



كلية : كلية الآداب

القسم او الفرع : قسم اللغة الانجليزية

المرحلة: الثالثة

أستاذ المادة : م.م نبراس خليل ابراهيم

اسم المادة باللغة العربية : كتابة مقالة

اسم المادة باللغة الإنكليزية : Essay and letter Writing

اسم المحاضرة الأولى باللغة العربية: رسالة الاعمال / الرسالة الرسمية (1)

اسم المحاضرة الأولى باللغة الإنكليزية : Business letter

محتوى المحاضرة الاولى

Instructions to write a business letter

1. Write in a simple and clear language .

The Heading :called (Inside Address) its different from personal letter .2
in that the name and address of the person you are writing to must be
.included beneath your own address but against the left –hand margin

: A: If you are writing to a man it is preferable to write

E. Jones Esq. (esquire)

B: When writing to ladies : Mrs. J. Robinson or Miss J. Robinson

**C: If you don't know the name of the person who will read your letter ,
you may address directly to the company concerned : Jones, Brown and
.Co., Ltd**

**D: If you are writing to a particular person or other organization and
don't know his or her name , your letter may be addressed to (The
manager), (The Director), (The Principal) , (The Headmaster) , (The
. Secretary)**

.E: Block Style is common and preferred in business letter

The Salutation : if the person you are writing to is Known to you, you .3
.may begin (Dear Mr ___) (Dear Mrs ___)

**In all other instances you should deign (Dear Sir, Dear Sirs , Dear
Madam , Gentlemen or Sirs)**

: The Body : it has 4 parts .4

A: Reference : refer to a letter you have received , an advertisement you
. have seen , or an event which has prompted you to write

B: Information : supply more detailed information which is related to
'the 'reference

. C: Purpose: 1. Give the reason why you are writing your letter

.State clearly what you want .2

.Take care to answer the question that has been set .3

: D: Conclusion: Round the letter off some polite remarks like

.I am looking forward to hearing from you soon .1

... please accept my apologies for the trouble .2

**The subscript :If you don't address the letter by the name and use .5
.(Dear Sir, Sirs...etc) you should end with (Yours Faithfully)**

.While (Yours sincerely) used if you address a person by name

**The signature : Sign your name clearly in full in the way you wish it .6
to appear on the envelope which will be addressed to you in replay to
your letter**

:SAMPLES

.,Friedrich st 70

A. L. Sami Esq.,

Union town

.,Newcambe Road 22

Hong Kong

14th sept. 2022

.Hong kong

,Dear Sami

Thank you for reaching out and inviting me to your business function. I appreciate your offer. However, I am unable to attend because I will be out of town during that period. Perhaps we can get together again when I'm in town, and you can brief me on how it went

I hope the business is moving well! I look forward to sharing ideas with you. Thank you again for your time and consideration. I wish you all the best

,Yours Sincerely