

АКАДЕМИЯ НАУК СССР
КАФЕДРА ИНОСТРАННЫХ ЯЗЫКОВ

*Мухомарово
Эльмира*

Э.М.Басс



МОСКВА "НАУКА"
1991

**НАУЧНАЯ
И ДЕЛОВАЯ
КОРРЕСПОНДЕНЦИЯ**

**Английский
язык**

Ответственный редактор

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Б27 Научная и деловая корреспонденция. Английский язык / Каф. иностранных языков АН СССР; Отв. редактор Н.И. Гуро. — М.: Наука, 1991. — 176 с.

ISBN 5-02-011080-9

Книга, состоящая из десяти тематических разделов, содержит образцы писем, касающихся разных ситуаций, возникающих при ведении научной и деловой переписки; в них использованы слова, словосочетания и выражения, характерные для корреспонденции на английском языке. С целью закрепления лексики и грамматики в книгу включен материал для перевода как с английского на русский, так и с русского на английский, а также русско-английский словарь.

Для всех, кто ведет научную и деловую переписку на английском языке.

4602020102- 220

Б 042 (02)-91 679-91, II полугодие

ББК 81.2 Англ

Басс Е.М.

Scientific and Business Correspondence. English.

The book consists of ten sections, each section including letter patterns covering scientific and business correspondence. The book is supplied with generally-accepted words and phraseology, pertaining to English correspondence. The manual is provided with diverse exercises such as translations from English into Russian, and vice versa, composition of letters, and a Russian-English vocabulary.

The book is intended for those who correspond with their colleagues abroad.

ISBN 5-02-011080-9

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Letter-writing as a form of social speech is an essential part of communication. It carries the principal functional language elements for realizing the communication art: 1) syntax (e.g., expressing a polite request using *will* or *would* in the interrogative form of a sentence), 2) attitudes (requests, acknowledgement, gratitude, regret, favour, etc.), 3) modality (probability, possibility, desire, etc.), 4) guide words that enable the writer to connect his ideas, concepts, thoughts, etc. (e.g. *as to*, *in comparison with*, *in respect of*, etc.).

Letters, as is known, may be private, official (semi-official), professional. Each letter-writer has a characteristic way of writing, his style of writing, his manner of expressing his ideas, thoughts, facts, etc.; but it must be emphasized that the routine of official, business, professional letters requires certain accepted idioms, phrases, patterns which are found in general use to-day.

Therefore, certain letter-writing skills must be acquired by practice, and details of writing must be carefully and thoroughly learnt. The purpose of the Manual is to convey to the letter-writer those skills through the specimens of letters presented herein.

Letter-writing, of course, is not the same as casual conversation, it bears only the same powers of thoughts, reflections and observations as in conventional talk, but the form may be quite different. What makes the letter attractive and pleasing is not always the message of the letter, it is often the manner and style in which the message is written. For example, "I wish to express to you my sincere appreciation for your note of congratulation" or "I am sincerely happy that you were elected President of the Biological Society." As you see such formulations show the attitude of the writer, his respect and sincerity.

The language of business, professional and semi-official letters is formal, courteous, tactful, concise, expressive, and to the point. In the case of "scientific correspondence" (we take the liberty to call it so), the majority of letters bear mostly a semi-official character and are concerned with different situations associated with scientific activities concentrated around the organization of scientific meetings (congresses, symposia, workshops, etc.), the arrangement of visits, invitation, publication, the exchange of scientific literature, information, etc. Letters of this kind have a tone of friendliness, politeness, naturalism. Modern English letters should not be exaggerated, over-

burdened, outmoted with time-worn expressions. The keynote is simplicity. Modern letters tend towards using the language of conversational style.

The body of a typical business, official or professional letter covers generally three major aspects:

- (1) The introduction which states the business that the letter concerns (if necessary, reference is made to previous correspondence, for example, "I have the pleasure of inviting you to attend our conference...").
- (2) The discussion which takes up the matter (for example, "Please, inform us at your earliest convenience the topic of your lecture").
- (3) The conclusion of the letter which gives the letter a friendly, sincere ending (for example, "Awaiting an early reply from you, I remain, sincerely yours...").

The types of letters illustrated in the Manual include many varieties, but certainly cannot meet all the situations that the correspondent encounters. Nevertheless, the specimen letters and patterns presented will enable the letter-writer to build up his own letters. This Manual is intended for those who have a fair knowledge of the English language and a fair vocabulary. The Manual consists of 10 sections, each including pattern letters, exercises, and a Russian-English vocabulary. All the names of persons and addresses in the Manual are fictitious.

The author hopes that in studying the specimen letters the reader (writer) will feel the spirit and trend of the style of modern scientific correspondence. The author, likewise, trusts that this Manual will be of help to many scientists who correspond with their colleagues in other countries. The author requests them as well as other readers to send in their suggestion and remarks to the following address: 117333, Москва В-333, ул. Вавилова, 44, корп. 2. Кафедра иностранных языков АН СССР.

The Author

SECTION ONE

MAKE-UP OF THE LETTER

A neatly arranged letter will certainly make a better impression on the reader.

The layout of business and private letters is more or less common in all countries.

There are seven parts in a letter:

- 1) the heading (i.e. the sender's address);
- 2) the date;
- 3) the inside address (i.e. the recipient's name and address);
- 4) the opening salutation;
- 5) the body of the letter;
- 6) the closing salutation;
- 7) the signature.

The general pattern of a business letter will have the following picture.

Layout of a business letter with a printed letterhead

Margin	(1) The heading (3) The inside address	Margin
	(2) The date	
	(4) The opening salutation (5) The body of the letter	
	(6) The closing salutation	
	(7) The signature	

Example of a business letter with a printed letterhead

(1) Browning's Counting Instruments,
15 Highgate Street,
London, S.W. 10, -
England.

cables:
telex:
fax:

telephones:

(2) 25th May, 19...

(3) Institute of Biology,
16 Leninskii Prospekt,
Moscow,
USSR.

(4) Dear Sir,

(5) We are sending you under separate cover our
catalogue and price-list.

(6) Yours truly,
(7) Thomas J. Jackson
Export Manager

Example of a typed letter

Institute of Organic Chemistry,
Leninskii Prospekt 15
Moscow,
USSR

23rd March, 19...

Prof. S. Smith,
4 Grey St.,
London, N.E. 20,
England.

Dear Prof. Smith,

Thank you very much for your kind invitation to take part in the Symposium.
It gives me great pleasure to accept your invitation and I look forward to
seeing many of my friends there.

Sincerely yours,
S. Petrov

Layout of a typed letter

Margin	<p>(3) The inside address (4) The opening salutation (5) The body of the letter</p> <p>(1) The heading (2) The date</p> <p>(6) The closing salutation (7) The signature</p>	Margin

1. THE HEADING

The letterhead of an institution, organization, firm, etc. is usually printed. If there is no printed letterhead, the typed heading should be arranged neatly on the top right-hand side of the page. The address is typed in full to ensure correct delivery of a reply.

The heading provides all necessary information: the name and address of the institution, organization, firm, etc. or the name, position, title and address of the sender, the telephone, telex, fax numbers and the telegraphic address or any other details that may be required such as reference numbers, codes, etc.

If the heading is typed or written by hand it may be arranged in steps or blocks (mostly in usage today, especially, in the USA).

Here are some examples of standard headings that are used by Soviet, British and American institutions, organizations, etc. and by private persons.

Printed letterheads

USSR

Академия наук СССР
Союз Советских Социалистических Республик
Институт языкознания

г. Москва
ул. Семашко, 1/12
Телефон:
Телекс:
Факс:

Дата
№

Great Britain

Pearson Press
14 Brown St.
London, E.W. 14
England

cable address:
telex:
fax:

telephones:

USA

Consultants Bureau Inc.*
324 W.** 19th St., New York 11
N.Y., USA.

Typed letterheads

In steps:

Institute of Chemistry,
Leninskii Prospekt*, 23
Moscow B-114,
USSR

43 Brown Str.,
London, E4,
Great Britain

In block:

Department of Chemistry
University of Columbia
New York, N.Y.
USA

Ul. Vavilova 24, apt. 3
Moscow B-102
USSR

The words *street*, *road* or *avenue* may be abbreviated: *St. (Str.)*, *Rd.*, *Ave.*: *West St.*, *Highland Rd.*, *Charles Ave.*

If the street has a number, it must be written out, i.e. 24 Second Ave. or 135 Fifty-fourth Str., but 24 W. 18th St. (because "W." separates the two figures).

Each line in the address should be set off by a comma, although this is not always observed, especially in the USA. If the letter is sent to the USA, it is necessary to put a comma between the city and the state.

