

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ ПЕДАГОГІЧНИЙ
УНІВЕРСИТЕТ імені Г.С. СКОВОРОДИ
КАФЕДРА ТЕОРІЇ І ПРАКТИКИ АНГЛІЙСЬКОЇ МОВИ**

**І.І. КОСТІКОВА, Ю.О. БОЖКО,
Н.К. СОЛОШЕНКО-ЗАДНІПРОВСЬКА**

АНГЛІЙСЬКА МОВА: ПРАКТИКУМ З НАУКОВОГО І ДІЛОВОГО ПИСЬМА

**Методичні рекомендації
для здобувачів першого (бакалаврського)
та другого (магістерського) рівня вищої освіти**

ХАРКІВ – 2022

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«До друку та в світ дозволяю»
Проректор з наукової,
інноваційної і міжнародної
діяльності, професор С.В. Бережна

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Затверджено редакційно-видавничою
радою Харківського національного
педагогічного університету
імені Г. С. Сковороди
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Англійська мова: практикум з наукового і ділового письма: метод. рек. для здобувачів першого (бакалавр.) та другого (магістер.) рівня вищ. освіти. Харків: ХНПУ імені Г.С. Сковороди, 2022. 44 с.

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(протокол № 3 від «13» березня 2022)*

В представлених методичних рекомендаціях детально розглянуті різноманітні види академічного письма – анотації, резюме та ділове листування. Видання містить низку текстів, спеціалізовані матеріали з специфічними англомовними стандартними зворотами, кліше, прийнятими у галузі наукового та ділового письма. Пропонується використовувати зібрані матеріали для ознайомлення здобувачів вищої освіти зі структурою англомовного наукового та ділового письма та формування і удосконалення відповідних компетенцій.

Видано за рахунок авторів

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ВСТУП

Пріоритетним напрямом розвитку сучасного освітнього простору є поглиблене вивчення іноземної мови, зокрема, англійської. На сучасному етапі наша країна потребує фахівців з якісно сформованими іншомовними компетенціями, що є ознакою високої кваліфікації і конкурентоспроможності, здатних працювати у різних галузях багатокультурного середовища. Саме тому вивчення наукового та ділового письма розширює наукові та професійні межі здобувачів вищої освіти різних рівнів.

Активне реформування освітньої системи якісно позначилося на реорганізації вищої освіти згідно європейських стандартів. Інтенсивне реформування освіти зобов'язує кожного випускника закладу вищої освіти бути не лише першокласним фахівцем з профільюючої спеціальності, а й опанувати хоча б одну із запропонованих програмою іноземних мов. Євроінтеграція встановлює нові вимоги до фахівців, насамперед, – володіння академічним писемним мовленням (написання анотацій, тез, статей англійською мовою), що є одним із критеріїв якісної підготовки випускників закладів вищої освіти.

В представлених методичних рекомендаціях детально розглянуті різноманітні види академічного письма – анотації, резюме та ділове листування. Написання анотації, резюме англійською мовою відповідає важливим потребам сучасності, а їхнє правильне оформлення – одне із найважливіших завдань, що ставляться перед здобувачами, які займаються написанням дипломних магістерських робіт, або прагнуть працювати в академічному світі. Отже, необхідність формування відповідних компетенцій зумовлена необхідністю випускників закладів вищої освіти володіти вміннями та навичками у галузі англомовного академічного письма.

Видання містить низку текстів, спеціалізовані матеріали зі специфічними англомовними стандартними зворотами, кліше, прийнятими у науковому та діловому письму.

ACADEMIC WRITING

Why writing English is more difficult than speaking?

Many international students who arrive at college to study in English can speak the language well enough for normal life: shopping, travelling and meeting people. But the same students are often surprised to find that writing essays and reports in English is much more difficult. It can be helpful to think about the reasons for this situation.

First, speaking is usually done face to face. If your listener cannot understand you, then they can look puzzled and ask you to repeat. But this does not work with a reader! When we write, we usually have little idea who may read our work, so we have to write as clearly as possible so that it is easy to understand.

With academic writing, writers and readers have to learn special conventions, such as using capital letters in certain places. If you do not follow these conventions, your meaning may be unclear and your teacher can have difficulty assessing your work.

Another issue is vocabulary. Most academic subjects require writers to use semi-formal language, which is different from the idiomatic language used in speech. One example is using a verb such as 'continue' instead of phrasal verbs such as 'go on'.

The purpose of academic writing

Writers should be clear why they are writing. The most common reasons for writing include:

- To report on a piece of research the writer has conducted;
- To answer a question the writer has been given or chosen;
- To discuss a subject of common interest and give the writer's view;
- To synthesise research done by others on a topic.

Academic writing is a formal style of writing used in universities and scholarly publications. A coherent structure is crucial to organize your ideas. Pay attention to structure at three levels: the structure of the whole text, paragraph structure, and sentence structure.

Overall structure	<ul style="list-style-type: none">• Always include an introduction and a conclusion.• Divide longer texts into chapters or sections with clear headings.• Make sure information is presented in a logical order.
Paragraph structure	<ul style="list-style-type: none">• Start a new paragraph when you move onto a new idea.• Use a topic sentence at the start of each paragraph to indicate what it's about, and make clear transitions between paragraphs.• Make sure every paragraph is relevant to your argument or question.
Sentence structure	<ul style="list-style-type: none">• Use transition words to express the connections between different ideas within and between sentences.• Use appropriate punctuation to avoid sentence fragments or run-on sentences.• Use a variety of sentence lengths and structures.

Short essays generally have this pattern:

- Introduction
- Main body
- Conclusion

Longer essays generally have this pattern:

- Introduction
- Main body
- Literature review
- Results
- Discussion
- Conclusion
- Acknowledgements
- References

Academic writing is clear, concise, focussed, structured and backed up by evidence. Its purpose is to aid the reader's

understanding. It has a formal tone and style, but it is not complex and does not require the use of long sentences and complicated vocabulary.

Each subject discipline will have certain writing conventions, vocabulary and types of discourse that you will become familiar with over the course of your degree. However, there are some general characteristics of academic writing that are relevant across all disciplines.

