be helped, to some extent, by a useful and appropriate guide or source book on this subject.

In almost everyone's life, a period comes that it is vital to be able to exchange ideas in writing - to give or to seek information, to promote relationship, or extend one. If we avoid letter - writing because of its difficulty, we may never be able to meet the needs of our situation and lose important opportunities.

We live in a world that needs and seeks to solve problems and correspondence is one of the ways which involves the writer, the subject, and the receiver. There are certain broad frameworks which are helpful and appropriate and within each one there are numerous possible combinations which a letter - writer may use.

This book is an attempt to provide some reliable references of letter-writing for the university students, business men and those who are interested in this task.

Editors