

Группа: ТЭК 3/2
Дата проведения: 09.02.2023г.
Специальность: 38.02.05 Товароведение и экспертиза качества потребительских товаров
Дисциплина: ОГСЭ.03 Иностранный язык
Тема занятия: Деловая переписка. Структура основного текста деловых писем.
Цели занятия:

Дидактическая: - углубить и расширить знания и представления студентов по теме;
Развивающая: - развивать творческий потенциал студентов;
Воспитательная - воспитывать стремление к совершенствованию английского языка;
: - воспитывать умение работать самостоятельно.

Вид занятия: практическое занятие

Основная литература:

Агабекян И.П. Английский язык для ссузов: учебное пособие. – Москва: Проспект, 2015. – 288 с.

Дополнительная литература:

Интернет-ресурсы.

ДОМАШНЕЕ ЗАДАНИЕ:

1. *Запишите и выучите структуру делового письма:*

СТРУКТУРА ДЕЛОВОГО ПИСЬМА

1. Адрес отправителя	1. The heading
2. Адрес получателя	2. The inside address (to whom this letter is sent)
3. Приветствие (обращение)	3. The salutation
4. Тема	4. The subject
5. Основная часть письма	5. The body of the letter
6. Заключительная часть	6. The complimentary close
7. Подпись	7. The signature

2. *Прочитайте и переведите на русский язык правила написания английских писем:*

Rules for Writing Formal Letters in English

In English there are a number of conventions that should be used when writing a formal or business letter. Furthermore, you try to write as simply and as clearly as possible, and not to make the letter longer than necessary. Remember not to use informal language like contractions.

Addresses:

1) Your Address

The return address should be written in the top right-hand corner of the letter.

2) The Address of the person you are writing to

The inside address should be written on the left, starting below your address.

Date:

Different people put the date on different sides of the page. You can write this on the right or the left on the line after the address you are writing to. Write the month as a word.

Salutation or greeting:

1) Dear Sir or Madam,

If you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name.

2) Dear Mr Jenkins,

If you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs or Miss, you can use Ms, which is for married and single women.

Ending a letter:

1) Yours faithfully

If you do not know the name of the person, end the letter this way.

2) Yours sincerely

If you know the name of the person, end the letter this way.

3) Your signature

Sign your name, then print it underneath the signature. If you think the person you are writing to might not know whether you are male or female, put your title in brackets after your name.

Content of a Formal Letter

First paragraph

The first paragraph should be short and state the purpose of the letter- to make an enquiry, complain, request something, etc.

The paragraph or paragraphs in the middle of the letter should contain the relevant information behind the writing of the letter. Most letters in English are not very long, so keep the information to the essentials and concentrate on organising it in a clear and logical manner rather than expanding too much.

Last Paragraph

The last paragraph of a formal letter should state what action you expect the recipient to take- to refund, send you information, etc.

Abbreviations Used in Letter Writing

3. Запомните основные сокращения, используемые в переписке:

The following abbreviations are widely used in letters:

asap = as soon as possible

cc = carbon copy (when you send a copy of a letter to more than one person, you use this abbreviation to let them know)

enc. = enclosure (when you include other papers with your letter)

pp = per procurationem (A Latin phrase meaning that you are signing the letter on somebody else's behalf; if they are not there to sign it themselves, etc)

ps = postscript (when you want to add something after you've finished and signed it)

pto (informal) = please turn over (to make sure that the other person knows the letter continues on the other side of the page)

RSVP = please reply

4. Match each part of a letter with its name from the 1st column (Соедините части письма с их названием из первой колонки):

1. The heading	a) Sue Chapman.
2. The inside address	b) Yours truly,
3. The salutation	c) Catalogue presentation
4. The subject	d) April 18, 2016
5. The body of the letter	e) Thank you for sending me your catalogue. All the items presented in it are suitable for my company. I will call you next week so that we can cooperate.
6. The complimentary close	f) Dear Mr. Brown:
7. The signature	g) Mr. William Brown 80 Broadway New York, N.Y. 10030

5. Give the corresponding Russian equivalents. (Переведите следующие фразы на русский язык):

- We are pleased to send you...;
- At the request of your....;
- We are glad to answer your inquiry...;
- We wish to inform you...;
- I am writing to inquire if...;

- In accordance with your request...;
- Will you kindly inform us whether/if...

6. *Сделайте скрин выполненной работы и пришлите (не забывайте указать фамилию, группу, число за которое сделали домашнее задание):*

<https://vk.com/id34189235>