Characteristics of academic writing

Academic writing is:

- *Planned and focused:* answers the question and demonstrates an understanding of the subject.
- *Structured:* is coherent, written in a logical order, and brings together related points and material.
- *Evidenced:* demonstrates knowledge of the subject area, supports opinions and arguments with evidence, and is referenced accurately.
- *Formal in tone and style:* uses appropriate language and tenses, and is clear, concise and balanced.

What is a Research Abstract?

Abstracts are created in high school, colleges and even at the professional level. They are typically about one paragraph (about 100 to 150 words) in length and include

- Aim of the paper and topic
- Data, research and methods used
- Findings (Results)
- Significance (Conclusion)

Writing Outlines

How to Write an Outline

Why Use an Outline? An outline is an ordered list of the main points of your essay. Outlining helps you define and organize your topic and subtopics so that you bring the reader on a logical journey from your thesis, through your supporting evidence, to your conclusion. Many writers use outlines to better visualize their ideas

and to have a way to share them with others in the planning stage of their writing process.

Before You Outline

- **Define the purpose of your essay.** Why did the teacher assign this paper? What do you want to learn from this? What do you want your reader to understand?

- **Define the audience for your essay.** Knowing your audience allows you to focus your paper better.

- **Write your thesis statement.** Once you have read the primary materials on your topic, write out a working thesis statement. This will take several drafts until you get it just right. To develop a working thesis statement ask yourself:

- ✓ What gaps are there in the literature on this subject? What is controversial or unresolved? What changes in methods, analysis, or data have occurred that might shed light on a previously studied topic?
- ✓ What applications are there to another topic that others may not have considered? What social, economic, or other impact has previous research had in this area? What unanswered questions do I have now that I have researched the topic? Why should anyone care about the literature I am reading for this paper?

Once you have a consequential thesis statement, write it at the top of your outline-to-be.

Sample Outline Structure

Thesis statement:

1.Introduction

- a) What is the controversy? Who? What? Why? When? Where?
- b) What analytical tool(s) will be used to analyze it?
- c) What claim(s) will be defended?

2.Body

- a) Evidence from science/methodology;
- b) Evidence from the theoretical literature;
- c) Evidence from parallel fields;
- d) Relevance to the analytical model;
- e) Problems or weakness in the evidence or model;

3. Conclusion

- a) Review and synthesis of the evidence;
- b) Appropriateness of the approach to the research question;
- c) Call for additional research in specific areas;
- d) Restatement of the thesis and its significance;

17 academic words and phrases to use in your essay

Words to use in your introduction

The trickiest part of academic writing often comes right at the start, with your introduction. Of course, once you've done your plan and have your arguments laid out, you need to actually put pen to paper (or fingers to keyboard) and begin your essay.

You need to consider that your reader doesn't have a clue about your topic or arguments, so your first sentence must summarise these. Explain what your essay is going to talk about as though you were explaining it to a five-year-old – without losing the formality of your academic writing, of course! To do this, use any of the below words or phrases to help keep you on track.

1. Firstly, secondly, thirdly

Even though it sounds obvious, your argument will be clearer if you deliver the ideas in the right order. These words can help you to offer clarity and structure to the way you expose your ideas. This is an extremely effective method of presenting the facts clearly. Do not be too rigid and feel you have to number each point, but using this system can be a good way to get an argument off the ground, and link arguments together.

2. In view of; in light of; considering

These essay phrases are useful to begin your essay. They help you pose your argument based on what other authors have said or a general concern about your research. They can also both be used when a piece of evidence sheds new light on an argument. Here's an example:

The result of the American invasion has severely impaired American interests in the Middle East, exponentially increasing popular hostility to the United States throughout the region, a factor which has proved to be a powerful recruitment tool for extremist terrorist groups (Isakhan, 2015). Considering [or In light of/ In view of] the perceived resulting threat to American interests, it could be argued that the Bush administration failed to fully consider the impact of their actions before pushing forward with the war.

3. According to X; X stated that; referring to the views of X

Introducing the views of an author who has a comprehensive knowledge of your particular area of study is a crucial part of essay writing. Including a quote that fits naturally into your work can be a bit of a struggle, but these academic phrases provide a great way in.

Even though it's fine to reference a quote in your introduction, we don't recommend you start your essay with a direct quote. Use your own words to sum up the views you're mentioning, for example:

As Einstein often reiterated, experiments can prove theories, but experiments don't give birth to theories.

Rather than:

"A theory can be proved by experiment, but no path leads from experiment to the birth of a theory." [Albert Einstein, 1954, Einstein: A Biography].

See the difference?

And be sure to reference correctly too, when using quotes or paraphrasing someone else's words.

Adding information and flow

The flow of your essay is extremely important. You don't want your reader to be confused by the rhythm of your writing and get distracted away from your argument, do you? No! So, we recommend using some of the following 'flow' words, which are guaranteed to help you articulate your ideas and arguments in a chronological and structured order.

4. Moreover; furthermore; in addition; what's more

These types of academic phrases are perfect for expanding or adding to a point you've already made without interrupting the flow altogether. "Moreover", "furthermore" and "in addition" are also great linking phrases to begin a new paragraph.

Here are some examples:

The dissociation of tau protein from microtubules destabilises the latter resulting in changes to cell structure, and neuronal transport. Moreover, mitochondrial dysfunction leads to further oxidative stress causing increased levels of nitrous oxide, hydrogen peroxide and lipid peroxidases.

And:

On the data of this trial, no treatment recommendations should be made. The patients are suspected, but not confirmed, to suffer from pneumonia. Furthermore, five days is too short a follow up time to confirm clinical cure.

5. In order to; to that end; to this end

These are helpful academic phrases to introduce an explanation or state your aim. Oftentimes your essay will have to prove how you intend to achieve your goals. By using these sentences, you can easily expand on points that will add clarity to the reader.

For example:

My research entailed hours of listening and recording the sound of whales in order to understand how they communicate.

Or...

Dutch tech companies offer support in the fight against the virus. To this end, an online meeting took place on Wednesday...

Even though we recommend the use of these phrases, DO NOT use them too often. You may think you sound like a real academic but it can be a sign of overwriting!

6. In other words; to put it another way; that is; to put it more simply

Complement complex ideas with simple descriptions by using these sentences. These are excellent academic phrases to improve the continuity of your essay writing. They should be used to explain a point you've already made in a slightly different way. Don't use them to repeat yourself, but rather to elaborate on a certain point that needs further explanation. Or, to succinctly round up what just came before.

