



نامه‌نگاری به زبان انگلیسی برای
دانشجویان ایرانی

سارا جین راتلج مریدی

TABLE OF CONTENTS

Forward	5
PART ONE ---- PERSONAL LETTERS	7
Chapter 1. LAYOUT OF PERSONAL LETTERS	8
Chapter 2. THE BODY OF A PERSONAL LETTERS	14
Chapter 3. DICTION	20
PART TWO ---- FORMAL LETTERS	27
Chapter 4. INVITATIONS	28
Chapter 5. THANK - YOU	32
Chapter 6. CONGRATULATIONS	35
Chapter 7. CONDOLENCES	37
Chapter 8. FIRST LETTER TO A PEN-FRIEND	39
PART THREE ---- BUSINESS LETTERS	43
Chapter 9. LAYOUT OF BUSINESS LETTERS	45
Letterheads	
Chapter 10. THE BODY OF A BUSINESS LETTER	52
Order Letters	
Pro Forma Invoices	
Letters of Request	
Letters of Enquiry	
Hotel reservations abroad	
Letters of Complaint	

PART FOUR ---- GETTING YOUR JOB

Chapter 11.	LETTERS OF APPLICATION	7
Chapter 12.	RESUMES (CURRICULUM VITAE)	7
Chapter 13.	LETTERS OF RECOMMENDATION	

PART FIVE ----- APPLYING TO A UNIVERSITY ABROAD FOR FURTHER STUDIES

Chapter 14.	INITIAL LETTER OF ENQUIRY	
Chapter 15.	UNIVERSITY APPLICATION FORMS	
Chapter 16.	LETTERS OF RECOMMENDATION	

IN THE NAME OF ALLAH
THE COMPASSIONATE, THE MERCIFUL

FOREWORD

Having taught letter writing and business English to non-English speakers in professional schools in the U.S.A.; and having taught over ten years at universities in Iran, including Meshad University and Razi University; with God's help I have undertaken to produce a suitable textbook to be used by Iranian students who are studying for their B.A. in English.

Many of the letter writing textbooks now available are either outdated or too complicated to meet the needs of Iranian students. An Iranian student needs to learn letter writing if only to be able to correspond with an overseas university in order to pursue further studies abroad, or to order books from abroad for the course they are studying at the university, or to thank a distinguished foreign speaker who has given a lecture at the university, and so on. There are many techniques he must learn in order to write a letter, as regards both the layout of the letter and the composition of the letter. Both of these aspects have been dealt with extensively here.

I have divided letters into three types: personal letters, formal letters, and business or professional letters.

Personal letters are written to a relative or a friend concerning some personal or social matter.

Formal letters are usually written to a person one does not know very well. They include thank - you letters, letters of invitation, letters of condolence, and letters of congratulations.

Business or professional letters can be divided into two types: those of a more personal nature which you or I may be called upon to write, and those letters which one business firm writes to another business firm. In this book we will be concerned with the first type only for three reasons. Firstly students for this course in letter writing meet only two hours a week, and this is not sufficient time to cover this extensive field thoroughly. Secondly, most students studying this course will not enter business; those who do will be able to compose business letters from the ones they have learned here. Besides, each business firm has its own form and style of business letters, which are learned after a person has entered that firm.

I should like to invite comments and criticisms on this work from my colleagues from all parts of the country, to be incorporated, God willing, into any future edition of this textbook.

Finally, I should like to thank my husband, Mr. Hossein Moridi, for his untiring patience and assistance during the preparation of this textbook.

Sarah J. Rutledge (Moridi)

Meshad

August 1, 1986