

Module: English

Branch: marketing and banking

Level: Master one

Lecture: The formal letter Vs the personal letter

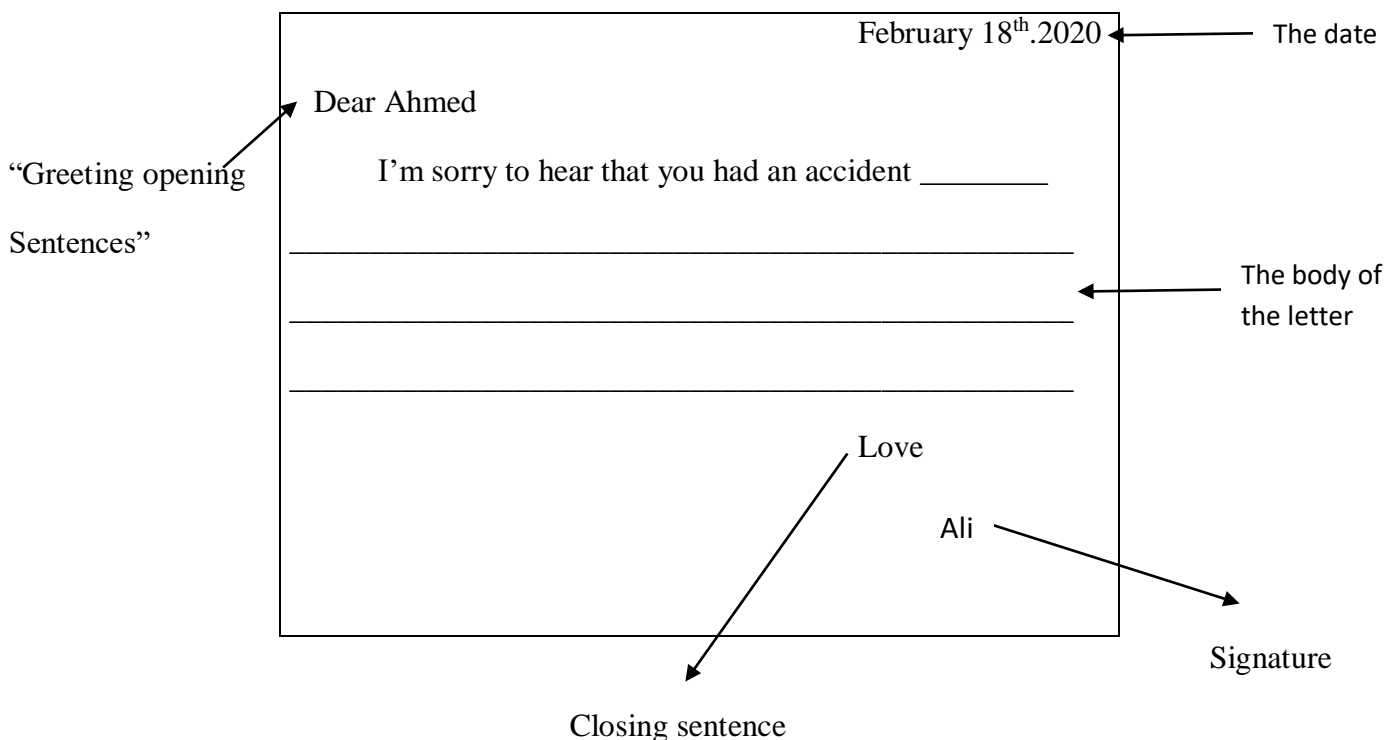
1-The formal letter is a kind of an official piece of writing when you want to appear serious and in which you do not know the other people very well.

2-The personal letter is a kind of informal piece of writing when you want to convey information, or a feeling for people who are closed to you.

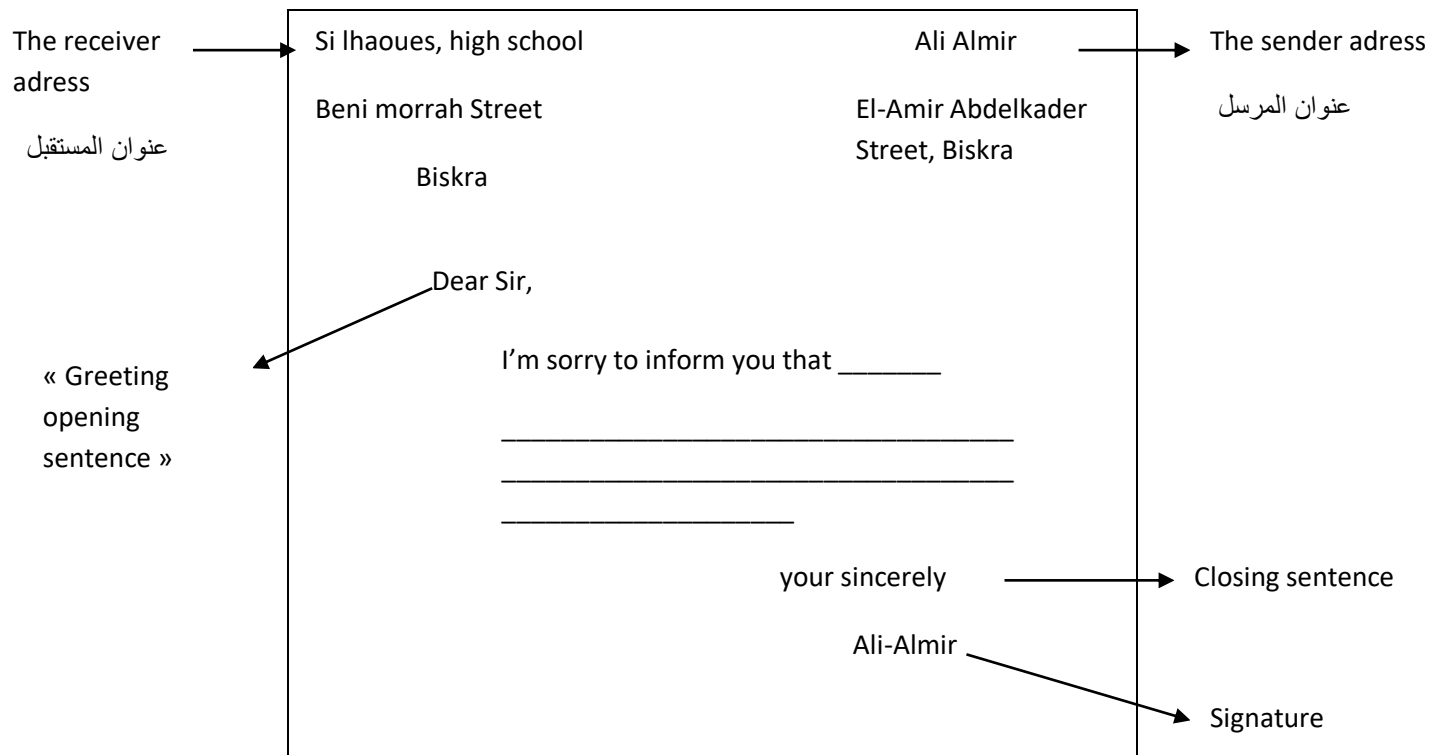
-The formal letter = the administrative letter.

-The informal letter = the personal letter.

▪**The personal (informal) letter:** الرسالة الشخصية



▪The formal (administrative) letter : الرسالة الادارية



Practice 01: write a personal letter to your friend telling him, that you cannot attend to the party for certain reasons.

Practice 02: write an administrative letter to the head department to inform him about changing your group.