

К зачету по аспекту «Деловая переписка в сфере экологического менеджмента» (заполните таблицу)

Тип письма	Структура письма	Клише
Письмо-поздравление (Letter of Congratulation)	<ol style="list-style-type: none"> 1) salutation 2) praising 3) good wishes 4) complimentary close 	<ol style="list-style-type: none"> 1) Dear Mr Darcy 2) I would like to extend my sincere congratulations on the occasion of ... 3) I send my best wishes for your continued health and for the peace and well-being of your family. 4) Yours sincerely
Письмо-благодарность (Letter of Thanks)	<ol style="list-style-type: none"> 1) salutation 2) expression of thanks 3) reason 4) suggesting further cooperation 5) complimentary close 	<ol style="list-style-type: none"> 1) Dear Mr Darcy 2) I would like to thank you for the productive meeting we had (last Tuesday). 3) It was most interesting to visit your company and become better acquainted with your business operations. 4) I look forward to receiving your order for the new products.. 5) Yours sincerely
Письмо-запрос информации (Enquiry Letter)	<ol style="list-style-type: none"> 1) salutation 2) subject heading 3) enquiry 4) referring to a source of information 5) expression of thanks 6) complimentary close 	
Письмо-ответ на запрос (Reply to an Enquiry)	<ol style="list-style-type: none"> 1) salutation 2) subject heading 3) acknowledging receipt of an enquiry 4) explaining action taken as a consequence of the enquiry 5) making suggestions (apologizing) 6) suggesting contact 7) complimentary close 	
Резюме (Curriculum Vitae)	<ol style="list-style-type: none"> 1) contact info 2) objective 3) summary (qualifications) 4) education 5) experience 	
Письмо о трудоустройстве (Application Letter) Сопроводительное письмо (Cover Letter)	<ol style="list-style-type: none"> 1) Salutation 2) referring to an advert 3) applying for a position (asking about a vacancy) 4) giving information about the applicant 5) referring to a CV 6) complimentary close 	
Письмо-ответ на письмо о трудоустройстве (Reply to an Application Letter)	<ol style="list-style-type: none"> 1) Acknowledging receipt of an application letter 2) Approval (disapproval) of the applicant 3) Inviting for an interview (if approved) 4) complimentary close 	