

**MINISTRY OF HIGHER AND SECONDARY SPECIALIZED
EDUCATION OF THE REPUBLIC OF UZBEKISTAN**

**TASHKENT INSTITUTE OF IRRIGATION AND AGRICULTURE
MECHANIZATION ENGINEEERS**

ENGLISH DEPARTMENT

**LET'S LEARN WRITING LETTERS IN ENGLISH
(Methodical manual)**

TASHKENT-2019.

Ушбу услубий қўлланма институт илмий – услубий кенгашининг 2019 йил июнда бўлиб ўтган -сонли мажлисида кўриб чиқилган ва чоп этишга тавсия этилган.

Ушбу услубий қўлланмада «Инглиз тилида» турли хилдаги хат турларининг ёзилиш усуллари ва уларни ёзишда керак бўладиган сўз ва сўз бирикмалари ёритиб берилган бўлиб, бакалаврият йўналишида тахсил олувчи талабалар учун мўлжалланган.

Тузувчилар: **Ғ.Р.Худайбергенов ТИҚХММИ ўқитувчи**
М.А.Худайбергенова ТИҚХММИ ўқитувчи

Тақризчилар: **М.Ходжаханов ТДИУ катта ўқитувчи**

М.Азизова ТИҚХММИ катта ўқитувчи

ТИҚХММИ , 2019 йил.

Кириш

Мазкур услубий қўлланма инглиз тилини ўрганаётган бакалавриат йўналишидаги барча талабаларнинг инглиз тилида турли хилдаги хат ва аризалар ҳамда таклифлар ёзиш, жавоб хатлари ёзишни ўргатиш билан бирга хорижий мамлакатларда яшовчи талабалар билан хат ёзишиб улар билан дўстлашиш ҳамда билимларини ўртоқлашиш ва турли мавзуларда фикр мулоҳазалар алмашишга ёрдам беради.

Ушбу услубий қўлланма ўз ичига турли хилдаги хат ёзиш усуллари билан биргаликда ушбу хатларни ёзиш услубларини ҳамда унда ишлатиладиган керакли сўз ва сўз бирикмаларини қамраб олган бўлиб барча йўналишларда таҳсил олаётган бакалавриат талабаларига мўлжалланган.

Услубий қўлланмага киритилган сўз ва сўз бирикмалари талабаларга хат ёзишни ўргатиш билан биргаликда уларнинг инглиз тилидаги сўз бойлигининг ошишига ҳам жуда катта ёрдам беради.

Мазкур услубий қўлланма инглиз тилини ўрганаётган бакалавриат йўналишидаги барча талабаларга жадал ривожланиб бораётган дунёда мустақил равишда ўқиб ўрганиш ҳамда хорижий мамлакатларда яшовчи инсонлар билан яхши ва эркин алоқа боғлашда катта ёрдам беради.

INTRODUCTION

Letter Writing is simply “The way or method of writing a Letter “. Letter writing is an Art, one, which not all of us are proficient in or appropriate as per conventional wisdom. Before, we focus our attention to Letter Writing, let us understand what a Letter is? . A Letter is a written message, request for assistance or employment or admission to a school. Letters have played and are still playing an important role in communication throughout the world. Paper Letters have been in existence from the time of ancient India, ancient Egypt and summer, through Rome, Greece and China up to the modern times.

Paper letters were once reliable means of communication between two people in different locations. Its format and importance has changed with advent of email.

Despite the advances in the technology Paper Letters are still written and in remote places, they are still only means of communication. No matter, what the medium, letters play an important role in our society which is based on interaction. If letters play an important role in the world then the skill to write it, becomes a necessity in all walks of life. Letter Writing is not just a simple way of writing; it is a specialized form of writing. It has certain rules which vary according to the type of letter being written. To be able to know what to write and how to write a letter is an “Ace up one’s sleeve “. Its mastery just like writing poems and though one may not become a celebrity but one does get applauded and even paid for such unique skills. The revolutionized age of communication has reduced the value of Traditional Letter Writing as SMS’s, Twitter Blogs and their counterparts have taken over. But when it comes to Official or Formal Setups, there is a protocol as to how a message is to be conveyed and presented.

Such and other varied environment have to a large extent saved the rare and unique art of letter writing.

HOW TO WRITE LETTERS

There are various types of letters such as : **letters asking for / giving information , letters of complaint, letters of request , letters asking for / giving advice , letters of invitation , letters accepting / refusing an invitation , letters expressing congratulations / thanks / regret / sympathy , letters giving news , letters of apology , letters of application for a job and letters to the editor providing solutions / suggestions .**

A good letter should consist of:

- a) **An appropriate greeting** (Dear Peter , Dear Mr Ford , Dear Sir / Madam);
- b) **An introduction** clearly stating the reason you are writing ;
- c) **A main body** in which the subject is developed. Begin a new paragraph for each main point;
- d) **A final paragraph** in which you sum up the topic or express your wish for something to be done ; and
- e) **An appropriate ending** (Yours / Best wishes, + first name, yours sincerely, / yours faithfully, + full name).

