

أسئلة واجوبة الأسبوع الثامن :

ملاحظة تضمنت محاضرة هذا الأسبوع رسالة إجابة على رسالة استفسار وردت من إحدى الجهات المستلمة حول رغبتها في تأجير أراضي في منطقة سياحية .

Note: This week's lecture included a response letter to an inquiry letter received from one of the recipient parties regarding its desire to lease lands in a tourist area.

تضمنت الرسالة بعض النواقص وفقا لقلبها ، في ضوء ذلك اجب عن السؤالين التاليين:

١- أكتب تلك النواقص وفقا لأجزائها . على سبيل المثال الجزء الرئيسي يتضمن النواقص التالية:

٢- اعد كتابة الرسالة المذكورة موزعا بياناتها على اجزاءها كما هي وارده في قالب الرسالة.

The letter included some shortcomings according to its template. In light of this, answer the following two questions:

1-Write these shortcomings according to their parts. For example, the heading part includes the following shortcomings:

2-Rewrite the mentioned letter dividing its data into its parts as contained in the letter template.

Answers

Answer question 1:

The heading part included the following shortcomings:

1-The sending company's website (reference).

2-The sending company's phone number.

3-Data of the person authorized to send the message: his name, job address, E-mail, and phone number.

Part three included the following shortcomings:

1-The title's job of the authorized person to receive the letter.

2-The receiving company data ,such as; its name, address , website, telephone.

The eighth part

The signature of the sending authorized person.

Note: The answer message does not need the opening paragraph (Part Five) nor the closing paragraph (Part Seven) because these two parts were previously mentioned in the first introductory message.

Answer question 2

The heading part includes :

PANKASH PAPER CO.
BEACH ROAD, COX'S BAZAR.

The second part : the date of issued the letter

August 20, 1995

The third part : sending company and authorized person data :

Mr. Jamal Uddin
20 Ranking Street
Dhaka-100

The fourth part : salutation

Mr. : the receiver name.

The sixth part : body paragraph

In answer to your inquiry about leasing lakeside areas at Cox's Bazar, we have no lands for lease in "highly remote areas." We have some limited number of leases available, but you would have to visit our office to know the exact location. Drop by in any week day morning between 9:00 a.m. to 10:00 a.m.

You need to apply for a building permit too.

The seventh part : closing paragraph

Thank you for your inquiry

The eighth part : the sender; signature, name , and job title

PANKASH PAPER COMPANY

PRIMA KABIR

Town Site Manager