

Mesleki Yabancı Dil 2 Dersi

Ankara Üniversitesi Elmadağ Meslek Yüksekokulu

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(Bu çalışma Marija Krznaric tarafından yazılmış ELECTRICITY AND ELECTRONICS isimli kitaptan alınan özet bilgilerle hazırlanmıştır.)

Hafta 8

HOW TO WRITE A BUSINESS LETTER

A business letter is more formal than a personal letter. It should have a margin of at least one inch on all four edges. There are 9 parts to a business letter.

- Heading or letterhead – includes your company’s name, address, tel. number, fax number and email address. If possible include your web address. Then skip a line and write a date. Never abbreviate to Jan. 31. Write January 31.
- The inside address (recipient address) - make it as complete as possible, include titles and names of persons if known.
- Reference – it is optional. Obligatory when dealing with large volume of correspondence. Start with Re:
- Salutation – also called greeting. Always formal. It begins with “Dear” and includes the person’s last name. Always personalize the letter if the recipient is known. Otherwise - “Dear sir/madam:”
- Subject matter – optional, if there is reference, there is no subject and vice versa. Placed one line below the salutation.

- The body – written as text with paragraphs. Skip the line between paragraphs.
- Each paragraph deals with one point and one point only.
- The Complimentary close – always end with “Sincerely yours “– it can be preceded with longer line like “Looking forward to hearing from you” etc.
- Signature – Skip several lines (for the handwritten signature) after the close and type your name and your title. Women also indicate how they wish to be addressed – Miss, Mrs, Ms.
- Enclosures – if you include other material in the letter, put Enc or Encl, two lines below. Business letters should not contain postscripts.