The names of the American states are abbreviated:

- | | |
|------------------------------|------------------------------|
| 1. Alabama — Ala. | 16. Kansas — Kan., Kans. |
| 2. Alaska — Alas., Als. | 17. Kentucky — Ken. |
| 3. Arizona — Ariz. | 18. Louisiana — Lou. |
| 4. Arkansas — Ark. | 19. Minnesota — Ma., Minn. |
| 5. California — Cal., Calif. | 20. Maryland — Md. |
| 6. Colorado — Col., Colo. | 21. Massachusetts — Mass. |
| 7. Connecticut — Conn. | 22. Maine — Me. |
| 8. Delaware — Del. | 23. Mississippi — Mi., Miss. |
| 9. Florida — Fla. | 24. Michigan — Mich. |
| 10. Georgia — Ga., Geo. | 25. Missouri — Mo. |
| 11. Hawaii Islands — H.I. | 26. Montana — Mon., Mont. |
| 12. Idaho — I., Ida. | 27. Nebraska — Neb., Nebr. |
| 13. Iowa — Ia. | 28. Nevada — Nev. |
| 14. Illinois — Ill., Ills. | 29. New Hampshire — N.H. |
| 15. Indiana — Ind. | 30. New Jersey — N.J. |

*Inc. — Incorporated.
**W. — West.

*The names of the streets or avenues may be typed transliterally, i.e. Vernadskii Prospekt or Vernadsky Avenue; Ul(itsa) Kachalova or Kachalov St.

31. New Mexico – N.M.
 32. New York – N.Y.
 33. North Carolina – N.C.
 34. North Dakota – N.D., N. Dak.
 35. Ohio – O.
 36. Oklahoma – Okla.
 37. Oregon – Ore., Oreg.
 38. Pennsylvania – Pa., Penn., Penna.
 39. Rhode Island – R.I.
 40. South Carolina – S.C.
 41. South Dakota – S.D., S. Dak.

42. Texas – T., Tex., Tx.
 43. Tennessee – Tenn.
 44. Utah – U., Ut.
 45. Virginia – Va., Vir.
 46. Vermont – Ver., Verm.
 47. Washington – Wash.
 48. West Virginia – W. Va.
 49. Wisconsin – Wis., Wisc.
 50. Wyoming – Wy., Wyo.
 District of Columbia – D.C.

Some writers abbreviate the names of some months in such a manner:

1. January – Jan.	7. July – July
2. February – Feb.	8. August – Aug.
3. March – March	9. September – Sept.
4. April – Apr.	10. October – Oct.
5. May – May	11. November – Nov.
6. June – June	12. December – Dec.

The numeral figures are written thus: *1st, 21st, 31st; 2nd, 22nd, 3rd, 23rd; 4th, 5th, 6th, etc.*

A special section in this Manual will deal with writing dates in the body of the letter (see page 38).

2. THE DATE

Careful attention should be given to the manner of writing the date at the heading and in the body of the letter.

The date is placed under the heading of the sender's address usually one or two spaces lower, either in step or block, with relation to the sender's address.

Great Britain

Mr. Robert S. Canster,
 36 North Street,
 London, S.W. 10,
 England
 18th March, 19...

USA

Mrs. S. Brown,
 125 W. 23rd St.
 New York, N.Y.
 USA
 March 18, 19...

The date at the head of the letter is written in the following way: *12th March, 1984, or March 12th, 1986, or 12 March, 1986.*

In the USA the date is written so: *March 12, 1986.*

This style of writing the date is gradually becoming adopted in Great Britain and other countries. Generally, the year should be preceded by a comma, although this is not always observed by the letter-writer. However complete dates are preferable in official and business letters.

Many letter-writers abbreviate the date in such a manner: *3/8/89*. This way of writing the date should be excluded because it may lead to a confusion, especially in international correspondence. In Great Britain this date is read so: the third of August nineteen eighty-nine. In the United States – the eighth of March nineteen eighty-nine.

In Great Britain

3 (the day)/8 (the month)/
 89 (the year)

In USA

3 (the month)/8 (the day)/
 89 (the year)

3. THE INSIDE ADDRESS

The inside address (recipient's address) includes the name, title and full address of the person or group of persons to whom the letter is directed. The inside address is typed in the left-hand part of the letter sheet, two spaces below the date.

The inside address may be written in step or block style. In American letters all lines start at the same margin. At any rate it must be remembered that if the sender's address is typed indented, the inside address should also be indented; if the sender's address is typed in block style, the inside address should be in the same style. The sender's address is often omitted.

Great Britain

Ul. Moskvina 15, apt. 7,
 Moscow,
 USSR.

16 December, 19 ...

Mr. M.S. Keech,
 15 Dayton Street,
 London, W.E. 3,
 Great Britain.

Instead of writing *Mr. M.S. Keech*, it is possible to write: *M.S. Keech, esq.**

U S A

Ul. Moskvina 15, apt. 7,
Moscow,
USSR.

December 16, 19...

Prof. M.S. Tenson
Vice President
Research Center
447 Tenth Street
New York 23, N.Y.
USA.

The initials of the first name are placed in front of the surname (*Prof. M.B. Smith, Vice-President*).

The titles, scientific degrees and professional occupations are placed after the surname or under it, preceded by a comma: *Mr. S.R. Jones, B.A.*

B.A. — Bachelor of Arts
Ph.D. — Doctor of Humanities (Philosophiae doctor)
Lit.D. — Doctor of Literature
M.D. — Doctor of Medicine
M.Pd. — Master of Pedagogy
B.C. — Bachelor of Chemistry
M.C. — Master of Chemistry
D.C. — Doctor of Chemistry

The inside address may be written on the left-hand side, two or three spaces below the signature in the following way (unless it is not a business letter to a firm on the purchase of something):

*Esq. — esquire.

Sender's address

Date

Opening salutation
Body of the letter

Signature

Mr. S.M. Smith,
12 Essex St.,
Liverpool,
Great Britain.

4. THE OPENING SALUTATION

The opening salutation or greeting is flush with the left-hand margin under the inside address after leaving a double space. In Great Britain the opening salutation is followed by a comma (*Dear Sir,*), in the USA — by a colon (*Dear Sir:*) and sometimes by a colon and dash (*Gentlemen: —*). The opening salutation is never followed by an exclamation mark or by a dash only.

When writing to persons the following salutations are used:

Dear Sir, (:)

Dear Madam, (:*) (formal salutation)

Dear Mr. Smith, (:)

*Dear Mrs. ** Smith, (:*)

*Dear Miss*** Smith, (:*)

Dear Dr. Smith, (:)

Dear Prof. Smith, (:)

Dear Colleague, (:)

*My dear**** Mr. Smith, (:*)

} less formal salutations

When writing to an institution, organization or business firm the official salutations: *Dear Sirs, Messrs* (in addressing to a partnership), *Dear Madam, Gentlemen* (in the USA) are used.

*If the letter-writer is not sure whether the lady is married or unmarried.

**To married woman.

***To unmarried woman.

*****Dear* is not capitalized if preceded by the possessive pronoun *my*.

Ul. Moskvina 15, apt. 19,
Moscow,
USSR

12th December, 19...

Dr. N. V. Kishotch,
14 Dayton Street,
London W.E. 3,
Great Britain.

Dear Dr. Kishotch,

USA

Ul. Moskvina 15, apt. 19,
Moscow,
USSR.

December 12, 19...

Dr. N. Koumirst
12 W. Thirty-Second St.
New York 43, N.Y.
USA.

Dear Dr. Koumirst:

5. THE BODY OF THE LETTER

The body of the letter is the text itself. Each paragraph should deal with one subject, brief, concise and accurate excluding all matter not relevant to the purpose of the letter, especially if it is a business or an official letter. It is best to avoid too long paragraphs. The style of letter-writing requires certain accepted phrase patterns. The writer must be tactful, courteous, sincere, respectful, etc.

The first paragraph usually starts two lines below the salutation.

It is either aligned with the salutation, in block-style, the paragraph, being flush with the left-hand margin, without indentation, or it may be in indented style, the first line of each paragraph indented, usually three to six spacings from the margin or immediately below the end of the salutation.

Block-style is generally used in the USA, indented style in Europe and other countries although there is a growing tendency to use the block-style.

Short letters are usually double-spaced (two lines); longer letters — single-spaced (one line) with double spaces between the paragraphs. Many-paged letters should be numbered; the number is written on the bottom of the sheet, in the middle.

6. THE CLOSING SALUTATION (SUBSCRIPTION)

It is customary to close a letter with a closing salutation. The closing salutation is separated from the body of the letter by a double space (line) aligned with the date or immediately at the centre of the page. It always begins with a capital letter and is punctuated with a comma. Most commonly-used closing salutations in business and official letters are: *Yours truly* or *Truly yours*; *Yours faithfully* or *Faithfully yours*.

