

English Correspondence (İngilizce Yazışma)

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Articles

- **the indefinite article** (belirsiz tanım edatları): **'a' or 'an'**
 - *bir* veya *herhangi bir* anlamına gelir
 - **a** (*student, lawyer, pilot*)
 - **an** (*engineer, entrepreneur, astronaut,*)
 - sayılamayan isimler ile kullanılmazlar (*water, coffee, tea, etc*)
 - çoğul isimler ile kullanılmazlar ()
 - soyut isimler ile kullanılmazlar (*happiness, anger, courage*)
- **the definite article** (belirli tanım edat): **'the'**
 - belirli ve bilinen bir varlığı tanımlamda kullanılır
 - **the** (*earth, moon, sun, east, west, weather*)
 - This is **the widest park** in our city.
 - **The crow/parrot** lives on trees.
 - **the euphrates** river

Writing Emails

	formal	informal
Greetings (Selamlama)	<ul style="list-style-type: none">• Dear Sir/ Madam• Dear Mr/Ms Name• To whom it may concern	<ul style="list-style-type: none">• Hi Fred,• Hello Mario,• Dear Jennings,
Reason for Writing (Email Yazım sebebi)	<ul style="list-style-type: none">• I am writing<ul style="list-style-type: none">• to ask for further information about...• regarding the meeting we have arranged...• with regard to the complaint you made• With reference to our conversation this morning, I would like to let you know...	<ul style="list-style-type: none">• Just a quick question about...• I was wondering if...• I wanted to let you know that...
Making a request (istekte bulunmak)	<ul style="list-style-type: none">• Could you please let me know if you are available?• I would appreciate it if you could send me the document...• Could we arrange a meeting later?• Please let me know if this will be possible...	<ul style="list-style-type: none">• I was just wondering if you were around later...• Would you mind coming earlier?• Can you call me back ASAP? (As soon as possible)
Ending	<ul style="list-style-type: none">• Yours sincerely/ faithfully• Kind regards• Best wishes	<ul style="list-style-type: none">• Thanks• Take care• Have a nice day

Reasons for writing

- **Apologizing** (Özür beyan etmek)
 - I am very sorry **about/for** *Please accept **my/our** sincere apologies for.....*
- **Asking for information**
 - I am writing to (**enquire / find out / know**) about...
- **Asking for help** (Yardım istemek)
 - I would (**be grateful / appreciate it**) if you could...
- **Complaining** (Şikayet belirtmek)
 - I am writing to express my (***dissatisfaction / annoyance***) with...
- **Satisfaction** (memnuniyet)
 - I was (**delighted to learn / thrilled to hear / very glad to hear**) that...
- **Giving bad news**
 - I regret to (**advise/inform/suggest**) you that... I am sorry to tell you that...
- **Giving good news**
 - I am (**pleased/delighted/happy**) to (**advise/inform/tell**) you that

APOLOGY (formal)

555 Rosamond Street
Greenville, MA 22222
September 15, 1988

Dear Mr. Smith:

I want to apologize for not having answered your very kind letter sooner, but I have been away on a trip and just returned today.

The photographs you sent are beautiful. My family and I appreciate them very much. They are the best kind of remembrance, and we are very grateful.

Again, please accept my apologies for the delay. And please give my best regards to your family.

Letter Writing
in
English

Handwriting and Punctuation
For Social and Business Letters



Sincerely,

Alfred Chace

Your student,
Alfred Chace

APOLOGY (informal)

September 15, 1988

Dear George,

I'm writing to tell you that I've lost your copy of "Gone with the Wind." I left it in the lounge, and someone must have picked it up. I'm really very sorry, and will try to replace it as soon as I can.

Regards,

A handwritten signature in black ink, appearing to be 'Al', written in a cursive style.

Letter Writing
in
English

Principles and Models
For Social and Business Letters



True Wealth

One day a father of **a very wealthy** family **took** his son on a trip to a village with the purpose of showing his son how the poor people live **so he could be thankful for his wealth**. **They spent a couple of days and nights** on the farm of what would be considered a very poor family. *On their return from their trip,* **the father asked his son, "How was the trip?"**

"It was great, Dad."

"**Did you see how poor people can be?**" the father asked.

"Oh yeah" said the son.

"So **what did you learn from the trip?**" asked the father.

The son answered, "I saw that we have one dog and they had four.

We have **a pool** that reaches to the middle of our garden and **they have a creek that has no end.**" "**We have imported** lanterns in our garden and **they have the stars at night.**" "Our patio reaches to the front yard and **they have the whole horizon.**" "We have a small piece of land to live on and they have fields that go beyond our sight." "We have servants who serve us, **but** they serve others." "We buy our food, **but** they grow theirs." "We have walls around our property to protect us, they have friends to protect them." *With this the boy's father was speechless.*

Then his son added, "**Thanks dad for showing me how poor we are**"

Additional Resources for Email Writing

- 🌐 <https://www.thelanguagegallery.com/blog/tips-and-vocabulary/formal-and-informal-email-phrases-to-learn>
- 🌐 <https://www.myenglishteacher.eu/blog/formal-and-informal-email-phrases/>
- 🌐 <https://www.usingenglish.com/articles/100-most-useful-emailing-phrases.html>
- 🌐 <https://www.engvid.com/english-resource/ielts-general-task-1-letter-writing/>
- 🌐 <http://learningwell2012.blogspot.com.tr/2013/01/blog-post.html>
- 🌐 <https://www.engvid.com/english-resource/formal-informal-english/>