Style in Letters

The characteristics of **formal style** in letters are:

- **The greeting** (Dear Mrs. Lee , Dear Sir)
- **Frequent use of the passive**
- **Formal language** (complex sentences , non – colloquial English)
- **No abbreviate forms**
- **The ending** (Yours sincerely, / Yours faithfully , Jason McNeil)

The characteristics of **informal style** in letters are:

- **The greeting** (Dear Alex , Dear Dad)
- **Informal language and style** (idioms , colloquial English)
- **Abbreviated forms , pronouns omitted**

- **The ending** (Yours / Love / Best wishes Regards , Anthony)

1. Activity. Match the beginnings with the endings, and then identify the type and style of each pair.

BEGINNINGS ...

1. I am writing with regard to your recent correspondence. We regret to inform you that there are no places left on the accountancy course
2. Thanks so much for your thoughtful gift. The jumper fits perfectly. It will really come in handy this winter when I go skiing
3. I just received your letter and I am sorry to hear that you are having trouble...
4. Sorry I cannot make it to your parents' 25th anniversary party, but I will be away on the day of the celebration.
5. I am writing to inquire about the special weekend trips
6. I am writing with regard to your advertisement in the Daily News of May 2. I would like to apply for the teaching position at Beacon Street School
7. I just wanted to let you know that I would love to come to your party on the 24th.
8. It is with great pleasure that I am writing to congratulate you on your promotion.

... ENDINGS

- A. Anyway, wish them a happy anniversary from me. I am looking forward to hearing about how it went.
- B. Let me know if my advice was of any help. I hope everything turns out fine.
- C. Should you need any information about courses, which will be held next term, I would be happy to assist you.

- D. I look forward to meeting you to discuss the possibility of employment.
Please contact me regarding any queries you may have.
- E. I look forward to receiving the information and would appreciate it if you could send it as soon as possible.
- F. Thanks again for the gift and please give my regards to your family.
- G. Anyway, thanks again for the invitation. I will see you then.
- H. I am confident that you will carry out your new duties with your usual conscientiousness and dedication.

Informal (Friendly) Letters – Giving News

Informal (friendly) letters are normally written to relatives, friends or other people we know very well. A good informal letter should be divided into paragraphs. Each paragraph should deal with one aspect of the subject and start with a topic sentence, which gives the main idea of the paragraph.

TENSES

- Present Perfect and Past Simple are often used in letters giving news. The Present Perfect is used to recent activities and the Past Simple to refer to activities, which happened at a stated time in the past.

Dear Jenny,

How are you? I hope you are well. I have got so many to tell you that I do not know where to begin! Visiting Kenya was fantastic so far!

The beaches are absolutely wonderful. The sea is like glass and the white sand is as soft like powder. I have collected loads of shells already and yesterday I have ridden on an elephant. The local people also are very friendly and almost every night we had the opportunity to watch traditional dancing. You would love Africa.

The most excited part of the holiday was the hot –air balloon safari last week. It was amazing!

We floated quietly above all these teams of wild animals. The scenery absolutely was breathtaking. I have never seen nothing like it before.

As soon as I will get back, I will phone you and tell you all about it.

Until then, take care.

Love, Fiona.

Asking for / Giving Advice

Letters asking for or giving advice can be formal, informal or semi – formal depending on the situation. A letter asking for advice can be sent to a friend, a consultant or an advice column in a magazine. Details of the problem should be mentioned. A letter giving advice should contain suggestions introduced with appropriate language.

Useful Language for Letters Asking for Advice

Opening Remarks: (Formal) I am writing to ask if you could help me with/ I would appreciate it if you could give me some advice about / I am writing to ask for your advice / I would be grateful if you could offer your advice / Could you possibly offer your advice /

(Informal) I'm writing to ask for your advice / Can you give me your advice I've got a problem and I need your advice , etc. .

- **Closing Remarks : (Formal)** I would appreciate it if you could give me your advice as soon as possible / I look forward to receiving your advice / It would be of great help if you could advise me , etc. .

(Informal) What do you think I should do? / Please, let me know what you think I should do. Please tell me what to do, etc.

Useful Language for Letters Giving Advice

- **Opening Remarks : (Formal)** Thank you for your letter requesting / I am writing in reply to your letter asking for advice about / I hope the following advice will be of some help to you , etc. .

(Informal) I just got your letter and I think I can help you / I was sorry to hear about your problem. Here is what I think you should do, etc.

- **Suggestions can be introduced with expression such as :** (**Formal**) I strongly recommend that / I would suggest that / I believe the best course of actions is / I would advise you to / You should / You ought to / If I were I would . (**Informal**) Why do not you / you should / you ought to / it would be a good idea to / what you should do is / How about / I think you should / The best advice I can give you is , etc.
- **Closing Remarks:** (**Formal**) I trust you will accept this advice / I hope this will be of help / I would very much like to know if this was helpful. (**Informal**) Hope this has helped / Let me know what happens, etc.

Dear Miss Pierson, (Formal)

Thank you for your letter asking for my advice about what you should do now that you have finished school. I realize how difficult this stage must be for you, but there are ranges of options for you to choose from them.

If I were you, I would make a list of all the careers, which may interest you and then decide which one you feel you are best suited to in terms of exam grades or subject interest. I would also suggest that you see a careers officer who would be able to give you professional advice. Furthermore, it would be a good idea to write to some universities and ask them to send you a prospectus; you may find a course, which really appeals to you.

I hope these suggestions will be of help to you. I wish you well in whatever course of action you decide upon. Do let me know what you decide to do; it is always good to hear from former pupils.

Yours sincerely,

Linda Joyce.

