**Деловая переписка**

**Прочитайте письмо, напишите ответ.**

**Fax messages**

**Text**

On 15 October after booking air tickets for the Participants Pete sends the following fax message to David:

from: Economtraining 1/2

to: International Management Ltd

**Fax Message No...**

Re: Contract dated 2 March,199...

In accordance with Article 3 of the above Contract we are in­forming you of the Arrival Date of the Group. It is 12 November and the flight number is SU 241. We hope this will enable you to reserve the accommodation in good time. We have also made the reservation for the return flight on 20 November.

In accordance with Article 7 we are attaching the list of the par­ticipants (Page 2). Please send us your official invitation to sup­port our visas at the British Embassy.

Please also send us the time-table of the Programme showing the exact topics of the classroom sessions and the dates of ex­ternal visits. It will enable the participants to plan the dates of their own business visits about which we spoke in Moscow.

As to the Group Leader we are proposing Mr. Lvov. You must know him. He has been to London a few times with similar groups. He speaks English fluently and knows his business inside out. We are sure he will be of great help.

If you have any queries please do not hesitate to contact us.

Faithfully yours,

Pete Smirnov

General Director

**David Hill sends the official invitation for the group by fax the next day. Then all the participants fill in the questionnaires and attach two photos to every questionnaire. The secretary takes all these mate­rials and the invitation and hands in all the papers to the Embassy to get visas. In a few days the visas are ready**

**Напишите ответ.**

Ссылка:<https://krasgmu.ru/umkd_files/metod_new/16606.jpg>

Ответьте на вопросы письменно.

1. What are the rules of memo-writing?

2. How many styles of letter are there?

3. What is the order of writing addresses?

4. Is it necessary to make sure you use the recipient’s name correctly?

5. What is the structure of the ordinary business letter?

6. Where should you place your signature?

Выполните тест.

1. ОПРЕДЕЛИТЕ ТИП ДЕЛОВОГО ПИСЬМА.

DEAR SIR OR MADAM: IN THE APRIL 4, 2006 BOSTON DAILY NEWS I READ ABOUT YOUR NEW CAMERA, THE XL-LITE. SINCE I AM A PHOTOGRAPHER WITH BAY STATE MAGAZINE, IT IS IMPORTANT THAT I KNOW ABOUT NEW CAMERAS. WOULD YOU PLEASE SEND ME INFORMATION ON THE CAMERA? I WOULD LIKE TO KNOW WHEN THE CAMERA WILL BE AVAILABLE AND HOW MUCH IT WILL COST. THANK YOU FOR YOUR ATTENTION.:

1) CV;

2) contract;

3) letter of inquiry/request;

4) letter of complaint;

2. ОПРЕДЕЛИТЕ, К КАКОМУ ТИПУ ДЕЛОВОГО ДОКУМЕНТА ОТНОСИТСЯ ОТРЫВОК: IN THE WINTER ISSUE OF MULTIMEDIA NEWS WE READ THAT YOUR COMPANY SELLS LANGUAGE LABORATORIES. OUR SCHOOL NEEDS A NEW LANGUAGE LABORATORY AND WE ARE LOOKING FOR THE BEST EQUIPMENT. COULD YOU PLEASE SEND US INFORMATION ON YOUR LABORATORIES AND INCLUDE A PRICE LIST AND ORDERING INFORMATION. THANK YOU FOR YOUR ASSISTANCE. I LOOK FORWARD TO HEARING FROM YOU.:

1) letter of complaint;

2) contract;

3) memo;

4) letter of inquiry/request;

3. ОТМЕТЬТЕ ФРАЗУ, КОТОРАЯ НАИБОЛЕЕ ТИПИЧНА ДЛЯ ПЕРВОГО АБЗАЦА ПИСЬМА:

1) We are glad to inform you….;

2) With all best wishes (regards).;

3) We would ask you to ….;

4) Please pay attention to…;

4. ОТМЕТЬТЕ ФРАЗУ, КОТОРАЯ НАИБОЛЕЕ ТИПИЧНА ДЛЯ ПЕРВОГО АБЗАЦА ПИСЬМА:

1) Please give (send, convey, extend) my best (sincere and warm) regards to…;

2) With reference to…;

3) Please pay attention to…;

4) Awaiting (In anticipation of) your reply, I remain;

5. ОТМЕТЬТЕ ФРАЗУ, КОТОРАЯ НАИБОЛЕЕ ТИПИЧНА ДЛЯ ЗАКЛЮЧИТЕЛЬНОГО АБЗАЦА ПИСЬМА:

1) Unfortunately we cannot…….;

2) We are sorry to have to remind you…;

3) We thank you for your letter dated 3rd Jun. and write to tell you….;

4) We look forward to collaborating with you to the mutual benefit of our companies.;

6. ОТМЕТЬТЕ ФРАЗУ, КОТОРАЯ НАИБОЛЕЕ ТИПИЧНА ДЛЯ ЗАКЛЮЧИТЕЛЬНОГО АБЗАЦА ПИСЬМА:

1) This is in reply to your letter of May 11th about (regarding, concerning)…;

2) I hope your visit will be fruitful.;

3) As we mentioned in our previous letter dated November 5 th,;

4) We would ask you to ….;

Решите ситуационную задачу.