For example:

A null hypothesis is a statement that there is no relationship between phenomena. In other words, there is no treatment effect.

Or...

Nothing could come to be in this pre-world time, "because no part of such a time possesses, as compared with any other, a distinguishing condition of existence rather than non-existence." That is, nothing exists in this pre-world time, and so there can be nothing that causes the world to come into existence.

7. Similarly; likewise; another key fact to remember; as well as; an equally significant aspect of

These essay words are a good choice to add a piece of information that agrees with an argument or fact you just mentioned. In academic writing, it is very relevant to include points of view that concur with your opinion. This will help you to situate your research within a research context.

Also, academic words and phrases like the above are **also** especially useful so as not to repeat the word '**also**' too many times. (We did that on purpose to prove our point!) Your reader will be put

off by the repetitive use of simple conjunctions. The quality of your essay will drastically improve just by using academic phrases and words such as ‘similarly’, ‘as well as’, etc. Here, let us show you what we mean:

In 1996, then-transport minister Steve Norris enthused about quadrupling cycling trips by 2012. Similarly, former prime minister David Cameron promised a “cycling revolution” in 2013...

Or

Renewable Energy Initiative (AREI) aims to bridge the gap of access to electricity across the continent (...). Another key fact to remember is that it must expand cost-efficient access to electricity to nearly 1 billion people.

The wording “not only... but also” is a useful way to elaborate on a similarity in your arguments but in a more striking way.

Comparing and contrasting information

Academic essays often include opposite opinions or information in order to prove a point. It is important to show all the aspects that are relevant to your research. Include facts and researchers’ views that disagree with a point of your essay to show your knowledge of your particular field of study. Below are a few words and ways of introducing alternative arguments.

8. Conversely; however; alternatively; on the contrary; on the other hand; whereas

Finding a seamless method to present an alternative perspective or theory can be hard work, but these terms and phrases can help you introduce the other side of the argument. Let’s look at some examples:

89% of respondents living in joint families reported feeling financially secure. Conversely, only 64% of those who lived in nuclear families said they felt financially secure.

And...

The first protagonist has a social role to fill in being a father to those around him, whereas the second protagonist relies on the security and knowledge offered to him by Chaplin.

“On the other hand” can also be used to make comparisons when worded together with “on the one hand.”

9. By contrast; in comparison; then again; that said; yet

These essay phrases show contrast, compare facts, and present uncertainty regarding a point in your research. “That said” and “yet” in particular will demonstrate your expertise on a topic by showing the conditions or limitations of your research area. For example:

All the tests were positive. That said, we must also consider the fact that some of them had inconclusive results.

10. Despite this; provided that; nonetheless

Use these phrases and essay words to demonstrate a positive aspect of your subject-matter regardless of lack of evidence, logic, coherence, or criticism. Again, this kind of information adds clarity and expertise to your academic writing.

A good example is:

Despite the criticism received by X, the popularity of X remains undiminished.

11. Importantly; significantly; notably; another key point

Another way to add contrast is by highlighting the relevance of a fact or opinion in the context of your research. These academic words help to introduce a sentence or paragraph that contains a very meaningful point in your essay.

Giving Examples

A good piece of academic writing will always include examples. Illustrating your essay with examples will make your arguments stronger. Most of the time, examples are a way to clarify an explanation; they usually offer an image that the reader can recognise. The most common way to introduce an illustration is “for

example.” However, in order not to repeat yourself here are a few other options.

12. For instance; to give an illustration of; to exemplify; to demonstrate; as evidence; to elucidate

The academic essays that are receiving top marks are the ones that back up every single point made. These academic phrases are a useful way to introduce an example. If you have a lot of examples, avoid repeating the same phrase to facilitate the readability of your essay.

Here’s an example:

‘High involvement shopping’, an experiential process described by Wu et al. (2015, p. 299) relies upon the development of an identity-based alliance between the customer and the brand. Celebrity status at Prada, for example, has created an alliance between the brand and a new generation of millennial customers.

Concluding your Essay

Concluding words for essays are necessary to wrap up your argument. Your conclusion must include a brief summary of the ideas that you just exposed without being redundant. The way these ideas are expressed should lead to the final statement and core point you have arrived at in your present research.

13. In conclusion; to conclude; to summarise; in sum; in the final analysis; on close analysis

These are phrases for essays that will introduce your concluding paragraph. You can use them at the beginning of a sentence. They will show the reader that your essay is coming to an end:

On close analysis and appraisal, we see that the study by Cortis lacks essential features of the highest quality quantitative research.

14. Persuasive; compelling

Essay words like these ones can help you emphasize the most relevant arguments of your paper. Both are used in the same way: *“the most persuasive/compelling argument is...”*.

15. Therefore; this suggests that; it can be seen that; the consequence is...

When you're explaining the significance of the results of a piece of research, these phrases provide the perfect lead up to your explanation.

16. Above all; chiefly; especially; most significantly; it should be noted

Your summary should include the most relevant information or research factor that guided you to your conclusion. Contrary to words such as "persuasive" or "compelling", these essay words are helpful to draw attention to an important point. For example:

The feasibility and effectiveness of my research has been proven chiefly in the last round of laboratory tests.

Or...

Film noir is, and will continue to be, highly debatable, controversial, and unmarketable – but above all, for audience members past, present and to come, extremely enjoyable as a form of screen media entertainment.

17. All things considered

This essay phrase is meant to articulate how you give reasons to your conclusions. It means that after you considered all the aspects related to your study, you have arrived to the conclusion you are demonstrating.

SUMMARY

After mastering the use of these academic words and phrases, we guarantee you will see an immediate change in the quality of your essays. The structure will be easier to follow, and the reader's experience will improve. You'll also feel more confident articulating your ideas and using facts and examples. So jot them all down, and watch your essays go from 'good' to 'great'!

