

**Module:** English

**Branch:** Finance and International Trade

**Level:** Master one

**Lecture: The formal letter Vs the personal letter**

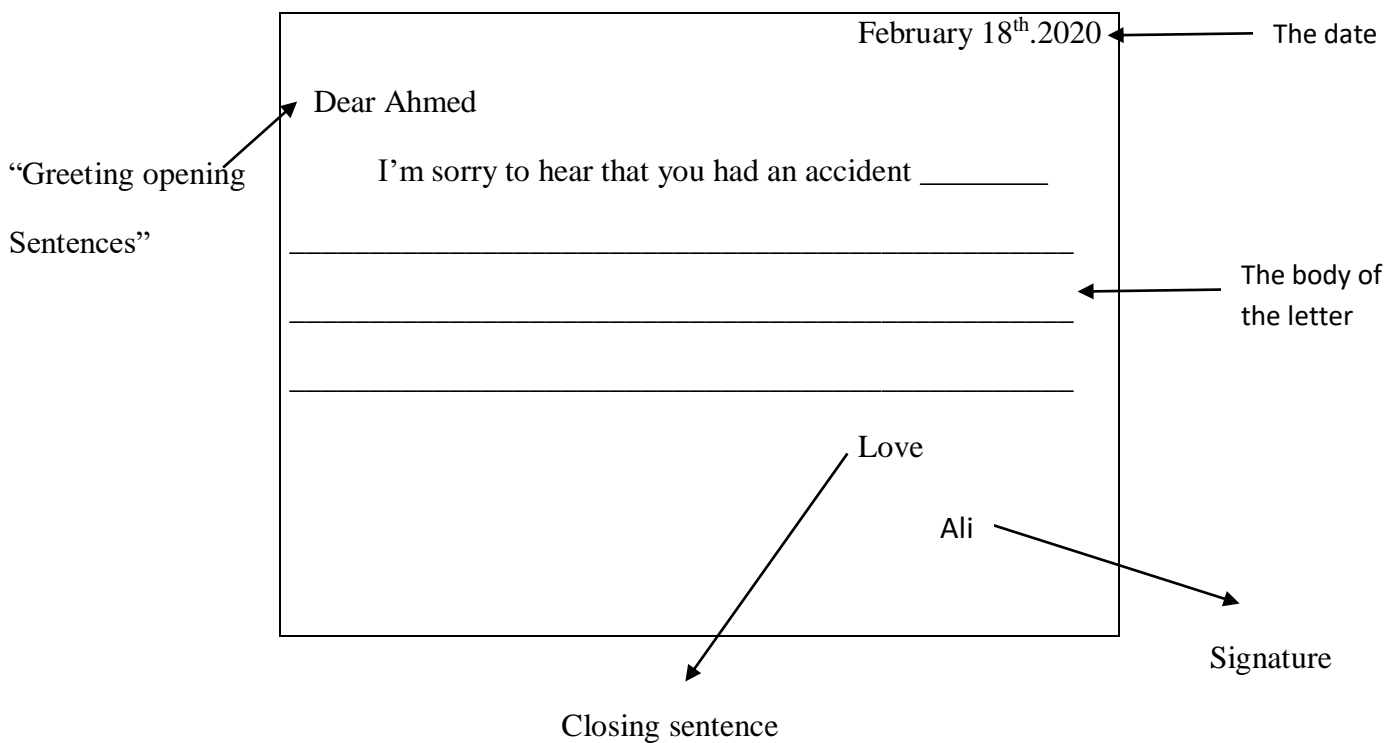
**1-The formal letter** is a kind of an official piece of writing when you want to appear serious and in which you do not know the other people very well.

**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.

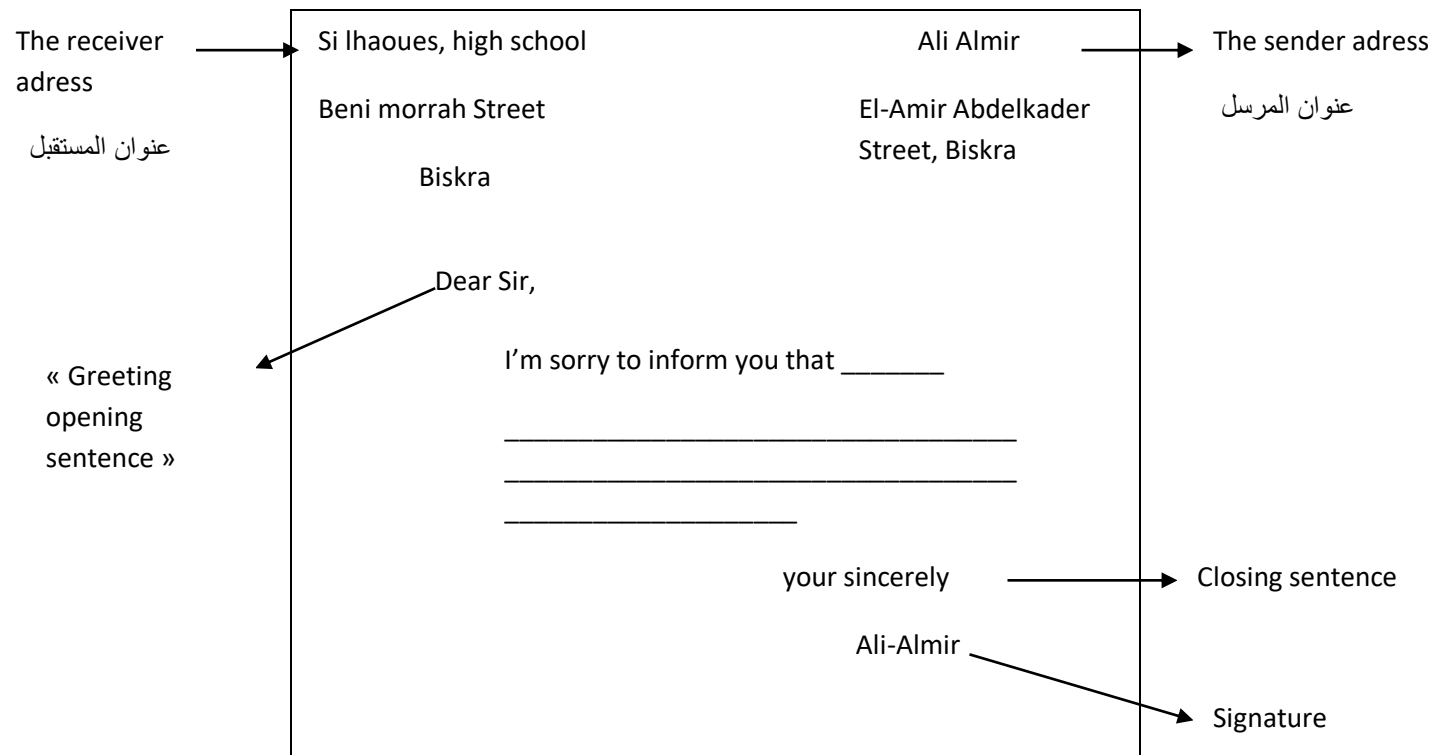
-The formal letter = the administrative letter.

-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.