In letters addressed to a person the following subscriptions are usually used: *Yours truly* or *Truly yours*; *Yours sincerely* or *Sincerely yours*. *Yours truly* is a proper closing salutation for impersonal business correspondence and communication.

Yours sincerely indicates a spirit of friendliness and informality. It is customary for colleagues, especially among scientists, to write *Yours sincerely* rather than *Yours truly* or *Yours faithfully*.

Other salutations are: *Yours respectfully*, *Yours cordially*, *Yours affectinately*, *Yours respectfully* is falling into disuse. It is used when the writer expresses his sincere respect for the reader, especially from a subordinate to his superior. *Yours cordially* is often used, especially when sending congratulations, New Year wishes, holiday greetings, etc. to your friends. *Yours affectinately* is used among closely-related persons: wife, husband, children, and dear friends.

The subscription may be prefaced by a participle phrase:

Looking forward to seeing you,
I remain,
Yours sincerely,

although there is a tendency to use a simple sentence instead of a participle phrase:

I hope this date will suit you.
Yours truly,
(Signature)

7. THE SIGNATURE

The signature is written by hand immediately below the subscription. Formal and business letters require the full signature on the first line — the name of the institution (typed), the second line — the writer's name and the third line — the writer's title, scientific degree or position (typed):

Yours sincerely,
The Thompson Institute
(signature)
Director

When the letter is signed on behalf of another, especially an institution, organization or firm, it should have the following signature:

Cornwall Publishers
(p.p. * A.B. Smith)

In many cases the letter is signed without giving the name of the institution, organization or firm, since it is already mentioned in the heading:

Yours truly,
(signature)
Assistant Professor of Mathematics

Informal letters to friends, acquaintances are simply signed by the writer without indicating the name of the firm, organization or institution the writer represents or his title, scientific degree or position. The first name can be written in the full or the initials: *Peter B. Chase, I. Smirnov, J. Smith*. A woman's signature usually includes the first name: *Nina H. Petrova*. If the woman prefers signing without her first name she should write *Mrs.* or *Miss* to avoid confusion: *Mrs. N.H. Petrova, Miss M.R. Lowell*.

*p.p. — pre pro (on behalf of).

8. SUPPLEMENTS IN OFFICIAL AND BUSINESS LETTERS

The attention line is written two lines below the side address either on the same vertical or in the middle of the sheet of the paper in order to draw special attention of a particular person for a prompt reply. The attention line should be underlined:

Brown Laboratory Equipment,
15 Haygate Street,
London, N. E. 3,
Great Britain.

Attention: Export Manager

Brown Laboratory Equipment,
15 Haygate Street,
London, N. E. 3,
Great Britain.

For the Attention of Mr. S.M. Smith
Export Manager.

The subject line is written two lines below the opening salutation and in the middle of the sheet of the paper. The wording *subject: or Re: (regarding)* is typed before the subject-matter and indicates what the letter is about. The subject line should be underlined.

Brown Laboratory Equipment,
15 Haygate Street,
London, N.E. 3,
Great Britain.

Dear Sirs,

Subject: Order N 829.

In accordance with your request...

The typist's reference, the initials of the writer and of the typist, is typed on the same line as the date on the left or on the same line with the signature, and is used to enable tracing earlier correspondence on a certain subject.

The writer's initials are separated from the typist's initials by virgule or a colon:

LA/EB or LA:EB

LA/eb or LA:eb

la/eb or la:eb

The enclosure:

a) *Encl:* = Enclosure which indicates that attached to this letter there is an insertion, e.g. a document, a paper, etc.;

b) *CC:* = circular correspondence, i.e. corresponding letters were dispatched to other persons. For example, *CC: list of names* means the letter contains a list of names to whom the corresponding circular was sent.

Encl(asure): or *CC:* is typed in the lower left-hand corner two spaces (lines) below the signature:

ESB/ef
Encl: copy of document

Yours truly,
E.S. Brown

ESB/ef
CC: list of names

Yours truly,
E.S. Brown

R. S. V. P.

In letters of official invitations to persons the abbreviation R.S.V.P. (Fr.: Répondez s'il vous plaît 'Answer, if you please') is typed mainly in the lower right-hand corner, two spaces (lines) below the body of the invitation.

THE ENVELOPE

The address on the envelope should be written in full in order to ensure correct delivery. The whole address of the recipient should begin from the middle of the envelope.

1. THE LAYOUT OF THE ENVELOPE

Letters addressed to institutions, organizations or firms:

1st line — name of the institution, organization or firm,

2nd line — house number and name of the street,

3rd line — name of the city, postal district*,

4th line — name of the country (usually underlined).

Letters addressed to official persons:

1st line — name of the person,

2nd line — title or position,

3rd line — name of organization or institution,

4th line — house number and name of the street,

5th line — name of the city, postal district*,

6th line — name of the country (underlined).

Letters addressed to private persons at their homes:

1st line — name of the person,

2nd line — house number, name of the street and apartment number preceded by a comma,

3rd line — name of the city, postal district,

4th line — name of the country (underlined).

The sender's (return) address is written in the upper or lower left-hand corner of the envelope or sometimes on the flap of the envelope (if it is a private letter).

In Great Britain each line is usually stepped and set off by commas. In the United States the lines are blocked and without commas.

Layout of envelopes

Sender's address

Stamp

Postal remarks

Recipient's address

*If the address is an American one it is necessary to indicate the name of the state, usually abbreviated and preceded by a comma.

Postal remarks

Stamp

Recipient's address

Sender's address

Examples of envelope addresses
Great BritainDr. E.S. Galkin,
USSR Academy of Sciences,
Leninskii Prospekt 14,
Moscow, USSR.

Stamp

Prof. R. Calvert,
14 Stand Street,
Nottingham,
England.

U S A

Columbia University
in the City of New York
Lamont Geological Observatory
Torrey Cliff, Palisades, New York.

Stamp

Academy of Sciences, USSR,
14 Leninskii Prospekt,
Moscow,
USSR.

1. Attention line may also be found on the envelope of the letter, 2 or 3 lines below the address: Attention Export Manager, Mr. Brown For the attention of the Export Manager. The attention line should be underlined.

2. c/o — care of.

If a letter is sent to a person whose house address is unknown or who is travelling in some other country, but who is connected with some institution, organization or firm, the address on the envelope should be typed in such a manner:

*Dr. A.S. Housegay,
c/o London University,
London,
Great Britain*

*Dr. P.M. Jones
Columbia University
New York, N. Y.
USA*

c/o Mr. R. Brown

3. Postal remarks *Registered, Air Mail, Via Air Mail*, etc. are typed 2 or 3 spaces above the recipient's address a little to the left.

EXERCISES

Write the following dates at the heading of the letter.

1. The fourth of April, nineteen sixty-one.
2. The second of June, nineteen sixty-four.
3. The twenty-third of May, nineteen fifty-eight.
4. The tenth of November, nineteen sixty-five.
5. The first of March, nineteen sixty-three.
6. The thirty-first of August, nineteen sixty.
7. The third of January, nineteen fifty-nine.
8. The sixteenth of July, nineteen sixty-three.
9. The twenty-second of October, nineteen sixty-four.
10. The nineteenth of September, nineteen fifty-two.
11. The twenty-fifth of December, nineteen sixty-four.
12. The twenty-first of February, nineteen sixty-five.

Stamp

Mrs. H.G. Brown, Managing editor,
1112 Fifth Ave., New York, 23, N.Y. USA.

Moscow 125445

Leningradrskoye Shosse 114, apt. 73, S.R. Kuzmin.

SECTION TWO

Section two deals with patterns and phrases which are commonly used in letters informing about sending printed matter; acknowledging receipt of letters or printed matter replying to letters, phrases used in opening and ending a letter, and dates.

INFORMING ABOUT SENDING PRINTED MATTER

Letter 1

Dear Colleague,

6th April, 19...

I am sending you with this letter the reprints you are so much in need of. I hope you will find them interesting and useful in your work.

If I can be of any help to you in future, please do not hesitate to write me.

With best wishes,

Yours sincerely,
S.V. Williams

Letter 2

10th January, 19...

Dear Sir,

Subject: The Nuclear Spins of the
Cluster of Alkali Atoms.

I have the pleasure of sending you under separate cover the galley proofs of the translation of your manuscript "The Nuclear Spins of the Cluster of Alkali Atoms" for your correction. Since your manuscript is to go to press in May we ask you to return it to us with all the appropriate corrections not later than the 15th March.

Please acknowledge receipt of the manuscript.

CAC/RS

Yours sincerely,
Charles A. Cornwell,
Editor

June 6, 19...