Dear, Stephany (informal)

Thanks for your letter asking me for advice about how to lose weight. I was sorry to hear that you are feeling depressed. I am sure your problem is not as serious as you say it is. You always did exaggerate!

The best advice I can give you is to choose one diet and really stick to it for a couple of month ; it's pointless trying lots of different ones which only last a few days, as you've discovered !

If I were you, I would go on the same diet I went on: I have sent you the information booklet. The most important thing to remember is to eat plenty of fruit and vegetables and to exercise regularly.

Why do not you join the basketball team? I know how much you love basketball. In addition, once you start losing weight you should give yourself little rewards, like a visit to the hairdresser or a new dress. That way you will probably find that you will not think about food so much.

If you follow my advice, I am sure you will be back in shape in no time. Anyway, let me know how it goes.

Lots of love, Kate

Letters of Complaint

- Letters of complaint are normally written in a formal style.
- Mild or strong language can be used depending on the feelings of the writer or the seriousness of the complaint, but abusive language must never be used.

E.g. **Mild Complaint:** I am writing to complain about a damaged videotape I bought at your shop.

I hope you will deal with the matter I resolve this matter quickly.

Strong Complaint: I am writing to express my disgust at the appalling treatment I received while staying at your hotel insist upon full compensation or I will be forced to take this matter further. Start a new paragraph for each different aspect of the topic.

- You should state the reason for the complaint in the first paragraph.
- Any complaints you make should be supported with a justification.
- Complaints and justification can be linked together as follows ;

I still have not received the goods I ordered in spite of / despite the fact that I sent you a cheque three weeks ago.

Although / Even though; I have only used the automatic tin- opener once, it no longer works. I have written to you twice but you have not taken any action.

I have already written to you twice. Nevertheless / however, you have not taken any action.

Useful Language for Letters of Complaint

Opening Remarks; (Mild) I am writing to complain about / regarding / because of / because of / on the subject of ... / I am writing to draw your attention to / I am writing to you in connection with , etc.

(Strong) I was appalled at / I want to express my strong dissatisfaction with / I feel I must protest / complain about, etc.

Closing Remarks ; (Mild) I hope / assume you will replace / trust the situation will improve / I hope the matter will be resolved / I hope we can sort this matter out amicably , etc.

(Strong) I insist you replace the item at once / I demand a full refund / I hope that I will not be forced to take further action, etc.

Dear Sir / Madam,

I want to express my strong dissatisfaction with the service I received during a visit to your restaurant on December 12.

Firstly, I had booked a table for my wife and myself for 8:30, but it was 9 o'clock before we were seated. Such a delay seems to me inexcusable.

Then, in spite of the fact that I had repeated our order to check that the waiter had heard me correctly, he proceeded to bring us the wrong starters. Such careless service should not be tolerated in a restaurant, which charges such high prices. To make matters worse, the chocolate gateau we were served for dessert was quite stale. The menu claimed, though, that all desserts were freshly prepared that day. My wife and I will not be dining in your restaurant again; however, as manager, you would be wise to guard against such appalling treatment of your customers in future.

Yours faithfully,

Larry Dun man

When you want to introduce another complaint in a letter, you can begin the sentence with one of the following linking words or phrases: what is more, in addition, furthermore, moreover, etc.

Dear Mrs. Brosna,

I am writing to complain about a waterproof jacket I purchased from your shop last week.

- 1) (**However / although**) the jacket was supposed to be completely waterproof, I got soaked the first time I wore it in wet weather.
 - 2) (**Furthermore / But**), when I tried to take the jacket off, the zip would not open and when u tried to get it unstuck, the jacket tore. I sent the jacket back to your shop after having been assured by one of the assistants that I would be sent a refund.
 - 3) (**However / in addition**), I still have not received one. As a regular customer of yours, I feel disappointed with the way I have been treated and hope that steps will be taken to rectify the situation.
- I trust this matter will receive your immediate attention.

Yours sincerely, John Wells

Letters of Apology

A letter of apology can be either formal or informal. It can be written when someone has made a mistake, has failed to perform a duty or is not able to fulfil a promise. The main body contains reasons for the inconvenience caused. In the final paragraph, you can express your hope to improve the situation or promise to make up for any problems that have been caused.

Useful Language for Letters of Apology

Opening Remarks : (**Formal**) I am writing to apologize for / must apologize for / Please accept my sincerest apologies for / How can I apologize enough for / I must apologize profusely for , etc. . (**Informal**) I hope you will understand when I say that / What can I say , except I' m sorry that / I' m sorry that / I' m sorry for / I owe you an apology / I' m so sorry if I upset you in any way / I can't describe how sorry I am and how guilty I feel , etc. .

Closing Remarks : (**Formal**) Once again , sincerest apologies for / I hope you will accept my apologies / I hope my apologies will be / are accept , etc. .

(Informal) I hope you believe me when I say how sorry I am / I can't tell you how sorry I am / I beg you to forgive me for / There is no excuse for In addition, I hope you will forgive me, etc.

Dear Mrs. Brown,

On behalf of Sunrise Travel, please accept my sincere apologies for your dissatisfaction with your Caribbean holiday in February. Due to a computer, error we were forced to change your accommodation at the last minute to what we had been led to believe was a hotel of equally high standard. Sadly, it was not until later that we discovered the hotel in question did not meet the requirements demanded of Sunrise Travel accommodation. As a long established travel company, we are well aware of the upset that can be caused by problems experienced while on holiday. For this reason, we would like to offer you a weekend for two in Paris at a top –class hotel as compensation. Once again, our sincerest apologies for the inconvenience caused. We look forward to hearing from you.