TASKS

Finish the sentence

1. I like your essay, but I want you to **illustrate**...
2. What will the result be if in the future we **assume**...
3. Students may be asked to compare many **alternative**...
4. The Channel Tunnel between France and England was **constructed**...
5. Everyone wants to be happy, but we probably all **define**...
6. Many universities now have language centres to **facilitate**...
7. Numbers and results are not particularly useful in themselves; we need to **interpret**...
8. In spite of warnings about cancer, many Westerners **equate**...
9. Advertisers use a variety of **techniques**...
10. At first, the police viewed the crimes as **random**...
11. It may be the case that no solution is possible, given the **magnitude**...
12. Although computers are becoming increasingly **complex**,...
13. The investigation was stopped because the witnesses could not **identify**...
 - a) ...theories, from which they have to select the most convincing.
 - b) ...happiness in many different ways.
 - c) ...that nearly everyone has access to a motor car?
 - d) ...the programs they use are becoming much easier to operate.
 - e) ...a sun tan with health and youthfulness.
 - f) ...the man they had seen commit the robbery.
 - g) ...language learning for international students.
 - h) ...at a cost of over £8 billion.
 - i) ...of this problem.
 - j) ...them to understand what they actually mean.
 - k) ...events, but realised later that there was a pattern linking them.
 - l) ...to persuade consumers to buy products and services.
 - m) ...your points by providing some supporting examples.

ACADEMIC CORRESPONDENCE

The main points

1. The rules of formal email etiquette and various types of formal letters.
2. What is the professional life in high-tech world?
3. Knowing how to write a formal letter is an essential skill to learn that will be useful in your academic and professional career.

Types of formal letters include:

- Cover letter
- Inquiry letter
- Legal letter
- Letter of intent

A REFERENCE LETTER

Resignation letter

Professional correspondence (and academic correspondence with professors, deans, etc.) has its own set of rules - rules concerning the level of formality, how to handle requests, good news, bad news and so on. Such rules are about the same in academic or professional email as in snail mail. The problem is that for people new to email or new to professional life, it's so easy to forget the difference between casual correspondence among friends and more formal correspondence. But in academic and professional correspondence, form matters, style matters, content matters, grammar matters and timing matters.

The best thing you can do is to treat correspondence via email the same way you would if the same piece were being sent via snail mail.

Before starting

1. the receiver by name or title
2. a meaningful topic in the subject line
3. in capitals
4. your email with a greeting

5. understandable names to attachments
6. clear, short paragraphs
7. friendly and cordial. but familiar
8. files which are too large
9. within a reasonable time

The salutation: This works just as it does in regular mail:

Dear Bob Smith,

Dear Professor Adams,

Hello Bob,

This is depending on your level of familiarity. If you do not know the name of the recipient, use the individual's title instead.

Dear Personnel Manager,

The body of the email: Email correspondence usually is more concise than print correspondence. So, if the letter is good news or a routine request, you want the first paragraph to get right to the point: give the good news, make the request. Then the second paragraph can elaborate on that good news or that request and the third paragraph can explain what you hope will happen next (how the shipment is to be delivered, what you hope will happen next in the employment process and so on). As explained at the beginning of the chapter, people reading online are reluctant to have to scroll down to finish your document, so if you can do the letter in one screen, that's a real plus.

The signature block: In addition to adding your name at the end (after Sincerely or Best or whatever other closing is appropriate), include your phone and fax numbers and any other necessary contact information (such as your snail mail address).

Email letters that are conveying bad news or making unusual requests might well require a little bit more complicated structure, but the basic elements of form are the same. In such letters the first paragraph should explain the background leading to the bad news or the unusual request which should then be in the second paragraph.

Salutation:

The salutation of a formal email is similar to the salutation of a letter. When writing to someone you do not know by name, you *put* “*To Whom it May Concern*”. When applying for a job, you would address the person by, “Dear Hiring Manager.” If you do know the recipient’s name, you put “*Dear Mr./Ms. Smith*”. For a formal salutation, you should not use the recipient’s first name or the informal greetings “Hello” or “Hey.”

Body Paragraphs:

It is important to remember that an email needs to be concise. The first sentence, known as the opening sentence, can be a greeting if the situation allows it.

- *I hope all is well with you.*
- *Thank you for your prompt response.*

However, for most formal emails it is best to get straight to the point. Depending on the subject, you should have a maximum of four paragraphs and each paragraph should contain a single point. It is also important to provide questions in order to prompt a response.

At the end of your last paragraph, you should provide a “thank you” or “call to action” depending on the subject of your email.

- *Thank you for your assistance with...*
- *Thank you for your time and I look forward to hearing back from you.*
- *Please feel free to call or email me if you have any questions.*
- *I would appreciate it if this could be taken care of promptly.*

Closing:

Like the salutation, the closing of a formal email can be the same as the closing to a letter.

However, unlike the salutation, there are more options for a closing.

- *Thank you*
- *Best regards*
- *Sincerely*

- *Yours*

The closing is then followed by your full name. It is also beneficial to add your job position (if applicable) and phone number under your name in the 4th paragraph.

5 golden rules of e-mail etiquette:

Address your recipient accordingly.

Double, triple check that you have the correct spelling of the recipient's name and their corresponding title.

- Use proper salutations and closing statements.
- Format appropriately.
- Avoid ALL CAPS.
- Compress large files.

TASKS

Put the words below in order to make sentences:

1. reply / are / to / your / looking / we / forward
2. our / interest / we / your / appreciate / in / project
3. conference / I / on / writing / am / of / the / the / invite / university / behalf / to / you / to
4. early / appreciated / your / confirmation / be
5. contact / do / hesitate / to / us / not

Organising an email / letter. Put these elements of an email in orders:

- a) Give relevant information on the subject (What do you want to say?)
- b) State the aim (Why are you writing?)
- c) Describe the action you expect from the addressee (What do you want the addressee to do?)
- d) Close your email/letter politely
- e) Open your email/letter with greetings

Match the expressions 1–8 with their functions a–c.

- a)** starting an email/letter
- b)** acknowledging receipt of something
- c)** inviting a response

- 1.** I refer to your letter dated
- 2.** We appreciate your interest in
- 3.** If you have any further questions, do not hesitate to contact us
- 4.** Thank you very much for sending the information about
- 5.** I am writing on behalf of the university to invite you
- 6.** We look forward to hearing from you soon.
- 7.** I am writing to apply for ...
- 8.** Thank you for your letter of ...

REFERENCE LETTERS

A reference letter is a positive endorsement of a person's skills and attributes, written by someone familiar with their work, character, and accomplishments. Reference letters are needed when applying for jobs, internships, volunteer positions, colleges, and graduate school programs.