Dear Dr. Walkers:

By the same mail I am sending you my paper entitled "Polym Fuels and Polymer Lubricants" for publication in the "Journal of Polymer Science."

In compliance with the International (Geneva) Convention of Authors' Copyrights to which the USSR is affiliated, the above-cited paper is registered with the Soviet Copyright Agency (VAAP) which is authorized to represent our interests. According to the rules, I allow one-time usage of our translated paper into English and reserve the rights to use the above-cited paper sent to you.

Sincerely yours,
Vladimir S. Nikitin

Letter 4

1st Sept

Dear Dr Lebedyev,

Please find attached to this letter our bulletin "Physical Problems No 9, dated 19... Thank you for sending us your paper for publication.

We are looking forward to other contributions on the same topic

Yours sincerely,
B.S. Hemphrey

Letter 5

February 1, 19...

Dear Dr. Livitin,

I have the pleasure of sending you attached my book "Enzymes" I hope you will find it interesting. I regret to inform you that I cannot attend your symposium because of my poor health at the present time.

As soon as I recover I'll write you a long letter and inform you about my new work in detail. It would be very useful to discuss some important problems concerning this work.

With all best wishes.

Yours sincerely,
Frank G. Jones

March 10, 19 ...

Dear Prof. Kukin,

We thank you very much indeed for your contribution to the Journal of Geology. Your paper "The Migration of Mercury in the Earth's Crust" has appeared in October's issue.

We are sending you with this mail 10 reprints of your article and request you to acknowledge receipt of same.

We are looking forward to receiving new contributions from you and from your colleagues.

Yours sincerely,
Henry S. Dickson
Editor

Here are some of the most common opening phrases in letters carrying information about sending printed matter, documents, etc.:

1. I am sending you this letter to inform you that...
2. I am sending you under separate cover...
3. I have the pleasure of sending you (under separate cover)...
4. By the same mail (letter) I am sending you...
5. We are sending you herewith (herein)...
6. I enclose herewith (herein)...
7. You will find enclosed (with this letter)...
8. Please find enclosed...
9. Attached to this letter you will find...
10. I sent you by surface mail (by air mail)...

ACKNOWLEDGING RECEIPT OF LETTERS OR PRINTED MATTER

Letters are acknowledged when we wish to confirm receipt of the sender's letters usually informing of the dispatching of any special literature, papers, material to the recipient. A letter of acknowledgment always expresses the recipient's gratitude and thanks and, therefore, it should be written in a courteous style.

Letter 1

May 6, 19...

Dear Dr. Williams,

I wish to acknowledge with many thanks the receipt of your letter of 6th April and express my gratitude to you for sending me reprints.

With best wishes,

Yours sincerely
Roman A. Konstantin

Letter 2

May 20, 19...

Dear Dr. Cornwell,

I am happy to acknowledge with thanks receipt of the galley proofs of the translation of my manuscript "The Nuclear Spins of the Cluster of Alkali Atoms" which has arrived in today's mail simultaneously with your letter of 10th January, 19... I wish to inform you that I will make all the appropriate corrections on time for the manuscript to go to press in May.

Yours sincerely
Roman S. Akim

Letter 3

June 19, 19...

Dear Dr. Nikitin,

We acknowledge receipt of your letter of June 6, 19... and thank you very much for the paper you have sent us under the title "Polymer Fuels and Polymer Lubricants" for publication in the Journal of Polymer Science.

Yours sincerely

Letter 4

23rd September, 19...

Dear Mr. Hemphrey,

This is to acknowledge with thanks receipt of No 9 of your bulletin "Physical Problems."

I trust you are receiving our publications regularly.

Yours sincerely
A.B. Lebedy

Letter 5

February 12, 19...

Dear Dr. Jones:

Thank you very much for sending me your book "Enzymes." It will certainly be a great pleasure to read it. Dr. Stanley has recently informed me that you have contracted influenza. I hope you have recovered by now and already back at your work.

With best wishes,

Yours sincerely,
Semyon S. Levitin

Letter 6

14th October, 19...

Dear Mr. Dickford:

I am very happy to learn that my paper "The Migration of Mercury in the Earth's Crust" has appeared in October's issue of your journal.

Thank you for sending me the 10 reprints of my article.

I am now completing my experimental investigation and as soon as I work over my results I will prepare another contribution and send it to you for publication.

Sincerely yours,
Boris F. Kukin

Opening lines for acknowledging receipt of letters and printed matter:

1. We acknowledge (confirm) receipt of your letter of 7th April 19...
2. Receipt is acknowledged of your letter of 10th June 19...
3. We have pleasure in acknowledging receipt of your reprint.
4. We are in receipt of your letter of 24th April.
5. We are pleased (very glad) to receive (have) your kind letter of January 14th.
6. It is (was) a great pleasure to receive your letter of 10th April...
7. I have received your letter of March 10...
8. I have your letter of November 10...
9. Your letter of January 15th has just arrived.
10. This is to inform you that I have received your paper for publication.
11. Your letter of April 12th to Dr. M. has been received here during his absence.
12. I am delighted to receive your letter of 6th February.

Expressing thanks for sending letters, printed matter:

1. Thank you for sending me...
2. It is so kind of you to send me...
3. I am grateful to you for sending me...
4. I am much obliged to you for sending me...
5. I wish to thank you most sincerely for your kind letter July 12, 19...
6. We thank you very much for your kind letter of May 10, 19...
7. Many thanks for your letter of June 17.
8. I am most grateful to you for sending me a reprint of your paper.

REPLYING TO LETTERS

The recipient's answer to the sender's letter usually starts with reply line at the beginning of the letter. When a writer requests reply to his letter, or wishes to express his gratitude for replying his letter, the reply line is usually written at the end of the letter.

Letter 1

June 10th, 19...

Dear Sir,

In reply to your letter of June 5th, we enclose a copy of the May issue of the "Geographical Magazine."

Please acknowledge receipt.

Yours truly,
Roger S. Samson

Enclosure

Letter 2

March 10th, 19...

Dear Prof. Smith,

In reply to your letter of March 3rd we have much pleasure in informing you that we have arranged for a delegation of 5 experts to participate in the Council Meeting to be held in Paris from March 20th to 25th.

With best wishes,

Yours sincerely,
Thomas C. Carlson

Letter 3

14th November, 19...

Dear Prof. Below,

Please forgive me for not replying sooner to your kind letter of the 21st October. When your letter arrived I was away on a lecture tour and only returned a week ago.

I am very grateful to you for sending me the information I requested from you. It will be of great help to me.

I look forward to seeing you soon in this country.

With kindest regards,

Yours sincerely,
A.B. Jones

Letter 4

June 9, 19...

Dear Sir,

The National Committee of Botany is planning to arrange a Symposium in early August and requests you to present a paper on one of the following subjects:

1. 2. 3.

Will you kindly let us have an early reply informing us on which subject you are going to speak.

Trusting to hear from you soon,

I remain,
Yours sincerely,
M.S. Carroy

Reply lines (at the beginning and the end of the letter):

1. In reply (answer, response) to your letter of (the) 23rd March...
2. Replying to your letter dated (the) 7th April...
3. This is in reply to your letter of May 9th about (regarding, concerning)...
4. It is a great pleasure to reply to your letter of June 10th.
5. We very much regret not to have replied to your letter of March 3rd...
6. I am awfully sorry not to have replied to your letter of February 6th...

Requesting a reply (usually at the end of the letter):

1. We should appreciate a prompt reply.
2. We should appreciate having your reply at your early convenience.
3. Your reply by return mail would be appreciated.
4. A prompt reply would be appreciated.
5. Please send us a reply at your earliest convenience (as early as possible).
6. Will you kindly let us have an early reply.
7. It will be a pleasure to have an immediate reply from you.
8. Please note that a reply is required by (the) 18th March without fail.
9. I shall very much regret if I do not have a reply from you.
10. Awaiting (In anticipation of) your reply, I remain, ...

Appreciating a reply (at the beginning or end of the letter):

1. I very much appreciate having a reply from you.
2. I appreciate your prompt reply (answer).
3. I am very grateful to you for your reply to my letter of July 1st, 19...
4. Thank you (Many thanks) for your prompt reply of 15th October.
5. It is (was) a great pleasure to receive your reply.
6. I am very glad (happy) to have your reply of 10th August...

Expressing delay in replying:

1. I am very sorry to have taken so long in replying to you.
2. Please excuse me for my late reply.
3. Please forgive me for not replying sooner to your kind letter of 2nd March.
4. I apologize for my delay in replying to (answering) your letter.