Yours sincerely,

John Greenway

Letters of Invitation

Letters of invitation can be formal or informal depending on the situation and whom we are writing to. They usually contain some additional information , for example : latest news , description of the event (party , wedding , etc.) place (hotel , house , etc.) and / or directions to the place .

Useful Language for Letters of Invitation

- **Opening Remarks : (Formal)** We would be honored if you / I cordially invite you to / Your presence would be appreciated at / You are invited to attend , etc. . **(Informal)** I'm writing to invited you to ... / I'd love it if you could come to / We're organizing a ... and would love it if you could come, etc.
- **Closing Remarks: (Formal)** We would be grateful if you could / Please indicate whether you will be able to attend, etc. **(Informal)** I hope you'll be able to make it / Hope you can come / Looking forward to seeing you then / Please let me know as soon as possible , etc. .
- Directions can be introduced by using some of the following expressions : In case you don't know the way , I'll give you some directions / I have included some directions / Here are a few directions so you don't get lost / In case you do not know the exact location of the , etc.

Dear Ann and David,

We are writing to invite you to our house – warming party on May 26.

Our new house is wonderful; it is a semi-detached town house with three bedrooms and a small back garden .The kitchen is Ohuge, and is fitted with wooden cupboards that that make you feel as if you are in a country kitchen. All three bedrooms are rather small but very cozy. The living room is quite big and has lovely French windows, which open, onto a terrace.

You should not have too much trouble finding the house, but here are a few directions so you do not get lost. Take the A27 road for Lewes and turn right at the roundabout where there is a signpost for Hawk stead. Drive through the town until you get to the post office, and then turn left into Potter's Lane. Our house is number 23, on the right-hand side.

We hope you will able to make it to our party. Looking forward to seeing you then.

Love, Bill and Laura

Letters accepting / refusing an invitation can be formal or informal. In letters accepting an invitation, we begin by expressing thanks for the invitation. Further comments can be included such as asking the person whether there is anything we can do, or asking for more information concerning the invitation.

In letters refusing an invitation, we begin by expressing thanks for the invitation, and we go on to give reasons why we are unable to accept it.

Useful Language of Letters Accepting an Invitation

Opening Remarks:(Formal) I am writing to thank you for the kind invitation / Thank you for the kind invitation, which I would be honored to accept, etc.

(Informal) Thanks for the invitation to ..., sounds lovely ..., etc.

Closing Remarks: (Formal) I look forward to seeing you / we await the event with great anticipation, etc. **(Informal)** See you then / we are really looking forward to it, etc.

Useful Language for Letters Refusing an Invitation

Opening Remarks : (Formal) We thank you for your recent invitation to ... but etc. **(Informal)** Thanks for the invitation , but / Thanks for inviting me to ... , but I'm afraid I can't come , etc. .

Closing Remarks: (Formal) I am sorry to miss the opportunity of / Thank you again for the invitation / I hope we will have the opportunity to meet, etc.

(Informal) I hope we can get together some other time / I am sorry we will have to miss it, etc.

Dear Richard and Judy,

Thanks for the invitation to your Christmas party on December 18.

John and I were pleased to receive it and we would love to come. It's lucky for us that you chose the 18th, actually, as it's the only day that week that we're free

It has been such a long time since we have seen each other so it will be great to get together and catch up on all the news. Please let me know if there is anything I can bring or anything I can do to help.

Oh, one other thing. Will it be all right to bring Samantha? I am not sure if we can get a babysitter on that day.

Thanks again and see you on the 18th.

Love, Ann and John

Dear Richard and Judy,

The Christmas party you invited us to on December 18 sounds lovely.

Unfortunately, we will not be able to make it as it is John's mother's birthday on that day and she is having a small family party to celebrate.

She is almost eighty years old and still as strong as ever ---- it is amazing!

It is such a pity because we have not seen each other for ages. You must give us a call so we can arrange to get together another time instead. Perhaps we will throw a party on New Year's Eve so we can see everyone. We will let you know.

Thanks for the invitation and hope the party goes well.

Love, Ann and John

ACTIVITY. Match the beginnings with the endings, and then identify the style and type of letters they belong to them.

BEGINNINGS ...

1. I am writing to accept your kind invitation to the charity ball ...
2. Can you send me some information about the adventure holiday you went on last year? I'd like to go on one this summer ...
3. I am writing with the information you asked me for on the photography course.
4. Please accept my apologies for not attending the board meeting on Tuesday.
5. Can you give me your advice about a problem I'm having with my room – mates ...
6. I am writing to congratulate you on your promotion. You certainly deserve it as you have been working very hard
7. With regard to your letter asking for advice on ...

ENDINGS...

- A. Let me know if you need any more information about other photography courses because I have attended quite a few.
- B. I hope that this advice will prove useful. Please let me know what you decide to do.
- C. Once again, thank you for the invitation.
- D. Your advice would help me a lot. I know you have had similar problems and I would like to know how you solved them.
- E. ... Please, send the details soon because I am trying to plan my holiday and I cannot decide where to go.
- F. I hope you will accept my apologies. Perhaps we can meet on Friday to discuss the board's plans.
- G. ... I am confident that you will be successful in your new position. I wish you every success in your career.