The reference letter explains why the reader should select a candidate, and what qualifies them for the opportunity for which they're applying. Letters may be requested by the organization that is considering the individual for employment or acceptance at an institution, or they may be offered by the job seeker or applicant.

An academic reference is written by a teacher, professor, or advisor. This type of reference discusses the candidate's educational background and academic achievements.

Use a simple structure

Use this simple structure to format your letter:

1) Salutation: If you are writing to someone specific, include a salutation that says "*Dear Mr. / Ms. / Dr. [name]:*" If you are writing a

general letter, don't include a salutation or simply say, "To Whom it May Concern:"

2) Introduction: Use the first paragraph to explain the purpose of the letter and how you know the person that you're recommending. You may also want to include the length of time in which you have known them.

3) Details: The second paragraph should detail why you believe the person you're recommending is qualified for the job or program. Include specific examples that demonstrate their abilities and qualifications. You can use more than one paragraph to detail their qualifications, if necessary.

4) Summary: In this section, summarize why you are recommending this person. A phrase you could include is, that you "highly recommend" or "recommend [name] without reservation for [program/role]."

5) Conclusion: In the final paragraph, you should offer to speak with them further to offer more information about the candidate's qualifications and abilities. End the letter with "Yours sincerely" when you are writing to someone named on the letter or, if you don't know who the letter is going to, "Yours faithfully."

6) Sign the letter: Close the letter with your name and title. If you are printing the letter and mailing it, include your signature under the typed name.

Types of Reference Letters

There are four different types of references:

- Academic references are from teachers, professors, academic advisors, or someone else who knows you in an educational capacity.
- Employment references are from previous employers, co-workers, clients, vendors, or someone else affiliated with your past or current employment.
- Personal references are from someone who can attest to your skills and attributes.
- Professional references are business references from someone who knows you in a professional capacity.

Types of Academic Reference Letters

An academic reference letter will highlight a student's strengths. Information on grades, attendance, and class participation, as well as any specific examples of strong papers or research, is relevant to include in this type of letter.

- Academic Reference Letter
- Sample Reference Letter for a Student
- Sample Reference Letter from a Teacher
- Sample Reference Letter for a Teacher
- Reference Letter Sample for Graduate School
- Graduate School Reference Letter

TASKS

Match elements of a reference letter 1–6 with its parts a–f.

1. describing the applicant
2. conclusion
3. summary of what has been written
- 6 describing the referees position

4. giving more information on the applicant

5. opening

a) *Dear Sir/Madam,*

b) *I am Robert Leeds, Professor at Darwin College, University of Nombridge. I am writing in support of Ms Hardworking's application for the MSc in Applied Ecology and Conservation at the University of South Anglia. I have known this applicant for nearly 15 years, mostly through our shared work on an international ecological project in India.*

c) *Ms Hardworking is a leading professional in India, highly respected for her participation in biodiversity conservation projects, as well as this, she is known as an innovative thinker in the field. She is intelligent, well-read and articulate, and has the maturity, self-discipline and independence to be able to cope with study at postgraduate level. It is typical of her positive attitude and the priority she gives to her professional development that she has*

chosen to apply for this programme in the middle of a very successful career.

d) *Moreover, her command of English is native-speaker standard. She has been used to functioning in English since childhood, throughout her education and now in most aspects of her professional life*

e) *I am pleased to have this opportunity of recommending Ms Hardworking to you as a postgraduate student. She will be an asset to the MSc programme.*

f) *If you have any further questions, feel free to contact me.*

Yours faithfully,

Robert Leeds

Professor Robert Leeds

Match positive adjectives 1–4 (with examples) to definitions

a–d.

- | | |
|--|--|
| 1. mature (his position would suit a mature specialist with strong computer skills.) | a) able to be trusted or believed |
| 2. observant (An observant student noticed the mistake.) | b) good or quick at noticing things |
| 3. efficient (She is very efficient) | c) not wasting time or energy |
| 4. reliable (You can trust her to take on the most difficult task: she is a reliable person.) | d) completely grown or developed |

Language Support:

describing personal qualities:

self-confident, competitive flexible, creative diplomatic, able to show, empathy imaginative, knowledgeable energetic, willing to accept, responsibility.

Use adjectives from to complete these sentences.

1. Julia is quite because she feels sure about herself and her abilities.
2. Marek is known as a very person because he is good at thinking of new ideas and making new and unusual things.
3. Olga clearly has a desire to become the best and the most successful member of staff, which is quite typical for her personality.
4. Herbert has shown the ability to be and work in different ways, at different times or in different places when it is necessary, to suit new conditions or situations.

A COVERING LETTER

A cover letter is a one-page document that you submit as part of your job application (alongside your CV or Resume).

Its purpose is to introduce you and briefly summarize your professional background. On average, your cover letter should be from 250 to 400 words long.

We'll cover:

- | |
|---|
| <ol style="list-style-type: none">1. What's a cover letter & why it's important for your job search2. How to write a convincing cover letter that gets you the job (step-by-step!)3. How to perfect your cover letter4. What excellent cover letter examples look like |
|---|

Information to be included in a covering letter:

1. A description of your
2. A Statement explaining how you Will help accomplish the funder's
3. An explanation of the rationale and purpose of your
4. An explanation of why the grant-awarding foundation is a fit with your

5. A 'thank you' for the opportunity to submit the

Structuring a covering letter:

1. What do we learn about the applicant's organisation?
2. What is funding requested for?
3. How do they plan to achieve their aim?

Dear Mr Peeler,

On behalf of the Department of History, Cultural Studies and Ethnology, I am pleased to present this grant proposal for our project, titled 'Archives of Vologda monasteries and churches of the XV—XVII centuries'. It aims to complete our research work on compiling a list of documents from church archives in the Vologda region.

We are requesting financial assistance to enable us to organise trips to Saint Petersburg (to the Russian National Library) and Kiev (to the Ukrainian National Library) where we can get access to rare books and manuscripts about the history of our region for the period mentioned above.

We appreciate this opportunity to apply, as we consider this grant an important factor in the development of the whole nation. Please contact me if you have any questions about our work or our proposal

Sincerely,

Dr Manna Okasova, Assistant Professor

TASKS

Underline phrases in the letter which match these functions.