Some opening lines regarding reference, addition, accordance:

1. Referring to your (our) letter of 10th October...
2. With (further) reference to our letter of 1st April...
3. I hereby wish to refer to our previous correspondence.
4. Reference is made to you (our) letter of March 3rd...
5. We have been referred to you for...
6. Prof. J. has referred us to you for...
7. As we mentioned in our previous letter dated November 8th...

8. Further to our letter of 14 September...
9. In addition to our letter of 7th July...
10. According to your letter (request)...
11. In accordance with your letter (request) dated 10th May...
12. In conformity with your letter (request) of August 12, 19...

Closing phrases and sentences customarily show a friendly and respectful attitude towards the recipient often expressing thanks and gratitude.

Here are some phrases and sentences which are used in ending the letters:

1. With all best wishes (regards).
2. With best personal wishes (regards).
3. With kind (kindest) regards.
4. With best wishes and regards.
5. With every good wish and warm regards.
6. With my cordial good wishes.
7. Please give (send, convey, extend) my best regards to...
8. I extend my best wishes to you.
9. My best wishes to yourself and to your wife.
10. With compliments.
11. Accept the assurance of my highest consideration (respect).
12. Please give my sincere and warm remembrance (regards) to...
13. Meanwhile I wish to remain, ...
14. I wish, particularly, to express my thanks to you.
15. Cordially thank you for your kindness and I am, ...
16. Thank you once again for...
17. Thank you for your prompt attention.
18. Thanking you and expecting your reply at your earliest convenience, I remain, ... (I am, ...)
19. Apologizing, we remain, ...

In many letters closing phrases and sentences may begin with such words as *to trust*, *to hope* and *to look forward**. Here are some patterns:

1. I hope that we shall have the pleasure of seeing you again at the next congress.
2. I hope your visit will be fruitful.

*After the expression *to look forward to* use a gerund and not an infinitive. Wrong: *I look forward to see you*. It should be: *I look forward to seeing you*.

3. I hope I will be able to visit your Institute during my stay in your country.
4. I hope to hear from you soon and remain with kindest personal regards.
5. I hope to receive your favourable reply (especially after making a request).
6. I trust you are receiving our publications regularly.
7. I trust to hear from you soon.
8. I trust you will reply to us at once.
9. We trust you will consider our request.
10. We look forward to hearing from you.
11. I am looking forward to seeing you soon.
12. We look forward to the opportunity (of + *gerund*, or *that* we...)
13. I look forward to the possibility (of + *gerund*, or *that* we...)
14. We look forward to welcoming you in this country.
15. I look forward to the pleasure of seeing you.

ABOUT DATES IN THE BODY OF THE LETTER

There are numerous ways of indicating or referring to the date in the body of the letter:

1. I (have) received your letter of (the) 15th March.
2. I (have) received your letter of February 10(th) (most often in the USA).
3. Further information will be sent to on (the) 22nd April.
4. Your letter of 10th December.
5. Your letter of June 16 (mostly in the USA).
6. Your letter of June 16th.
7. We invite you to deliver a series of lectures in our Institute from 10th to 20th March.
8. I shall attend the Symposium in Toronto on 2nd – 4th October.
9. I intend visiting your country in June 19... (When the date refers to a time in the future it is advisable to mention the year).
10. We expect your arrival in this country on the 15th January 19...
11. In my letter to you dated (the) 20th March.
12. The final programme will be published at an early date in 19...
13. The Conference will last from May 20 through June 5, 19...

14. The dates which we envisaged for your visit to this country were, July 11 to Sat., July 15, 19...
15. The plane will arrive on Monday, August 12th at 2 p.m.
16. We have received your letter of (the) 12th inst.

Remark: *inst.* is the abbreviation of *instant* meaning "this month of the year." There are two other forms: *prox.* (*promixio*) – meaning "next month" and *ult.* (*ultimo*) – meaning "last month"; e.g. *Further information will be sent on the 22nd prox.; We received your letter of (the) 10th ult.* But these forms are practically out of use today.

Avoid making the following mistakes:

Wrong: I received your letter of 12th February of the current year.

Correct: I received your letter of 12th February, 19... (when it is necessary to indicate the year it should be given in figures).

Wrong: I received your letter from 10th June.

Correct: I received your letter of 10th June.

Wrong: The conference will last from 10th June onto 14th.

Correct: The conference will last from 10th to 14th June.

Wrong: I received your letter of 9/IX-64.

Correct: I received your letter of 9th September, 1964.

EXERCISES

I. Translate into Russian.

1. In reply to your letter dated March 10th I wish to inform you that our Council is willing to discuss your proposal.
2. Further to our letter of March 10 I am happy to inform you that everything has been arranged for the translation of your book.
3. With this letter I am sending you the list of names and the titles of the reports. Please acknowledge receipt.
4. Thank you for your letter of the 19th December and for the material which you enclosed with it.
5. In accordance with your letter we have the pleasure of sending you the material which you need.
6. On behalf of our Institute I wish to acknowledge with pleasure the receipt of your letter of the 12th May.
7. With very pleasant recollections of the many good days we have spent together I send you kindest regards from S. to Prof. B., I remain, Yours sincerely, S.
8. Thanking you in anticipation, and with all good wishes, I remain, Yours sincerely, P.
9. With my own keen anticipation of your visit to this country in June 19..., I am, Yours sincerely, M.
10. It was a great pleasure to make your acquaintance at the Congress. I look forward to the possibility that we may meet again in this country.
11. I trust you will inform me of the date I am to come to

London, and hope to be there in time. 12. We shall be looking forward with pleasure to receiving your manuscript in September. 13. Looking forward to meeting you in April and thanking you in anticipation, we remain, Yours truly, R...

II. Translate into English.

1. С настоящим письмом посылаем Вам доклад профессора Е.Е. Маслова для публикации в сборнике докладов Симпозиума по вопросу "Фотосинтез при минусовых температурах". 2. Просим Вас подтвердить получение нашего письма от 10 мая с.г. и сообщить Ваши соображения по затронутому вопросу. 3. Сообщаю Вам, что наша делегация прибывает в Париж самолетом 14 февраля в 14 часов. 4. Подтверждаем с благодарностью получение Вашего письма от 15 ноября с.г. с приложением к нему копии проекта. 5. Благодарю Вас за письмо от 30 ноября с.г. с приложенными к нему отпечатками Ваших статей. 6. В ответ на Ваше письмо от 10 июня посылаю Вам наши последние данные и таблицы, которые, надеюсь, помогут Вам в Вашей работе. 7. Сообщаем Вам, что мы до сих пор не получили от Вас инструкции по эксплуатации и уходу за аппаратурой. 8. Я надеюсь, мы будем иметь удовольствие видеть Вас снова на следующем конгрессе в Брайтоне в июне 19... года. 9. В ответ на Ваше письмо от 21 января с радостью сообщаем Вам, что Ваши расписания полностью совпадают с моими. 10. Искренне признателен за любезное письмо от 17 октября с.г., которое я получил в минувших днях. 11. Передайте большой привет Вашей жене. 12. С нетерпением жду Вашего ответа. С глубоким уважением... 13. Я надеюсь, что мне представится возможность поблагодарить Вас лично при нашей встрече. 14. С наилучшими пожеланиями, искренне Ваш...

III. Translate the following letter into Russian.

March 10,

Dear Dr. Pavlov,

Recently I have entered into agreement with "... publisher to edit a continuing series of monographs entitled "Nitroxyl Chemistry."

It is envisaged that contributions to the "Series" would be in the form of recent developments in the field of organic chemistry containing nitroxyl functionality.

I have followed your excellent work in the area of Nitroxyl Chemistry and I should like to invite you to contribute a review of your work on this subject.

I trust you will accept my invitation, and I am looking forward with pleasure to receiving your manuscript in the very near future. I remain,

Sincerely yours,
James Peterson

IV. Translate the following letter into English.

30 марта 19...

Уважаемый д-р Петерсон!

Я рад сообщить Вам, что получил Ваше письмо от 10 марта с.г., в котором Вы пишете, что будете редактировать серию монографий под названием "Нитроксильная химия".

Благодарю Вас за приглашение написать обзор в области нитроксильной функциональности. Я как раз недавно выполнил весьма интересную работу в этой области. Кроме того, я изучил ряд обзоров и статей, опубликованных за последние пять лет, и бы мог предложить обзор по этой теме. Однако мне понадобится примерно месяц, чтобы написать его.

Если это Вас устраивает, я готов внести свой вклад в создание подобной серии.

