

WRITING REFERENCE ■ ■ ■ ■

Una carta informal

QUÈ ÉS UNA CARTA INFORMAL?

S'escriuen cartes informals a gent coneguda. El llenguatge emprat pot ser col·loquial i conversacional. La major part de les cartes informals parlen d'assumptes de caràcter personal.

Expressions útils

Salutacions cordials

Dear ... / Hi ...

Introducció / primeres línies

Thanks for your last letter, ...

I'm sorry I haven't written for a while, but ...

It's been ages since I last wrote to you and ...

Contestar a les notícies de la persona que et va escriure

You asked about ... / It sounds like ...

Preguntar com està la persona a la qual escrius

So, how are you? / So, how's it going? / So, what's new?

Contestar a una pregunta

Thanks for asking about ...

You wanted to know about ... / You asked about ...

Afegir informació extra

What else? / Oh, yes ... / I (also) wanted to tell you (that) ...

Canvi de tema

Anyway, / By the way, did I tell you that ...?

Acomiadament

Keep in touch. / Write soon. / Looking forward to hearing your news.

Love, / Bye, / Take care, / See you.

WRITING TASK

Write to your friend who has moved to California. Exchange your news and ask when your friend is coming back to Europe.

37 Glen Road (1)
Arbroath
Scotland

10th March (2)

Dear Rebecca (3),

Thanks for your last letter, it's always really good to hear your news. It was really interesting to read about American cities (4).

So, how are you? What's the weather like? Are you still surfing and enjoying the sunny weather? (5) It sounds like you're really happy in California. I'm very jealous!

Thanks for asking about everyone at school (6). Nothing's changed since you left, except that we miss you, of course.

What else? (7) I'm in the football team again and Tom's still in his band. My sister has got another boyfriend, Sam, do you remember him? He was in the year above us at school.

Anyway (8), when will I see you again? Are you coming back home for Christmas? It feels like years since I last saw you.

Write soon and tell me when you're coming back (9).

Take care (9),

Laura (10)

Adreça de l'autor de la carta (1)

Data (2)

Salutacions cordials (3)

Contestar a les notícies de la persona que et va escriure prèviament (4)

Preguntar com està la persona a la qual escrius la carta (5)

Contestar a una pregunta (6)

Afegir informació extra (7)

Canvi de tema (8)

Acomiadament (9)

Nom de l'autor de la carta (10)

WRITING REFERENCE ■ ■ ■ ■

Una carta formal

QUÈ ÉS UNA CARTA FORMAL?

S'escriuen cartes formals a organitzacions: p.ex. escoles, facultats i universitats, agències governamentals i empreses. Normalment no es coneix la persona a qui va dirigida la carta.

S'escriuen cartes formals:

- Quan se sol·licita un curs o un lloc de treball;
- Per a demanar informació;
- Per a exposar una queixa o una reclamació.

En la redacció d'una carta formal no es poden utilitzar expressions informals o contraccions.

Expressions útils

Llenguatge formal

I would be interested to know ...

I wonder if you could send me ...

I am writing in response to (your advertisement for) ...

I would like to apply for the post of ...

Could you tell me when / if ... will ...?

Please do not hesitate to contact me should you require any further information.

Objectiu de la carta

I am writing **to** ask about ...

They would like to enrol on this course **so (that)** they can study ...

I am writing **in order to** explain ...

Please arrive on time **so as not to** miss the start.

WRITING TASK

Write to ask for information about a student-exchange programme that you have read about in a local newspaper.

128 East Avenue (1)
Oxford
OX4 9XP (2)

10th January 2005 (3)

Spain Exchange (4)
PO Box 867
Regent St
London
W1X 3CA

Dear Sir or Madam (5)

I am writing to enquire about (8) the Spain Exchange programme which was advertised in the Oxon Observer on 9th October. I would be grateful if you could (7) send me further information about your winter courses. In addition, I have a few specific queries.

First of all, I have a twin brother. Would it be possible for (7) us to find accommodation with the same family? Please would (6) you send us information about the price per month if my brother and I shared a room. Secondly, could (6) you let me know how long your programmes are? We would like to enrol for two months, if possible.

I look forward to hearing from you (9).

Yours faithfully (10)

Jean Pershore (11)

Jean Pershore (12)

Adreça de l'autor de la carta (1)

Codi postal (2)

Data (3)

Adreça de la persona / organització a la qual s'escriu la carta (4)

Salutació (5)

Dear Mr/Mrs/Ms/Miss (+cognom) si coneixes el nom de la persona a qui s'està escrivint.

Dear Sir or Madam si no saps si estàs escrivint a un home o a una dona

Utilitza verbs modals (6) i expressions formals (7).

2n i 3r paràgraf

Explica el motiu de la carta (8).

Explica les teves peticions, punts o arguments.

Utilitza un paràgraf per cada punt.

Comentaris finals (9).

Acomiadament (10)

Yours sincerely si coneixes el nom del destinatari

Yours faithfully si no coneixes el nom del destinatari

Signatura de l'autor de la carta (11)

Nom de l'autor de la carta (12)