1. giving contact information
2. introducing the reasons for funding
3. thanking the funder
4. introducing your organisation
5. describing the purpose of your project

Match the pairs of expressions to functions 1–5 from previous exercise.

A

- In our department, we deal with...
- Among our main activities are...

B.....

- The long-term/short term plan is/was designed to...
- The purpose/ goal of the proposed project is to ...

C.....

- Our organisation receives funding from state, city and federal sources.
- We need assistance/support in...
- Your assistance will enable us to ...,

D.....

- Thank you for the guidance and help in the development of our project.
- We are grateful for the opportunity to apply for the grant.

E.....

- Should you have any questions or require further/additional information, please contact ...
- For answers to any questions about our project/application, please feel free to...

Complete the sentences with words from previous exercise.

1. If you are asking money for a short period of time, you want to receive..... financing.
2. If you need financial help, you require the funder's financial.....
3. The funder will contact you if they require..... information (j e. more information on the project).

4. When you are.....to someone, you thank them for what they have done.

A letter of inquiry asks someone for specific information. In some cases, such as a request for promotional material, the recipient will have a clear interest in responding to your letter. In other cases, such as a request for specific information on a product, the recipient may or may not be as motivated to respond quickly. Consequently, always make the tone of the letter friendly and make it easy for the recipient to identify and provide the information you need.

A MOTIVATION LETTER

A motivation letter is a document detailing your professional skills and reasons for applying for a course of study, a scholarship or volunteer job. This letter accompanies your application and supporting documents, such as a transcript of your grades or a resume. A motivation letter is sometimes called a **“statement of purpose”** or a **“motivational letter”**.

Motivation letters are not commonly used for paid job applications, which are typically accompanied by cover letters.

Format of a Motivation Letter.

Writing a good motivation letter takes time, so make sure you methodically work through the steps to make yours the best possible. Allowing plenty of time to write your motivation letter ensures you include all the necessary content and follow each important step, including the following:

1. Write an outline.
2. Write an introduction.
3. Expand the outline for the body.
4. Conclude the motivation letter.
5. Proofread the motivation letter.

1. Write an Outline

Write a point-form outline noting the content of your motivation letter and its order. Write points covering the following topics:

- *Why you want to study the course or volunteer with the program?;*
- *Your skills or qualities that will benefit the school or non-profit;*
- *Why you are interested in the school or non-profit organization?;*

Think critically about whether you are including all relevant details. A motivation letter for a Ph.D. program will need more details about your experiences and specific plans than a motivation letter for a bachelor's program, for example. Cross-reference your outline with information from the school or non-profit organization to show you have the qualities and qualifications they are looking for. Assess your format and structure and determine whether moving points around would create a more logical flow.

Revise your outline until you are satisfied with it. You can reference your completed outline when writing your polished motivation letter to stay on track.

2. Write an Introduction

Write an introduction that introduces yourself to the recipient. Address your recipient by name, if possible, to give your motivation letter a personal touch. Your introduction should capture your recipient's attention and encourage them to read on, so include details about your achievements in this section.

3. Expand the Outline for the Body

Expand the points in your outline to form your motivation letter's body. Take a new paragraph for every new topic. Remember, your motivation letter aims to convince your recipient of your value, so use compelling facts to be persuasive.

4. Conclude the Motivation Letter

Write a conclusion to your motivation letter that summarizes your goal and leaves a positive final impression. You should also thank

your recipient for considering your application and encourage them to contact you if they have any questions.

5. Proofread the motivation letter

Proofread your motivation letter to make it more concise and professional. Correct any spelling and grammatical errors and awkward phrasing. Edit information already listed in your application form or resume to ensure your motivation letter contains only unique information.

You may need to proofread your motivation letter several times to identify all problem areas. If time permits, complete this step two days or more after writing your motivation letter as time away from your work allows you to view it more objectively. To help ensure your letter has professional grammar and spelling, ask a trusted friend or colleague to proofread your motivation letter after you.

Tips for Writing a Motivation Letter

Following these tips can help make your motivation letters stand out and convince decision-makers to consider your application further.

Follow any guidelines. Follow any formatting, length and content guidelines provided by your prospective school or non-profit organization. If the organization does not provide any details, write approximately 1/2 to one page of text with a basic 12-point font, such as Times New Roman or Arial.

Write with personality. Your interests, feelings and perspectives are unique, so writing about them is a good way to separate your letter from others. Write in a natural voice that reflects how you would speak to your recipient if they were in a room with you. Include interesting details that help your motivation letter stand out from others. Humor can be misinterpreted, so opt for a more serious tone.

Use accessible language. Accessible language that readers can easily understand is best for motivation letters. Identify any unnecessarily complex terms or jargon when you are proofreading

and replace them with simpler words. Write short, active sentences that cannot be misinterpreted.

Focus on your strengths. Write about your personal strengths, rather than your challenges or limitations. Writing about your strengths helps the recipients of your motivation letters understand your value to their organization and keeps your letter's tone positive.

Motivation Letter Template

Below is a sample motivation letter template. You can customize this template based on your circumstances:

Dear Mr/Ms. [recipient's surname],

My name is [your name] and I am a [position/qualification/area of study]. I am writing to apply for a [scholarship/volunteer opportunity/place] at [name of organization].

I would love to [study/volunteer] with you because [reasons for wanting to study course or volunteer]. I am especially interested in your [school/non-profit organization] because [reasons for choosing a particular organization].

I feel I would be an asset to your organization because I am [list of positive qualities]. I am also skilled in [list of positive skills] which I developed through [experiences or courses that taught you skills].

In conclusion, I hope to get the opportunity to [study/volunteer] with you at [name of organization]. Thank you for taking the time to review my application. Please contact me at [preferred contact details] if you have any questions for me. I look forward to hearing from you soon.

Yours sincerely, [Your name]

This template provides space for the basic information your motivation letter requires. However, the best motivation letters have a personal touch. Customize this template by adding extra details and taking several sentences to explain your reasons for writing and personal assets. Personal anecdotes can help your motivation letter stand out.

Motivation Letter Examples

Here are some examples of motivation letters that could accompany university and volunteer job applications. You can use a motivation letter sample as a guide for your own letters by substituting your own details.