Letters of Application

A letter of application may be written when we apply for a permanent / temporary job or educational course. It is usually formal; therefore, the appropriate language and expressions should be used.

Dear Sir / Madam,

I am writing to apply for the place of Physical Education teacher at the All Saints' Girls' school in Liverpool as advertised in The Herald of 24 May.

I am twenty –six year old and obtained a degree in Sports Science at Liverpool University at 1991. I am presently worked as a teaching assistant in the P.E, department at High field Grammar School in Manchester where I was for the last four years. Prior to this, I worked two years as a swimming coach in Middlesex at the Regent Leisure Centre.

I am interested extremely in the post available as I am eager to upgrade my present status from teaching assistant to fully appointed P.E. teacher .I am patient and believe in encouraging the all pupils to reach their full potential .

If you wish me to attend an interview, I shall be glad to do so.

I am looking forward to hear from you.

Yours faithfully, Barbara Winters

Useful Language for Letters of Application (for a Job)

Opening Remarks: I am writing with regard to your advertisement / I am writing to apply for the post / job / position of / which I saw advertised in ..., etc.

Reference to experience; ... for the last / past year I have been working as

Since / for ... / I have had experience of ... / Two years ago, I was employed as ... / I worked as Before , etc.

Closing Remarks : I would appreciate a reply at your earliest convenience / Please contact me regarding any queries you may have / I enclose my CV and I would be glad to attend an interview at any time convenient to you / I look forward to hearing from you in due course , etc. .

NAME: Miranda Beaton (Single)

ADDRESS: 15 Oak Tree Drive, Southampton

DATE OF BIRTH: 28 October 1974

EDUCATION: 1985-1992: Tamworth Secondary School

GCSE's Math's, Geography, English, Computing, History, French, Spanish
A levels; French, Spanish, History
1992-1995; B.A. Tourism Studies – University of East London

WORK EXPERIENCE: June-September 1995 – Travel Agent, Sky Tourist Agency

October 1995 –Present—European Tour Guide, Sunshine Tours

OTHER INFORMATION: Computer skills; Certificate of Proficiency in word –

Processing and graphics Languages spoken: French, Spanish some
German. Interests: tennis, travelling, reading

REFEREES: J. G. Malcom (President)

B. Needham (Manager)

Sky High Tourist- Agency

Sunshine Tours

25, Midtown Street, Southampton

1 Organza Callen Madrid Spain

Dear Sir / Madam,

I am writing to apply for the position of Senior Tour Guide, which was advertised in Monday's edition of The Evening News.

I graduated from the University of East London in 1995 with a degree in Tourism Studies. I have been working as a European Tour Guide since 1995 for Sunshine Tours, which is based in Spain. Prior to this, I worked as a Travel Agent for Sky High Tourist Agency during the summer season. I hold certificates in computer graphics and word – processing. I speak fluent French and Spanish and some German .I am friendly, organized and patient and work well under pressure. As my

references show, I have been very popular with many of the clients who specifically asked me to be their tour- guide on tours they went on.

I have enclosed a copy of my C.V. I would be glad to attend an interview at any time convenient to you.

Yours faithfully,

Miranda Beaton

Useful Language for Letters of Application (for a Course)

Opening Remarks: I would like to apply for admission to the ... beginning / I would like to be considered for, etc.

Reference to experience : I hold a certificate / degree in / I am due to take examination in / I have taken / passed the ... examination / I hold the following qualification / I have completed the following courses / degree course / My degree is in English , etc. .

Closing Remarks : I would appreciate a reply at your earliest convenience / I look forward to meeting / hearing from you / Please contact me regarding any queries you may have / I enclose further details of my education and qualifications to date / I hope that you will consider me for entry / I look forward to receiving your response in the near future , etc. .

Dear Sir / Madam,

I am writing to apply for a place on the Archaeology MA course, which commences this September at MacBride University.

I am 25 years old and I have completed a Bachelor's degree in Archaeology at Drake ham University, where I received first class honors. Prior to this I was a

pupil at Berkeley Comprehensive, where I obtained 9 GCSEs and three A levels in History, Geography and Latin.

Since the completion of my BA, I have spent two years working as assistant archaeologist on a site in Egypt. During this expedition, I have assisted in the discovery of several interesting artifacts. This work was extremely enjoyable and I am now anxious to specialize by gaining further qualifications before embarking on my chosen career in this field.

I enclose detailed curriculum vitae in the hope that you will consider my application for entry. I look forward to receiving your response in the near future.

Yours faithfully, Jill Holland

Transactional Letters

- Transactional letters are letters which respond to writing input (advertisements , other letters , notes , invitations , etc.) and / for visual prompts (maps , drawing , etc.) .
Either they can be formal or informal depending on who you are writing to
- Transactional letters can be of any type (complaint, application, invitation asking for / giving advice / information, etc.).
- When you write a transactional letter, you should include all the relevant information given in the rubric, using your **own** words.
- You should also make sure that each paragraph deals with only one topic.

Dear Sir / Madam,

I am writing to inquire about your advertisement in the September issue of Favorite Pets magazine. I am interested in dog obedience classes but I would be grateful if you could send me further details. Firstly, I would like to know what breeds of dogs are accepted for the classes and whether the dog must be a certain age in order to take part. I have a six-month-old male cocker spaniel, which I am anxious to train. He is very excitable and especially needs to learn how to walk

without pulling on his lead. I also require information on the cost of the course, when it will commence and how long it is likely to last.

