Formal letter

Vyjadřujte se jasně, používejte pouze formální jazyk (spisovný, plné formy, nepoužívejte frázová slovesa atd.). „Be polite“ tzn. nepoužívejte rozkazovací způsob, využijte vhodná modální slovesa atd.

Dopis čleňte do odstavců zarovnaných do bloku (neodsazujte). Každému bodu zadání věnujte minimálně jeden odstavec.

Povinné části formálního dopisu:

Datum

Oslovení

Text dopisu rozčleněný do odstavců

Rozloučení

Podpis

[Dáme to! Formal letter](https://edu.ceskatelevize.cz/video/12792-dame-to-formal-letter)

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1. Opening/Ending phrases

Dear Sir or Madam, → Yours faithfully,

Dear Mr /Ms Brown → Yours sincerely

Opening:

I am writing in response to (the job advertisement published online/on your website for the position of sales manager…)

I am writing to complain about

I am writing to you regarding /in regards to (your offer of accommodation advertised…..)

Ending:

I am looking forward to hearing from you soon/as soon as possible)

1. Structure

Sequence – Firstly,/Secondly,/Lastly,

 First of all/ Next problem was / Finally,

Adding information – Next (problem was that)

 Moreover, (we were promised to have…. but….

What is more, (the services were not included in price as promised and)

Additionally, (there was no possibility to/it was not possible)

Eventually, (we had to pay our own…..)

1. Indirect questions

When does the work start?/Are there also double rooms?

I would like to know when the work starts/if there are also double rooms.

I wonder when the work starts/if there are also double rooms

I wonder if you could tell me when the work starts/if there are also double rooms.

I would like to ask when the work starts/if there are also double rooms.

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