

# English Correspondence (İngilizce Yazışma)

---

*Yrd. Doç. Dr. Ahmet Arif AYDIN*

## *Bread and Butter Letter*

---

THANK YOU "bread and butter letter"

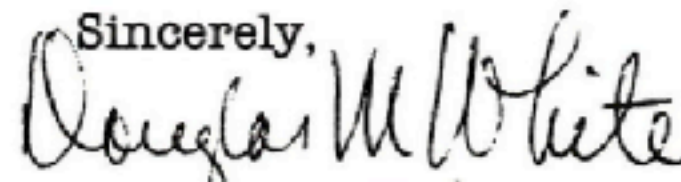
Toledo Park Hotel  
Cincinnati, OH 22222  
September 15, 1988

Dear Mr. and Mrs. Williams,

Thank you again for the wonderful weekend! I had such a good time visiting you and your family, and I enjoyed meeting all your relatives. I shall never forget the warm hospitality.

I hope that someday you are able to visit me and my family. I would like to return your kindness and hospitality, and to show you around my hometown.

Please give my respects to all your family.

Sincerely,  
  
Douglas M. White

## *Bread and Butter Letter*

---

THANK YOU "bread-and-butter letter"

September 15, 1988

Dear Edith,

Thanks again for a wonderful weekend! The children and I really enjoyed our visit. We think you're the perfect hostess!

Please come visit us in Chicago. We'd all love to have you stay for Thanksgiving.

Love,

*Laura, Meg, and Scott*

## 25 Commonly Used Phrases That Can Hinder Your Success

---

### 1. “There’s nothing I can do.”

It’s highly doubtful that you’ve actually exhausted every option. This phrase sounds like you’re avoiding work and responsibility — an attitude that’s sure to get you fired.

### 2. “It’s not fair.”

This just makes you sound like a whiner. Life isn’t fair. Grow up. Do what’s needed and move on.

### 3. “That’s impossible.”

This statement immediately labels you as a small thinker and obstructor. Things are almost always possible, if you’re willing to brainstorm and work at it.

### 4. “I wish... “

Don’t wish, do. This phrase makes you sound passive and unwilling to do what’s needed. And that’s an attitude no boss wants on their team.

### 5. “We’ve always done it that way.”

Someone who doesn’t want to innovate or do things a new way won’t last long in today’s ever-changing workplace.

## 25 Commonly Used Phrases That Can Hinder Your Success

---

### 6. “That’s not my job.”

Whether it is or isn’t, this is the complaint of someone who isn’t a team player. If your boss asked you to do it, it just became your job — if it was a co-worker, they could use your help.

### 7. “Did you hear what happened to... “

While office gossip is commonplace, it’s still harmful, and participating in it can easily get you fired. Watch what you say and mind your own business.

### 8. “My spouse is such a jerk! Yesterday... “

Airing personal problems at work makes others uncomfortable and comes across as unprofessional. Talking to a friend on your lunch break is one thing, but making personal issues public can get you fired.

### 9. “This pay is so lousy here!”

If you don’t like your pay, your boss, or your company, keep it quiet and work on finding a better solution. Speaking publicly about what you dislike will get you shown the door before you’re ready.

### 10. “@MyCompany is a horrible place to work.”

Whether it’s Facebook, Twitter, or Instagram, don’t think your employer isn’t keeping tabs on what others say about them. Complaining about the company online or using social media during work hours can quickly get you fired