**TYPES OF BUSINESS DOCUMENTS**

1. **Letters**

**а. THE INVITATION LETTER**

an invitation to (the SYMPOSIUM, … ) to be held in … on the … .

We are looking forward very much to your visit to our University this summer.

It would give us great pleasure if you and your wife could join us for dinner on Saturday, 23 August, at 7 o’clock./I should be happy to meet you.

We will be happy to accept you as a guest of our University for discussion on … .

I would like to invite you to take part in the Congress and to present Special Lecture on current issues of Anesthesiology, Intensive Care and Respiratory Support.

**b. ACCEPTANCE** OR **REFUSAL OF THE INVITATION**

Thank you very much for your invitation to … .

It gives me great pleasure to accept your invitation and I look forward to seeing many of my friends there.

I gratefully accept it. We are pleased /delighted to accept….

We look forward to joining you….. /We are sincerely happy to join you….

Unfortunately it will be impossible for us to…/I am sincerely sorry that we can not join you for…. /We regret we can not accept…. /Very regretfully we find that we cannot…..

Please accept my sincere regrets at not being able to join you for….

**c. CONGRATULATION LETTER**

We congratulate you on…. /Congratulations on….

Warm (sincere) congratulations, good luck and best wishes…

Please accept our heartiest congratulations on …. /Permit me to congratulate you on …

I was delighted to learn…. Я с удовольствием узнал, что….

It was with great pleasure that we learned of your appointment…..

May we congratulate you on your promotion…./We want to send you our sincere good wishes…

**d. LETTER OF GRATITUDE**

We thank you for … (hospitality, assistance, …. )/I am most grateful to you for….

I highly appreciate …

**e. LETTER OF APOLOGY**

We are extremely sorry that…. / I ask you to forgive me for…

I hope you will accept my sincere apologies …/I wish to apologize …/I must apologize for the delay … /We apologize most sincerely for all the trouble (inconveniences) we have occasioned (caused, given) you.

**f. LETTER OF CONFIRMATION**

We have received your Order № 3456 and started to… Подтверждаем получение вашего Заказа № 3456 и сообщаем, что приступили к…..

In confirmation of our telephone conversation this morning we….. В подтверждение нашего телефонного разговора сегодня утром мы…

We are sending you our confirmation that… Посылаем вам наше подтверждение о том, что…

For order’s sake please acknowledge receipt [ri’si:t] of this letter and…. Ради порядка просим вас подтвердить получение этого письма и ….

We acknowledge with thanks (we gratefully acknowledge) receipt of your publication (reprint) С благодарностью подтверждаем получение Вашей статьи (копии статьи)

**g. ENQUIRY LETTER**

I should like very much to take this opportunity and ask you to …. Пользуясь этой возможностью, я прошу Вас… /I should like to approach you with my request. Я хотел бы обратиться к Вам с просьбой.

We are interested in … and would ask you to send your offer for these goods (for this equipment). Мы заинтересованы в … и просили бы Вас выслать нам Ваше предложение на этот товар. Рlease send us samples of your goods stating your lowest prices and best terms of payment. Просим Вас выслать нам образцы вашего товара с указанием Ваших крайних цен и лучших условий платежа.

**h. LETTER-OFFER**

In reply to your enquiry…. В ответ на Ваш запрос от ../In accordance with your request… В соответствии с Вашей просьбой…

Referring to your enquiry, we would like to tell you that we could deliver… Ссылаясь на Ваш запрос, мы хотели бы сообщить Вам, что мы могли бы поставить…

We thank you for your enquiry of ….but regret to inform you that we cannot offer you the goods required. /In response to your request, I’m happy (sorry) to inform you… /I am very glad that you have approached me with your request. Я очень рад, что Вы обратились с этой просьбой ко мне.

**i. LETTER-ORDER**

We have decided to place a trial order with you for 3 topographic scanners.

**j. COVER LETTER** - Сопроводительное письмо

Теоретически, именно это письмо в первую очередь читает тот, кто будет затем знакомиться с Вашим резюме. Письмо отражает мотив, который побудил Вас послать Ваше резюме, и утверждение о том, что Вы - подходящая кандидатура на место.

1. **APPLICATION FORM** - Анкета

NAME: ADDRESS: PHONE NUMBER …

MARITAL STATUS: \*NUMBER OF DEPENDANTS:

EDUCATION:

Name of school Year graduated Course Taken or Degree

EXPERIENCE

COMPANY: ADDRESS:

TYPE OF BUSINESS/INDUSTRY …

EMPLOYED (month or year) … POSITION (S) HELD:

DESCRIBE YOUR DUTIES:

LANGUAGES: VALID DRIVER’S LICENCE:

PERSONAL REFERENCES:

Name … Address … Phone …

**3. RESUME /CURRICULUM VITAE (CV) -** Жизнеописание

**4. MEMO –** служебнаязаписка

**5. CONTRACT**