С уважением к Вам
Николай Б. Павлов

V. Insert the appropriate prepositions if necessary.

1. Please acknowledge receipt ... my reprint. 2. Attached ... this letter you will find the document. 3. Please send ... us a reply ... your early convenience. 4. We look forward ... the opportunity ... meeting you. 5. I hope to see ... you soon ... this country ... 3rd ... 15th June and remain ... kindest regards ... you and your wife. 6. ... reply ... your letter ... 15th March, I am sending ... you the charts and diagrams. We invite you to attend the Symposium to be held ... London ... 17th ... 18th July. 8. ... according ... your letter ... June 10, I wish to inform you about the date ... your arrival. 9. ... accordance ... your request, I am sending you ... separate cover the journal.

VI. Insert the appropriate articles if necessary.

1. ... Institute for Petrochemistry of ... USSR is planning ... Symposium in ... summer of 19 ... on ... following topics. 2. I have ... pleasure of inviting you to visit our laboratory and to carry out ...

joint work in ... field of ... "Non-Newtonian Fluid Mechan
3. Thank you very much for ... samples you have sent us. 4. It
great pleasure to accept your kind invitation to give ... talk
numerical investigation of ... connective heat transfer in ... c
melt. 5. I wish to acknowledge with thanks ... receipt of your
dated 10th February. 6. Please acknowledge ... receipt of ... ab
of my paper. 7. This is to inform you that I have received ... jo
"Uspekhi Biologii," Akad. Nauk SSSR 12, 2 (1971). 8. I wish to t
you on behalf of ... editorial board and myself for your contribu

VII. Insert the appropriate words or expressions: *to hope, conven
acknowledge, regards, opportunity, contribution, galley-proofs, trust, rep
reply to, to look forward to.*

1. I shall be looking forward to the ... of thanking you in pe
2. ... your letter I inform you that we have received your ... 3. V
you will look through the ... and return them in time to send to
printer. 4. I ... you are feeling fine and working on your book. 5
you will ... receipt of our samples. 6. Kindly convey my best
your co-workers. 7. We are expecting an answer to our letter at
early ... 8. We ... hearing from you soon.

VIII. Add introductory phrases according to the pattern:

... we have received your book. — We have pleasure to inform you we
received your book.

1. ... we have sent you the material. 2. ... with keen inte
3. ... I remain, yours sincerely, P—. 4. ... to the opportunity
meeting you. 5. ... I inform you that your request is being stu
by the Commission.

IX. Complete the lines according to the pattern:

Referring to your letter of ... — Referring to your letter of 20th June I
sent you 3 copies of my paper.

1. In reply to your letter... 2. I am looking forward to ... 3. P
acknowledge... 4. In accordance with... 5. I have the pleasure
6. Thanking you in advance... 7. I trust... 8. Awaiting your reply...

X. Build up sentences by arranging the words in proper order.

1. Forward, to, from, eagerly, a message, am, you, I, look
receiving. 2. Sending, separate, latest, "Who's Who", the, am,
under, edition, I, of, cover. 3. The, of, seeds, acknowledge,
thanks, with, receipt. 4. Regards, your, and, please, wife,
children, my, give, to.

XI. Make up sentences using component parts of each column.

from sending you	receipt of	the samples
please acknowledge	under separate cover	dated 2nd April
with further reference	to your letter	of June 12, 19...
I am happy	to thanking you for	the reprints
reply	to your request	the material
I am looking forward	to send you	the tables
was a great pleasure	for sending me	the data
thank you	to receive	the results

XII. Write out all the points of information from the following letter.
Answer the letter on those points. Make use of the expressions in this section.

Dear Dr. Petrovsky,
We are looking forward to your visit to Brighton beginning on
with April. According to the schedule prepared by Miss Jones of the
Royal Society, you will be arriving in Brighton at 14.30 p.m. and
either Dr. Smith or I will meet you there.
I have been familiar with your work for many years, and it would
be a great pleasure to have you visit our laboratory and discuss physics
with you.
I hope you have a good flight to London and an easy journey to
Brighton.

With kind regards,
Sincerely,
Frank Greene

SECTION THREE

Section three deals with patterns and phrases which are used to express gratitude, thanks or appreciation and to display courtesy and kindness.

GRATITUDE, THANKS AND APPRECIATION

Gratitude, thanks or appreciation should always be expressed to the person or establishment that was (is or will be) so kind to render help, service or a favour to the person asking for it.

Gratitude, thanks or appreciation are also acknowledged in making an inquiry or request or upon receipt of information, printed material, etc. as well as for a person's consideration or attention to the writer's matter or business.

Letter 1

12th June

Dear Prof. Jones,

I shall be very grateful if you send me a reprint of your article "Particle Accelerators" published in the Journal of Physics, 4 (1967), p. 137.

Yours sincerely,
Evgeniy F. Fe

Letter 2

15th March

Dear Dr. Hill,

I am very glad to send you my book which you are so kind to have (according to your previous letter). I hope you will find it useful and interesting to read.

This morning Dr. Komarov rang me up and informed me that you have been awarded the... Prize for your work in the field of particle physics. Kindly accept my warmest congratulations and best wishes.

Yours sincerely,
Oleg F. Orlov

Letter 3 (reply to letter 2)

20th March, 19...

Dear Prof. Orlov,

It was a great pleasure to receive your letter of 15th March and your book which arrived by the same mail. I want to express my deep gratitude to you for sending me the book and for the kind congratulations. Please give my best regards to your wife and son.

Hoping to see you at the Congress in London, I remain,

Yours sincerely,
Henry R. Hill

Letter 4

27th March, 19...

Dear Sir,

We are very grateful to you for your letter of 23rd March and for the circular letter enclosed. We enjoyed reading about the photographic observational and computational techniques of keeping track of the minor planets, which were elaborated at your computing centre.

We greatly appreciate your kind invitation to participate in the International Co-operative Observational and Computational Program. Our Computing Centre lends its full support to this program and will contribute to the methods of keeping track of the minor planets.

Trusting to hear from you soon,

We remain,
Yours sincerely,
Andrei S. Smirnov

Letter 5

12th July, 19..

Dear Dr. Weiser:

It was a great pleasure to receive a letter from you. I am very glad to know that you have completed your lecture trip so successful and that you can now take up the research you started last May.

I am sure you will appreciate having my paper on "Physico-chemical modeling of natural processes." Therefore I avail myself of the liberty

of sending it to you, and hope you will find it interesting. I am also sending you with this letter a few color photos of the Black Sea coast which I took during my vacation time.

Sincerely your,
Vladimir Frolov

These are the most commonly-used patterns for expressing gratitude, thanks or appreciation:

1. I shall (should)* be the most grateful if you are (were) (would be) able to...
2. I will (would) be very thankful if you are (were) in a position to...
3. I am very thankful to you for... (*gerund*)
4. I wish to express my deep gratitude (thanks) to you for...
5. May express my sincere gratitude to you for...
6. Allow me to express my sincere thanks to you for...
7. (I) Thank you so much for...
8. Please accept my sincere thanks (gratitude) for...
9. May I (Allow me to) take this opportunity of thanking (to thank) you for...
10. I should like to take (to make use of) this opportunity of thanking (to thank) you for...
11. I wish particularly to acknowledge my thanks to you for...
12. I will (would) be much obliged if you...
13. I am (shall be) much obliged to you for (*or*: if you)...
14. I am (shall be) greatly indebted to you for (*or*: if you)...
15. I shall (should) very much appreciate your (*gerund*)...
16. We would appreciate it very much if you could...
17. I am (shall be) most appreciative for...
18. I wish to express my full appreciation for...

COURTESY AND KINDNESS

The form and style of expressing gratitude, thanks or appreciation should always be presented in a polite and courteous manner. For this purpose there is a number of accepted courteous phrases which are extensively used in correspondence.

*In American English *will* and *would* are generally used, although this is also true in British English.

Letter 1

15th June, 19...

Dear Dr. Nosov,

Referring to your letter of 7th June, we have the pleasure of sending you two copies of the proofs of your article. We kindly ask you to arrange for them to be checked in detail and to return us one copy not later than June 30th.

TAJ/mr

Yours sincerely,
Thomas A. Jones
Editor-in-chief

Letter 2

12th April, 19...

Dear Sirs,

We acknowledge receipt of your letter of 7th April from which we learn that you came to know our address through the courtesy of the Institute of Physics, Academy of Sciences of the USSR. It gives us great pleasure to inform you that our Company deals with Electric Resistances and are sending you list 613B giving full technical details of our AC Voltage and Current Control Models.

In anticipation of your reply, we remain,

Yours truly,
Charles R. Manson
Sales Manager

Letter 3

23rd April, 19...

Dear Dr. Arlington,

It is a great pleasure to have a letter from you and to learn that you have recovered completely from your accident. Frankly speaking, I was very much worried about any possible consequences.

Dr. Maria Smirnova, a very good friend of mine, from Moscow University is to deliver a series of lectures at Cambridge University and I am making use of this opportunity to send you a little present from Moscow. I hope you will like it.