- College application self-motivation letter sample
- Scholarship application motivation letter example
- Volunteer employment motivation letter example
- College Application Self-motivation Letter Sample

Dear Mr. Thomas,

My name is Stephanie Ruiz, and I am a high school student at Seattle City High School with a keen interest in computer studies and visual art. I am writing to apply for the multimedia design and communication degree at Seattle University.

I hope to become a web designer, so I would like to learn more about multimedia design. I feel your course would help me understand the digital design process and the way websites and their visual imagery can help businesses present an image to consumers.

I love the way different colors and images can evoke emotions in viewers. I enjoy experimenting with the power of color and imagery and think I have a natural creative flair. I am confident that I will be able to apply this flair to new projects at your school and increase my design abilities with you.

I respect Seattle University's reputation for academic and sporting excellence. I appreciate that yours is a school that encourages students to achieve their potential in the classroom and outside it. As a social person who has participated in several extracurricular activities, including the school band and softball team, I feel my diverse interests would make me a great fit for your school.

Studying at your school would help me develop my aptitude for design while having fun, whether it is on the sporting field or in

another arena. I am open to whatever experiences life at Seattle University would bring me and hope I could achieve them through your multimedia design and communication degree. Thank you very much for considering my request. Please email me at stephanie_ruiz@email.com if you have any questions about my application.

*Yours faithfully,
Stephanie Ruiz*

Scholarship Application Motivation Letter Example

To Mr. Bradman,

My name is Zoe Hooper, and I am writing to show my interest in a scholarship for your Bachelor of Science in Nursing program. I have a passion for helping people, and I hope my financial limitations will not hold me back in harnessing this passion in my career.

I grew up in a lower-class family with a single mother who worked three jobs to provide for my brothers and I. My mother taught me the value of hard work and the importance of taking care of others who cannot take care of themselves. She also stressed the importance of education to us, teaching us that it would help us access an easier life. Her encouragement along with my own determination helped me earn some of the best grades in my high school class.

As my mother worked long hours, I spent a lot of time caring for my youngest brother who has cerebral palsy. I feel the time I spent caring for him sparked interest in nursing. I learned to be compassionate and patient and was rewarded by his smiles. I hope to make my own patients smile in the face of their own health concerns in the future.

I feel my natural work ethic and drive to succeed would make me an asset to Los Angeles University. I know your school has an excellent nursing program, and feel it would give me the perfect environment to gain the degree I need to secure my dream job and give back to the community. Rest assured that I would make the

most of the scholarship opportunity and make you and my mother proud.

I am very grateful for the time you have taken to consider my application and look forward to hearing from you soon. Please do not hesitate to contact me at zoe.hooper@email.com if you have any questions about my application.

Kind regards,

Zoe Hooper

Volunteer Employment Motivation Letter Example

Dear Ms. Carnaby,

My name is Tony Iyer, and I am a veterinary science student at Washington University. I am responding to the call for volunteers posted on the All Paws Animal Shelter website. This opportunity attracted me because I have a natural passion for animal welfare, which I am furthering in my studies.

I grew up around animals living on a farm in rural Wyoming. During this time, I was involved in many aspects of animal care, including training our dogs, grooming our horses and milking cows. I loved spending time with our animals and discovered how wonderful their companionship can be. I also learned the importance of the less-glamorous sides of animal care, including cleaning waste and pens to keep our creatures comfortable.

Through my veterinary science studies, I have learned even more about animal care, including how to diagnose and treat animal diseases and how to help animals give birth. I believe these skills, along with the experience I acquired on the farm, would be invaluable to you at All Paws Animal Shelter. I also believe I could learn a lot more to complement my schooling at your organization.

I am especially interested in working at All Paws Animal Shelter as you accept a diverse range of animals. I also appreciate your shelter's no-kill policy and commitment to ongoing care for senior animals. These policies align with my own belief that all animals

deserve the chance to live a long life and find a forever home, no matter how long that takes.

In conclusion, I feel I would be an asset to All Paws Animal Shelter and hope you will accept my application for volunteer work. Please contact me at tonylovesanimals@email.com if you have any questions about my application.

Yours sincerely,

Tony Iyer

INQUIRY LETTER

Format of a Letter of Inquiry

Follow this format in writing a letter of inquiry:

In the first paragraph, identify yourself and, if appropriate, your position, and your institution or firm.

In the second paragraph, briefly explain why you are writing and how you will use the requested information. Offer to keep the response confidential if such an offer seems reasonable.

List the specific information you need. You can phrase your requests as questions or as a list of specific items of information. In either case, make each item clear and discrete.

Conclude your letter by offering your reader some incentive for responding.

Letters of enquiry – useful phrases:

Salutation:

Dear Mr Brown Dear Ms White Dear Sir/Madam Starting

We recently read/heard about . . . and would like to know . . .

We saw your advertisement in [name of newspaper/magazine] / on [website].

We refer to a discussion with ... [name of contact] at the trade fair last week.

We refer to your advertisement in the [name of newspaper/magazine]/ on [website].

Your company was recommended to us by....

We are [description of your company] and are interested in (purchasing....) / are looking for a supplier of

Making a request

We would appreciate it if you could send us your current price list / your latest catalogue / a sample of... / as well as your terms of payment and delivery.

Could you please send us

In addition, we would like to receive ...

Furthermore, we are interested in further details of.....

Could you let us know what discounts you offer for large orders?

If your offer meets our requirements, we would be prepared to order substantial quantities.

Enclosing documents

Please find enclosed... (e.g. our company brochure / an information leaflet about our company)

Ending

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

We would be grateful for an early reply.

We look forward to doing business with you.

Signing off

Yours faithfully, [when you DON'T have their name]

Yours sincerely, [when you DO have their name]

Kind regards, [always OK]

LEGAL LETTER

What is a legal correspondence?

Legal correspondence is sent to or received from a designated class of correspondents, as defined in the particular standard, such as a court, legal counsel, administrators of the grievance system, or administrators of the department.

Three most common forms of legal correspondence:

Letters that include the results of legal research and analysis fall into three basic categories that are based upon the purpose of the communication:

To provide information – information letters.

To provide an opinion – opinion letters.

To demand action – demand letters.

