

# 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 9

## E-MAILS AND LETTERS – CHECK LIST

- Always use a standard - There are differences between British English and American English customs in letter writing. British English is the standard in EU so stick to it.
- Always use a salutation (greeting) in English.  
In 99% of cases this will be with “Dear...” followed by the last name.  
The exceptions are letters of recommendation that start with “To whom it may concern”.
- Always place the heading under the salutation
- Always try to round off a letter with “-ing forms” - These stress that you have an on-going relationship and there is unfinished business.  
Example: We are looking forward to receiving your..., We are looking forward to discussing...etc.

- Always write the month in letters - Write the month in letters, e.g. 12 June 2005, or ISO standard for all-digit dates (CCYY-MM-DD) so 2005-06-12.
- Never use a place-name in front of the date - Never write “Ankara, 12 June 2005”  
Just write the date.
- Never use exclamation marks (!) in business letters - An exclamation mark in English is used to express astonishment or surprise. You are very unlikely to need them in normal business letters, faxes or e-mails.
- Never use short forms like “I’m” or “don’t” in business letters - Use these only in informal, conversational writing and when reporting speech. Sometimes they are used in e-mails.
- Never capitalize “you” and “your” in mid-sentence - Capitalized “You” and “Your” in mid sentence disappeared a few hundred years ago in the English language.