I look forward to receiving details about the dog obedience classes.

Thank you in advance for your help.

Yours faithfully,

Kristen Miller

Dear Sir / Madam

I was reading the September issue of Favorite Pets magazine when I saw an ad for your dog – training school, so I decided to drop you a line. I need some information, you see. My puppy is only six months old. Will you accept him at this age, or is he too young? He is sweet. It would be great if you could let me know about this. I am sure that after taking your course my dog will be much easier to control, so I cannot wait for it to start. When exactly do classes begin and end? I am looking forward to your reply. Thanks a lot.

Best wishes,

John Riley

Useful Language for Letters Requesting Information

Opening Remarks : (Formal) I am writing to inquire about / in connection with , etc. ; (Informal) I want you to tell me ; Can you let me know , etc. .

To introduce first request : (Formal) Could you possibly send ; I would be grateful if you could ; Would it be possible for you to tell / send me ; I would

appreciate some information about , etc. . (Informal) Can you send / tell me, I want to know . Etc.

To introduce further request : (Formal) Could you also please send me : Another matter I need information on is ; I would also like some information on , etc.

(Informal) Can you also find out; I also want to know, etc.

Closing Remarks: (Formal) I look forward to receiving; I would appreciate it if you could inform me as soon as possible, etc. (Informal) Please , let me know ; Send me the details ; Tell me soon , etc. .

Dear Danny and Kim,

How are you both? Our school activity club is planning a river- rafting trip next month and I want you to tell me a few things since you went on a similar trip a little while ago.

Can you tell me how many students went on your trip? There are about thirty planning to go in our group. Do you think that is too many? Like you, we will probably just go for a day. Can you remember what the price was per person for a whole day of rafting?

I also want to know what it costs to hire a coach for one day. This would be helpful as that is how we intend to travel there.

Finally, did you have to take any special safety precautions to go rafting?

Obviously, we will want to be properly prepared and equipped before we start.

I hope you can help me with these details. Please let me know as soon as you can

Love, Sue

Useful Expressions for Letters Giving Information

Opening Remarks: (Formal) I am writing in reply to your letter asking for information about / I am writing to inform you about; In reply to your query, etc.

(Informal) This is what I found out ...; remember the information you wanted?

You wanted me to tell you a few things about ..., etc.

Closing Remarks : (Formal) I hope that I have been of some assistance to you ; Please inform me if I can be of any further assistance / I hope I have answered some of your questions ; Please do not hesitate to contact me if you require any further information , etc. . (Informal) I hope this will help you; let me know if you need any more help ..., etc.

Dear Miss Jones,

I am writing in reply to your letter asking for information about our summer camp

The camp lasts from July 22 to August 30. Our staff are required to work during the whole of this period. Regarding payment, we are offering a weekly wage of \$ 70 plus free accommodation and food. Accommodation includes a shared room with bathroom. There is a large on- site dining hall where campers and staff are provided with breakfast, lunch and dinner. As far as the working day is concerned, we ask our leaders to be available for duty ten hours a day, including supervision time. Leaders are allowed one day off per week, but this is not to be taken at weekends. I hope that I have been of some assistance to you. Please do not hesitate to contact me again if you require any further information.

Your Sincerely, Gareth Williams

Dear Sir / Madam,

I am writing to express my strong dissatisfaction with the holiday my wife and I had at your hotel in June. Having paid for your all-inclusive package, we were upset, to say the least, when your coach did not come on time to take us to the hotel. However, to make matters worse, our room did not have a nice view at all. In

fact, there was only a small window, which looked out onto filthy rubbish bins at the back of the hotel.

In addition, the food was tasteless and the service extremely slow. What is more, the noise from the bar kept us awake until 6 am. Every morning, as the bar did not close at two, as stated in the advertisement. The last straw was when my wife went down for a swim on our second day, only to find that she could not swim as the pool was being cleaned. It remained closed for the rest of our holiday. We feel that we should be fully compensated for our great disappointment with this holiday. We look forward to a reply at your earliest convenience.

Yours faithfully, Alan Parker

Style in Letters of Application

A letter of application should be similar in style to the advertisement; that is, if the job advertisement is written in a less formal style, the letter could also be written in a less formal style. On the hand, if the job advertisement is written in a formal style, the letter must be formal too.

NOTE: Advertisements for temporary jobs (holiday or summer jobs) may be written in a less formal style. A letter of application for such a job may not include extensive reference to experience, qualifications or skills.

Dear Sir / Madam,

In response to your advertisement in this morning's Brighton Advertiser, I would like to indicate my interest in the post of waiter.

I am twenty –two years old and have completed my B.A. in Oriental Studies. I plan to do a Master's degree in Medieval Chinese Literature in the next academic year, and am therefore seeking to improve my economic situation over the summer months. I am highly qualified for a position of this kind. I am used to dealing with people as I am on the Executive Committee of the Student Union at City

University. I would also like to ask about the following the free days and the pay you offer. I trust meals are provided.

I look forward to hearing from you at your earliest convenience.

Yours faithfully,

James White

Dear Mr. Murphy,

I saw your advertisement in the newspaper and I am very interested in the waitressing job you are advertising.