Basic Elements of a Letter

The first of these elements is the date fully written out (ex. October 14, 2019). Next, include any mailing notations such as “Hand Delivered”, “Registered Mail”, or “Attorney Eyes Only” in the left margin above the mailing address of your intended recipient. Addresses should always include the name of the recipient if applicable, with the address located directly below. When in doubt, use formal titles for your recipient by including, “Mr” or “Ms” before names or including titles such as “Jane Smith, M.D.”. Note, that if you are emailing your letter, be sure to include the recipients email address in the address block.

The purpose of a legal letter of representation is to inform any other parties involved in the case that you have a lawyer or a law firm representing you in the case.

What are the types of legal letters?

Examples of the legal/formal letter types we produce include:

- Letter of Demand / Civil Demand Letter / Demand Letter for Payment.
- Cease and desist letters.
- Complaint letters.

- Settlement letters.
- Application letters.
- Proposal letters.
- Letters of intent.
- Letters of objection / challenging or contesting a determination.

USEFUL PHRASES FOR WRITING LETTERS

Writing a Formal Letter

- *Starting*
- *We are writing you with reference to (the above order).*
- *With reference to your advertisement/letter of 10 March.....*
- *We are pleased to have your inquiry of 25 of July....*
- *We acknowledge the receipt of your letter dated 12 April*
- *With reference to your letter inquiring about...*
- *With reference to our telephone conversation yesterday (about...),...*
- *We wish to remind you that.....*
- *I am writing this letter to request the cancellation of.....*
- *I am writing this letter to complain in the strongest terms about the poor service that I have received from your company.*
- *Please advise us as soon as the.....*
- *Please open ain favour of (name of the company).....*
- *Payment can be made on any basis acceptable to you.*
- *Could you please supply us with information about the company's standing.*
- *We have been informed (by one of our clients) that.....*
- *We regret to inform you, (however,) that....*
- *Please accept our apologies for the inconvenience caused.*
- *We must insist on...*
- *Please note that the closing date/deadline for the is 30 September, so will you please complete the attached forms and return them as soon as possible.*
- *Any information you supply will be treated confidentially.*
- *May we remind you that your statement is still outstanding.*

- *Will you kindly balance your account promptly.*
- *We are puzzled to have had no remittance from you.*
- *You already have an overdraft of...*
- *Please give the matter your immediate attention.*
- *We will be left with no alternative but to (take legal action)... unless payment is received within the next seven days.*
- *Our circumstances do not allow us to wait/to go on waiting any longer.*
- *Please look into the matter.*
- *We were dissatisfied to find that...*
- *We shall have to terminate the contract.*
- *On examination we have found...*
- *We greatly appreciated your patience in this matter.*
- *Enclosures and attachment*
- *We would be grateful if you could forward/send any further information (you may have) about.... (products and terms of payment/this case)*
- *We will be pleased to supply any further information you require.*
- *We are sending the herewith the.....*
- *We look forward to doing business to our mutual advantage.*
- *We would like to make a decision on this as soon as possible.*
- *In the meantime, we suggest that you call the*
- *We hope to meet your requirements.*
- *Please send us by return the terms and conditions on*
- *For purposes of quick contact a reply by telephone would be appreciated.*
- *We look forward to the opportunity of being at your service.*
- *Could you please let us know in your earliest convenience whether the above terms and conditions are acceptable for you.*
- *We hope that the matter will be settled to our mutual satisfaction.*
- *We very much hope that you will be able to.....*
- *I would be grateful if you could spare me a few minutes.*
- *As our demand/request/issue is very urgent, a quick answer would be appreciated.*

- *Would you (also forward details of charges)... at your earliest convenience?*
- *I should/would be pleased if you could send me*
- *We trust/hope you will find this condition acceptable.*
- *If there is any other information you need, please do not hesitate to contact us at the above e-mail address.*
- *Thanking you in advance.*
- *I would be most grateful if you would reply as soon as possible so that this matter can be resolved to everyone's satisfaction.*
- *Please find enclosed....*
- *I am enclosing.....*
- *Please find attached....*
- *Writing Business Letter*

If writing a business letter in English takes you much longer than in your own language, here are a few guidelines that you may find helpful.

- Plan before you write.
- Look up the words you need before you start.
- Note the points you want to make, and order them into logical paragraphs.
- Tone
- Write as you would speak in a business conversation. The tone should be friendly and polite.

Names

Make sure you check the gender of the addressee (the recipient), as well as the correct spelling of the person's name and title. Use Ms. for women and Mr. for men. You can use Mrs. for a woman if you are 100% sure that she is married.

Dates

To avoid any confusion, write the month instead of using numbers (e.g. January 15th, 2011, or 15 January 2011)

Be concise and clear.

- The easier it is to read a letter, the better.
- Keep sentences and paragraphs short and simple.

- Use straightforward vocabulary to avoid any misunderstanding.
- Ask direct questions.
- Rewrite any sentence that does not seem perfectly clear.
- If the recipient is not a native English-speaker, it is preferable to avoid words and expressions that are too technical or complicated.

Remember this word order principle:

- **Who–Does–What–How–Where–When**
- **(Subject – Verb – Object – Manner – Place – Time)**

Examples:

Mr. Brown will travel by plane to London on Monday, June 5th.

A technician will install the equipment in your office on Tuesday morning.

I will confirm the transport arrangements as soon as possible.

Avoid old-fashioned words

Although they are used in legal documents and contracts, words like ‘herewith’, ‘hereby’, ‘herein’, ‘aforementioned’, etc are rarely used in letters. The following style of sentence is preferable: “You will find more information on our products in the enclosed brochure.”

Writing Letter about Employment

Here are a few Useful Phrases for letter about Employment.

Openings:

- *The standard opening for formal correspondence is Dear.*
- *Dear Sir*
- *Dear Madam*
- *Dear Sir or Madam*
- *Dear Sirs*
- *Dear Mr.*
- *Dear Mrs.*
- *Dear Ms.*

Useful phrases:

- *I am writing in response to your advertisement in [publication]*
- *I am writing to apply for the post of*
- *Thank you for your letter of [date] offering me the post of*
- *I am delighted to accept the position of [job title]*
- *I look forward to starting work with you*

Closures:

- *Thank you for considering this application*
- *I should be pleased to attend an interview*
- *Please do not hesitate to contact me on the above number if you should require further information*
- *I look forward to hearing from you*
- *If you know the name of the person use: Yours sincerely*
- *If you don't know the name of the person use: Yours faithfully*

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