

نام درس: نامه نگاری

تعداد سوال: فنی -- تکمیلی -- تشریحی ۴

رشته تحصیلی: گرایش: مترجمی زبان و ادبیات انگلیسی

زمان امتحان: فنی و تکمیلی -- فقط تشریحی ۱۲۰ دقیقه

کد درس: ۱۷۰۲۳۵ - ۱۷۱۱۷۱

تعداد کل صفحات: ۱

\* استفاده از فرهنگ لغات مجاز نیست.

*Instruction: Write a letter of 200-300 words for each of the following situations.*

1. Write a friendly letter to a classmate whom you have not seen for many years. Tell him/her what has happened to you during the past ten years.

2. Write a letter of inquiry on the basis of the situation below:

Thomas Domizio is marketing manager for Acme Equipment Company, an equipment company that does a large proportion of its business through its catalog. The company plans to add a line of tractors to the equipment it currently leases, and it has chosen Laprade's Harris Tractors for the purpose. Domizio writes to Harold Thomas, sales manager of Laprade Industries, for specification that can be used in the upcoming catalog.

3. Write a letter of complaint on the basis of the situation below:

You work at Central Business Consultants, 16 Hyde Towers, Hong Kong. The people who rent the office next to you make a lot of noise all day and everyday. It is impossible for you to work. Write a full letter to them, making a strong complaint.

4. You have just read in the paper that your friend's father has passed away. His father was your teacher at high school and you liked him very much. Express your condolences as briefly and as sincerely as possible.