1. Вы – профессор медицинского университета и ученый, регулярно принимающий участие в различных конференциях. Недавно Вы получили приглашение на международную конференцию по иммунотерапии онкологических заболеваний. Внимательно ознакомьтесь с нижеприведенным письмом и обратите внимание на следующую лексику: Chairman - председатель Groundbreaking research – «прорывное» исследование Conference participants – участники конференции Invited guests – приглашенные гости Intellectual landscape – интеллектуальная среда To cover travel and lodging expenses – покрывать расходы на дорогу и проживание Per diem budget – суточные расходы To make arrangements – совершать необходимые приготовления Dr. Mikhail V. Miroshnichenko 1 Partizana Zheleznyaka St. Krasnoyarsk, 660022 April 17, 2015 Dr. Laurie Smith University of California, Los Angeles Medical Center 274 Medical Dr. Los Angeles, CA 90013 Dear Dr. Miroshnichenko, I am the chairman of the 2016 Metropolitan Medical Conference that is being held this year in Miami, Florida on July 5, 2016. I write to invite you to present your groundbreaking research on using immunotherapy for treating oncological patients with our conference participants and invited guests. A 30-minute discussion of your work along with a 20-minute question and answer session would add so much to the intellectual landscape of our annual medical conference. The Metropolitan Medical Association would be pleased to cover your travel and lodging expenses while you visit the conference, in addition to providing a per diem budget during your stay. **Please reply with your answer as soon as you are able so that we may begin making arrangements. I encourage you to contact me with any questions or concerns. Kind regards, Dr. Laurie Smith**

Выберите правильный вариант после каждого письма.

ПРИЛОЖЕНИЕ 1

Письмо 1

(1) Yours sincerely,

Brenda Wallis

Loans Manager

(2) Suzanna Bragg

127 Polk Drive, No. 112

Gary, Indiana, 46402

(3) Meridian National Bank

12187 S. Polo Dr.

Fairfax, VA 22030

26 May 2008

(4) Dear Mrs Bragg,

(5) After a thorough review of your application and the supporting documents you applied, we have concluded that your current financial situation precludes this institution from extending further credit to you at this time. When your financial picture changes and your current level of risk-exposure becomes lower, we would be happy to reconsider your application.

1. ПРАВИЛЬНЫЙ ПОРЯДОК ПИСЬМА 1:

1) 1,2,4,5,3

2) 2,3,4,5,1

3) 3,2,4,5,1

4) 4,2,3,5,1

Письмо 2

(1) Dear Ms. Turner:

(2) Jan Turner

Arroehead East Conference Center

412 Bellevue Lane

Annapolis, MD 21401

(3) Best wishes.

Curt Marks

Special Projects Officer

CM/ls

(4) In our telephone conversation yesterday, we discussed plans to conduct our training seminar at your conference center.

I look forward to meeting you next week when I come to look over your facilities.

(5) CellFirst, Inc.

10 Harbor Place

Baltimore

Maryland 21220

January 28, 2006

1. ПРАВИЛЬНЫЙ ПОРЯДОК ПИСЬМА 2:

1) 2,5,1,4,3

2) 2,3,4,5,1

3) 5,2,1,4,3

4) 1,2,5,4,3

Письмо 3

(1) 16 North Road, Berkley, California 954366

June 29, 2006

(2) Dear Mrs. Bok:

(3) Mrs. R.E. Bok, Human Resources Director, Perle Employment Agency, 1900 Grant Avenue, Sun Francisco, California 92654

(4) I am applying for the position of secretary which was advertised in the San Francisco Chronicle of June 28.

(5) I look forward to discussing this position with you.

Sincerely yours,

Annette Lee

1. ПРАВИЛЬНЫЙ ПОРЯДОК ПИСЬМА 3:

1) 2,1,3,4,5

2) 2,1,4,5,1

3) 3,1,2,4,5

4) 1,3,2,4,5

ПРИЛОЖЕНИE № 2

BARNLEY’S BANK Ltd

Head Office

Nesson House

Newell Street

Birmingham

B3 3El

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Telephone +44(0)21 236 6571

Fax: +44 (0) 21 236 8592

19 November 2012

Mr. P. Ellison

Ellison & Co. Ltd

Bridgend Road

Bridgent IF31 3DF

Dear Mr. Ellison,

I am sorry to inform you that we will not be able to offer the credit you asked for in your letter of 14 November.

You have had an overdraft in the past year which partly influenced our decision, but there is also a credit squeeze at present which has particularly affected loans to the service sector of the economy. I sympathize with you when you say that you have been offered a rare opportunity to expand your business if you can secure the £15,000 additional capital. With regard to this, may I suggest that if there are no other possibilities for you to raise the money, perhaps you could approach a Finance Corporation who might be willing to help.

I am sorry that we have to disappoint you in this matter, and hope that we may be of more help in the future.

Yours sincerely,

I. Evans

Manager

**Переведите письмо письменно.**