Prior to your accident I sent you a copy of our method of cultivating unicellular algae which proved to be very successful in our

laboratory. I would like very much to have your opinion and to know whether it is possible to employ it under your laboratory conditions. With best wishes,

Yours sincerely,
A.B. Karpov

Letter 4

5th May, 19...

Dear Dr. Karpov,

I wish to thank you sincerely for your kind letter of 23rd April.

I am happy to inform you that we have used your method of cultivating unicellular algae and the results are remarkable.

As soon as I complete the graphs and tables I will send them to you for comparison.

You cannot imagine how much I appreciate the fine present you sent me via Prof. Maria Smirnova. She has given me a short outline of the work you are carrying out in your laboratory. She is a very charming woman and I enjoyed the fine talks and discussions that we had.

I am looking forward to seeing you at the Colloquium in August. With best wishes,

Yours sincerely,
Roger Arlington

Courtesy and kindness phrases and sentences:

1. Through (By) the courtesy of...
2. I wonder if you would be so kind (good) as to...
3. Will you be so kind as to...
4. Will you kindly...
5. Kindly...
6. Please...
7. I shall (should) be happy (glad, pleased) if you...
8. We are so happy (glad, pleased) to...
9. We will (would) be most happy (glad, pleased) to...
10. I cannot tell you how happy (glad, pleased) I am to...
11. I have much pleasure in...
12. It gives me great pleasure to...
13. It is (was, would be) a great pleasure (to me) to...
14. It is great honour and pleasure to...
15. Thank you for your courtesy...
16. I am so grateful to you for your kindness.

17. I very much appreciate your kindness (courtesy).
18. I cordially (sincerely) thank you for your kindness.
19. I thank you very much for your kindness.
20. May I take (use) this opportunity of thanking you for all your kindness.
21. I wish to thank you in advance.

EXERCISES

I. Translate into Russian.

1. I should be most grateful if you would inform me of the date of your arrival (departure). 2. Thank you very much for the abstract of your paper. 3. With many thanks I inform you that the papers have been given in due course for publication. 4. Through the courtesy of Professor Hill we have learnt of your interest in very low pressure. We are very appreciative to you for your help. 6. I wish to express my gratitude to you for the helpful co-operation and discussion. I wish to express my deep gratitude to you for the book "The Mechanism of the Biosynthesis of RNA" that you have sent me. Thank you for your courtesy in sending me the maps I am so much interested in. 9. I would be very glad if you would let me have your reply to this letter as soon as possible. 10. We shall be happy to render you our help and service.

II. Translate into English.

1. Мы будем признательны Вам, если Вы пришлете нам копию тиска Вашей работы. 2. Благодаря любезности господина Райена нам удалось установить наилучшие контакты с институтом и начать обмен литературой по интересующим нас вопросам. 3. Мы будем весьма обязаны Вам, если Вы выпшлете нам последний обзор по новейшей литературе в области статистики и учета. 4. Весьма признателен Вам за Ваше поздравление за библиографию, с которой я и мои коллеги по работе внимательно ознакомились. 5. Очень прошу Вас не отказать в любезности помочь доктору химических наук Иванову встретиться с профессором Коунзэем из Кембриджского университета, за что ранее благодарю. 6. Я был бы Вам очень признателен, если бы Вы могли передать эту книгу профессору Л., адреса которого у меня, к сожалению, нет. 7. Заранее выражаю Вам свою искреннюю признательность. 8. Я очень благодарен Вам за Ваше сердечное письмо от 12 июля с.г., которое профессор А.В. Сидоренко передал мне вскоре после его приезда из Лондона.

9. Пользуюсь случаем еще раз выразить Вам мою самую искреннюю благодарность за интересную беседу. 10. Мы будем Вам благодарны, если Вы сообщите нам Ваши предложения.

III. Translate the following letter into Russian.

Jan. 11

Dear Dr. Matveyev:

During my visit to your laboratory we discussed a number of problems of mutual interest. Among them, the problem of ... and the methods of conducting the investigation.

We have recently completed a series of experiments. Dr. Smith wrote to me that you have obtained very good results. It would be very interesting to compare your findings with ours.

I would be much obliged if you would send me your paper ...

I am looking forward to hearing from you soon.

Yours sincerely,
Arthur Wright

IV. Translate the following letter into English.

Многоуважаемый д-р Райт!

Я был очень рад получить Ваше письмо от 11 января. Мои сотрудники и я не раз вспоминали о нашей совместной работе, которую мы вместе проводим в нашей лаборатории. Было бы очень интересно сравнить наши результаты. Я с удовольствием высылаю Вам отпечаток своей статьи, посвященной работе, которую мы недавно завершили.

Я был бы весьма признателен, если бы Вы смогли прислать нам Вашу новую книгу "...".

Заранее Вам благодарен.

Искренне Ваш
Иван С. Матвеев

V. Insert the appropriate preposition if necessary.

1. We are indebted ... your address ... the Presidium ... the Academy of Sciences ... the USSR who have informed us that you are interested ... establishing scientific contacts ... our Institute. 2. I

much appreciate it if you would forward ... me ... an early date a ... the resolution ... the Advisory Committee. 3. I cordially thank you ... your sincere kindness ... helping me to collect material ... my thesis. 4. I am immensely grateful ... you ... the trouble you have taken to arrange ... me a meeting ... Professor Harsh and I will look forward ... being able to thank you when we meet. 5. I must thank you ... the trouble you have taken ... supplying ... the description. 6. First ... all, let me express my thanks ... the labour that you have taken ... editing my book.

VI. Insert the appropriate article if necessary.

1. I shall be ... most grateful if you sent me ... copy of your paper. 2. It is ... great pleasure to hear from you again. 3. I have ... pleasure in sending you with this letter ... information you ask for. 4. It gives me ... great pleasure to inform you that ... thesis of your paper has been accepted for ... at ... Poster Session. 5. Kindly inform us ... of the number and ... date of your arrival so as to arrange for ... representative to meet you at ... airport. 6. I cannot tell you how happy I am to receive such ... beautiful present from you. It has made ... a good impression on my colleagues. 7. I wish to cordially thank you for ... trouble you have taken to edit ... review. 8. We would like to arrange for ... exchange of literature with ... Fundamental Library of the Academy of ... Sciences of ... USSR.

VII. Insert the appropriate word or expression: *in accordance with, via, in reply to, proofs, to express one's gratitude, by the courtesy of, to appreciate.*

1. ... with your request I have sent you the program. 2. We have discussed the ... on to the Printer's. 3. I ... an early reply from you. 4. ... Dr. Smith I got to learn your address. 5. ... 1962 our laboratory carried out 137 experiments and obtained the following results. 6. I wish ... for sending me the latest edition of your book. 7. I shall travel to Paris ... Prague where I intend to make a three-days' stop.

VIII. Add introductory phrases according to the pattern:
...for your reply. - I am grateful to you for your reply.

1. ...inviting me to visit your country. 2. ...publishing my paper in your magazine. 3. ...contributing to our journal. 4. ...supplying me with the computations. 5. ...the films. 6. ...the colour plates. 7. ...the electrograms. 8. ...the examples. 9. ...you call me up on Friday.

IX. Complete the lines according to the pattern:

*I would appreciate it very much... - I would appreciate it very much
would ring me up on Monday, June 10th at 2 o'clock.*

1. I shall be very grateful if... 2. I shall be much obliged
3. Thank you so much for... 4. We shall appreciate it very much
5. Will you be so kind as to... 6. We shall be most happy to... 7.
much pleasure in... 8. Through the courtesy of...

X. Build up the sentences by arranging the words in proper order.

1. You, the, drawings, letter, much, I, enclosing, very, kind, your,
for. 2. Grateful, remarks, for, I, you, your, extremely, am, to. 3.
kindness, exhibition, thank, in, the, for, us, helping, your, arrange
4. Before, the, reply, to, would, thankful, if, be, would, letter, the,
reference, opening, this, you, we, of.

XI. Make up sentences using component parts of each column.

I very much appreciate	to return	your diagrams in the
		near future
I shall be very happy	if you sent me	the date of your arrival
I would be very grateful	the attention	my charts by March
I wonder if you would	you have given	
be so kind as	the fine time	in convening the conference
	we had	
	together	
Thank you very	if you accept	during my stay in K
much	from me	
I wish to express	if you would	to my request
my sincere gratitude	inform me	
I shall be much	for your help	in this matter
obliged		
I am greatly indebted	for your advice	this modest present
to you		

SECTION FOUR

Section four deals with patterns and phrases which are used in
representing and replying to a request and also with various cases
regarding attention and consideration.