I am eighteen years old and I am planning to go to university in September, so I am looking for a job in order to earn some money.

I have done a lot of summer work in the past, including working in a coffee bar. I do not mind hard work and I learn quickly.

I have a few questions, though, such as what pay you are offering and how many hours per day you will need me to work. Could you also tell me if I would get any days off and whether you provide any meals for your staff?

I am looking forward to hearing from you soon.

Yours sincerely, Celia Dobbs

Read the following topics. Then, say: A) what type and style of letter each one requires and B) which plan each letter should follow. How would you start and end each letter?

1. You had an unpleasant experience while travelling abroad. Write a letter to a friend describing your experience and explaining why you will think twice before going abroad alone again.

2. Write a letter to a friend telling him / her about a party you have recently been to, describing an interesting person that you met there.
3. You are in Paris and want to hire a car when you realize you have left your driving license at home. Write a letter to your brother or sister asking for it to send to you by post. You should explain in your letter where it can be found and why you need it.
4. You have to leave your present job due to family problems. Write a letter to your boss explaining why you have to leave the job, expressing regret and asking for a reference.
5. While your next –door neighbor is away on holiday , burglars broke into his / her house .Write a letter to him / her saying what happened and giving advice on what he / she should do .
6. You and your friends have recently had a meal in an expensive restaurant. Write a letter to the manager of the restaurant expressing your satisfaction with the food but complaining about the service.
7. Write a letter to a member of your family inviting him / her to a family celebration, giving details of the event.
8. You have lost an important certificate, which you need in order to apply for a job. Write a letter to the organization from which the original certificate was issued, giving enough information about it so that you can be sent a copy.

SAMPLES OF LETTERS



1. INVITATIONS TO CORRESPOND

My dear friend,

You will probably be surprised to receive a letter from a person whom you have never met, so I will first introduce myself to you.

I am a second year student at St. Petersburg University, I am majoring in the English language and literature and I listen to lectures on history, philosophy, linguistics, etc. After my lectures, I like to play volleyball and tennis, I am a member of our University volleyball team, in the evenings I read books or go out for walk, or go to a movie for relaxation would like very much to hear about your studies and about your interests. I am enclosing some snap-shots, which I have taken.

Yours sincerely,

Peter



2 INVITATIONS TO VISIT

Dear Matthew,

My English professor has given me your name, address, and told me you would like to exchange visits with someone of the same age in my country.

How would you like to spend June or July with us at our country house on the river? Then I could visit you in August or September. Would that be possible?

We are both studying foreign languages at universities, and we should have a lot in common. I think you would enjoy your holiday, because we have a boat, and we would be able to swim and sunbathe. The weather here is usually marvelous at this time of the year.

Please let me know soon if you are interested.

Yours sincerely,

Leonid

ANSWERS TO INVITATIONS TO VISIT

Dear Michael,

I am very grateful for your letter and all the instructions as to my arrival. I am glad to have your phone number in case anything goes wrong.

However, please do not take the trouble of meeting me at the airport: I shall manage all right Just send me a message to say where we should go first we might, of course, go to the hotel straight away and then phone you at your office. This might make things easier.

I look forward to seeing you again.

Yours,

4. BREAD AND BUTTER LETTERS

Dear Donald,

I have just returned home after a very pleasant journey, and I feel I must write immediately to thank you for giving me such a wonderful holiday.

I shall always remember the interesting places we visited and the warm welcome I received from your family and all your friends. Yours,

5. LETTERS TO FRIENDS

Dear Christopher,

Thank you for your letter and for your kind thoughts about me. How I should like to make another trip with you in the autumn season or take walks with you under the moon.

It has been getting colder lately and there are indications of winter in the air. Have you had any snow yet? They say that skiing has already commenced in the North.

Lots of love,

6. CONGRATULATIONS

Dear Adam,

I hope that you are well and will have a good holiday at Christmas end I also wish you a good start on the New Year.

Always yours,



7. THANK-YOU LETTERS

Dear Livia:

Your gift awaited us when we returned home. It reminded us of your warm and sincere hospitality.

We shall treasure much the little bear. Most of all, every time, we see it, we will think of our friendship.

Cordially yours,

8. EXCUSES

Dear Hugh,

I feel so guilty! I have not written to you for such a long time, and I always think, "I must write". However, I am too lazy. I have not written to anyone for a long time. I telephone instead of writing. Such a long time passed.

However, I hope you will forgive me.

Your, Natasha

Dear Leonard,

I must apologize for not writing sooner. I have been kept busy lately preparing for my exams. The last of my exams was successful yesterday, and now I am comparatively free again. Thus, I will try to keep in closer touch with my friends and with you in particular.

Yours,



9. REQUESTS

Dear Mr. Forster,

I wonder if you would dome a favor.

*I am writing a thesis on modern English grammar. Now there is one book I need to complete my work, but I am told by the bookstores and libraries that it is almost unobtainable here. The book is entitled *A Communicative Grammar of English*, published in London by Longman in 1995.*

Do you think you could find time to make inquiries at bookstores in London? If you manage to get it and send it to me by airmail, I would be most grateful. I could then send any other book published in my country to cover the expenses.

I am sorry to bother you with this request, but I feel very helpless in this matter. Ours ever,

Dear Sirs, I have been trying to find some good English books, which I can recommend to my pupils. I have in mind prose works, which are short, easy and entertaining. Can you suggest a few; say half a dozen or so? I should appreciate it.
Sincerely yours,

10. LETTERS OF CONDOLENCE AND SYMPATHY

Dear Meggie,

I have just heard of your mother's death and want to tell you how very sorry I am. Your mother was such an intelligent and good person and many people will feel as I do, that the world is a poorer place without her.

There is nothing I can say to lessen your unhappiness except that I am sure she would not want you to grieve.

You have my heartiest sympathy. Yours very sincerely,



11. JOB-APPLICATION LETTERS

Dear Sir or Madam,

I should like to make an application for the post of an interpreter at your Agency.

You will find a full account of my career and qualifications on the attached personal record sheet, and I have added the names of three referees.

If you feel that my qualifications meet your requirements, I shall be pleased to come to an interview.

I enclosed a stamped addressed envelope for your reply.

Yours faithfully,

12. ANSWERS TO JOB-APPLICATION LETTERS

Dear Mr. Newman,

Thank you for your application for one-year visiting position in the Department of Chemistry.

We will review your application carefully and get back to you when we have something more definite to report.

Thank you again for your interest in our University.

Sincerely,-----



13. APPLICATIONS FOR STUDIES

Dear Sirs,

I would be very grateful if you could give me some information about the particular courses of study you provide for foreign graduate students in the Reid of physics.

I should like to explore the possibility of graduate study at your University.

Many thanks in advance.

Sincerely yours, V. Antonov

14. REFERENCES, RESUMES

To whom it may concerny Dr. Antonov is a talented young scientist. I have known him since 1994 when he took a post of researcher at the Institute of Chemistry, where I work as a consultant.

We have often discussed points of interest, and I could not fail to notice the keen intellect he applies to his research. No wonder that he is doing well in his work.

I understand that at present he is responsible for the general operations of a major project.

I have no are an asset to any research program.

Faithfully yours,

To whom it may concern

I have much pleasure in supporting Mr. Voronin's application for the post of an interpreter/ translator.

Mr. Voronin has completed five years of work in English at the University of Moscow. He has always shown a great interest in the English language and literature, and he did well in his examinations.

He has spent one summer vacation in Great Britain, and I have not the slightest hesitation in stating that he possesses a sufficient knowledge of English to enable him to profit from his stay in your organization and to be of considerable utility in a position as a qualified interpreter/translator.

It is with the utmost confidence that I recommend Mr. Voronin for consideration of the position he is seeking.

Yours sincerely,

Dear Boris,

In your last letter, you asked me how to write a resume in English. I am complying with your request.

Below is more or less the usual model for a resume, which, by the way, is called CURRICULUM VITAE (abbreviation CV) in Britain and RESUME in the USA.

- 1. Name & Address*
- 2. Date & Place of Birth*
- 3. Citizenship*
- 4. Marital Status*

5. Present Residence

6. Education

7. Working Experience

8. Present Status

9. Additional Information

10. List of Publications or other accomplishments sincerely,

15. BUSINESS LETTERS

Dear Ms. Blair:

This letter is to inform you that we have received your letter dated May 20 that was addressed to our Manager Mr. Brooks.

Mr. Brooks has been ill and is not expected to return to the office until about June 10. When he returns, I will bring your letter to his attention.

Yours truly,

Your sincerely	Samimiyat ,ochiq ko'ngillik	
Your faithfully	Sodiqlik,sadoqat,vafu	
Lots of love	Muhabbat bilan	

USEFULL WORDS AND WORD COMBINATIONS

Informal letters	
Formal letters	
Endings	
Beginnings	
Greetings	
Asking for advise	
Giving advise	
Opening Remarks	
Closing Remarks	
Giving News	
Congratulation	
Letters of Invitation	
Accepting an Invitation	
Refusing an Invitation	
Invitation to Correspond	
Invitation to visit	
Letters of Application	
Letters of Apology	
Letters of Complaint	

Mild Complaint Strong Complaint	
Transactional letters Letters Requesting Information	
Thank you letters Letters to Friend	
Requests Business letters	
References Resumes	
However Although Furthermore In addition	

THE LIST OF USED LITERATURE

- 1."Inside Out "Sue Kay& Vaughan Jones ---- 2002."Objective" IELTS Michael Black & Wendy Sharp --2007.**
- 3." Successful Writing" Virginia Evans --- 1998.**
- 4." New English File" Clive Oxen den & Christina Latham-Koenig---20006.**

USED WEB-SITES

- 1.WWW.oup.com/ elt/English file/intermediate**
- 2. <http://www.uclouvain.be/en-372126.html>**

TABLE OF CONTENTS

INTRODUCTION.....	3
Tasks and activities.....	5
Types of letters.....	6
Style in Letters of Application.....	14
Samples of letters.....	22
Invitations to visit.....	25
Mostly used expressions at the beginning of the letter	39
The list of the used literature	43

Худайбергганов Ғанишер Рўзимаматович

Худайбергганова Маргуба Абдиеина

“Let’s learn writing letters in English”

Услубий қўлланма

Мухаррирлар: **М.Ходжаханов**

М.Азизова

Босишга рухсат этилди 00.00 . 2019 йил

Коғоз ўлчами 60*84 1/16

Ҳажми 3 босматабоқ

20 нусха Буюртма № _____

ТИҚХММИ босмахонасида чоп этилди.

Тошкент – 1000000.Кори-ниёзийкўчаси 39уй