REQUEST

A request usually consists of a request-phrase, reason for request
and expression of gratitude. The request should always be courteously
made.

Letter 1

22nd January, 19...

Dear Prof. Andreyev,

I am very glad to acknowledge receipt of your letter dated 12th
December enclosing the newspaper cutting. It was very interesting
news indeed and I enjoyed reading it immensely.

I am making use of this opportunity to approach you with a
request. Would you be so kind as to send me the Statistical Year-
Book for 19..., if it is available? I need it badly for my research in
economic development in African countries.

I shall be very grateful to you if you can oblige.

With best wishes,

Yours sincerely,
Robert A. Sparrow

Letter 2

3rd June, 19...

Dear Dr. Sparrow,

Thank you very much for your letter of the 20th May from which
I learn that you are studying the problem of economic development
in African countries. It certainly is a very important problem of
today and I wish you every success in your work.

In accordance with your request I have sent you under separate
cover the Statistical Year-Book for 19...

I should be happy if I could be of any further help to you in the future.

With best wishes,

APA/ME

Yours sincerely,
Andrei R. Andreev

Letter 3

9th June, 19...

Dear Prof. Andreev,

I wish to acknowledge with many thanks the receipt of your letter of 3rd June and to express my deep gratitude to you for complying with my request and for sending me the Statistical Year-Book for 19...

I am sending you with this letter a reprint of my article.

If you believe I can be of any help to you, please write to me at once.

Trusting to hear from you soon,

I remain,

Yours sincerely,
Robert A. Sparrow

Enclosure

Letter 4

4th July, 19...

Dear Dr. Sparrow,

I am very glad to hear from you again. From your letter I learn that you have received the Statistical Year-Book for 19...

It was a great pleasure to do you some service and should need arise again, do not hesitate to write to me at once.

With best regards,

Yours sincerely,
Andrei R. Andreev

Letter 5

(unfavourable reply to letter 1)

3rd June, 19...

Dear Dr. Sparrow,

I am very grateful to you for your letter of the 22nd January in which you ask me to send you the Statistical Year-Book for 19...

I would like very much to do this favour for you but, unfortunately,

at present, this book is not available at the present time. Perhaps it would be advisable to address Dr. Ivanov. He may have this book. However, if I do come across this book I will be happy to send it to you.

With best wishes,

Yours sincerely,
Andrei R. Andreev

Opening phrases and sentences for making a request:

1. I have a request to make to you about (*noun or gerund*)...
2. I am making use of this opportunity to approach you with a request to (*infinitive*)...
3. I should like very much to take this opportunity and ask you to (*infinitive*)...
4. At the request of...
5. Will you be so kind as to consider my request.
6. Kindly meet my request.
7. Please comply with my request.
8. I shall be much obliged if you gratify this request.
9. I should like to approach you with my request.
10. I should appreciate it very much if you would give considerable attention to my request.
11. I hope that you will view (consider) our request favourably.
12. I avail myself of the opportunity of asking you the following (or: of presenting my request).
13. I should be very grateful to you if you would comply with my request.
14. I wonder if I could ask you to (*infinitive*)...

Opening phrases and sentences for replying to a request:

1. Replying to your request (or: In reply to your request)...
2. I am very happy to comply with your request.
3. In accordance with your request...
4. As requested by you...
5. I should certainly find it a great pleasure to comply with your request.
6. In response to your request, I am happy (sorry) to inform you.
7. With regard to your request, I wish to inform you that...
8. I am very glad that you have approached me with your request.
9. I regret very much that I am not in a position to comply with your request as...
10. I feel sorry that I cannot do anything for you as...
11. I should very much like to do my best for you, but, unfortunately, I cannot comply with your request due to...

12. Thank you very much indeed for meeting my request.

13. I am very grateful to you for the trouble you have taken to consider my request.

14. It is so kind of you to comply with my request.

ATTENTION AND CONSIDERATION

Letter 1

5th May, 19...

Dear Dr. Petrova,

I am sending you herewith the May issue of the Proceedings of the Royal Society to call your attention to the article "Natural Evaporation from Open Water and Grass" (page 103).

With best wishes,

TPM/eb

Yours sincerely,
Thomas P. Mosbone

Letter 2

15th May, 19...

Dear Prof. Mosbone,

I am very grateful to you for your letter of 5th May and for sending me the Proceedings of the Royal Society. Thank you very much for calling my attention to the article "Natural Evaporation from Open Water and Grass." I find the article to be exceptionally interesting and helpful in my work.

With best wishes,

Yours sincerely,
Dr. Maria Petrova

Letter 3

January 10, 19...

Dear Professor Chapman,

Recently I have read an abstract of your article published in Chemical Abstracts, 19... "The Ultimate Control of Nucleotide Pattern in RNA." I would be very grateful to you if you could supply me with a reprint of this article.

I shall very much appreciate it if you give due attention to my request as I am in great need of this article for my work.

Thanking you in advance, I remain,

Sincerely yours,
Avgust M. Mironov

Letter 4

January 20, 19...

Dear Dr. Mironov,

In reply to your letter of January 10, 19... I wish to inform you that your request will get the most careful attention. I have contacted the Publishers and asked them to supply me with several new copies of my reprint. I shall be very happy to send you one.

With best wishes,

Sincerely yours,
R.F. Chapman

Opening phrases and sentences dealing with attention and consideration:

1. I wish to (May I) call your attention to (the fact that)...
2. Please pay attention to...
3. May I ask you for your attention (consideration) to...
4. We request your attention (consideration) to...
5. I would like very much to have your full attention (consideration) to...
6. I would greatly appreciate your attention (consideration) to...
7. You will oblige if you give your attention (consideration) to...
8. Would you be willing to lend your attention (consideration) to...
9. Whatever attention (consideration) you can possibly give to... I shall be grateful to you.
10. I kindly ask you to attend to (consider)...
11. Would it be convenient if I ask you to attend to (consider)...
12. I am very glad of the opportunity to give my attention (consideration) to...
13. I am really happy that I can offer you my attention (consideration).
14. It is very nice of you to approach me for my attention (consideration) to...
15. I very much regret that I am not in a position to give you my attention (consideration) due to...
16. I am awfully sorry I am so busy that I cannot lend you more attention (consideration).
17. May I thank you for your courteous attention (consideration).
18. It was very kind of you to show me so much attention (consideration).
19. I highly appreciate your attention.
20. I am very grateful to you for giving so much attention to...

21. I should like to take this opportunity of thanking you the attention (consideration) that you have shown me.

22. I should be thankful if you would give your consideration (attention) to...

23. Will you kindly take into consideration my request...

24. Kindly give this matter your consideration (attention) and you will oblige.

25. Please give due attention (consideration) to my request.

Remark: the word *consideration* also bears the meaning of mature opinion, motive, reason or reflection, sometimes discussion, especially in scientific papers.

26. I should like very much to hear your consideration concerning...

27. I should be most grateful for your consideration of...

28. I very much appreciate your consideration regarding...

29. Please inform us of your considerations concerning...

30. Thank you very much for your consideration.

EXERCISES

I. Translate into Russian.

1. In reply to your request I am sending you the description... 2. We greatly regret that we are not in a position to meet your request at the present time. 3. I am very glad that you have approached me with your request to review your paper. 4. Thank you very much for your kind consideration to this matter. 5. I should like to call your attention to the following errors in equations (4), (12), (16), (20). 6. Your request will receive the most careful attention. 7. At the request of the National Committee I wish to inform you that the place of the next meeting will be Paris and not Rome. 8. Will you be so kind as to consider our request and deliver a series of lectures on Crystal Structure at our Institute from 15th to 20th March. 9. We are leaving this matter to you for your consideration. 10. It will be a great pleasure to me to meet your request and I shall send you the material as soon as it is ready. 11. I am taking the liberty in writing to you on the following matter and I sincerely trust you will give your full attention.

II. Translate into English.

1. Рад сообщить Вам, что по Вашей просьбе мы включили Ваш адрес в список для обмена литературой. 2. Я весьма благодарен Вам за то, что Вы удовлетворили мою просьбу. 3. Сообщаю, что получил присланный Вами календарь на 19... Сердечно признателен Вам за внимание. 4. Очень прошу Вас уговорить профессора Брауна написать предисловие к английскому изданию моей книги. 5. Я очень благодарен Вам за внимание, которое Вы уделили мне во время пребывания в Вашем городе. 6. Я бы очень хотел попросить Вас проверить еще раз мои расчеты. 7. Я очень сожалею, что не в состоянии выполнить Вашу просьбу в настоящее время. 8. В соответствии с Вашей просьбой просмотрел указанные Вами материалы и нашел, что Ваши выводы совершенно правильны. 9. Я весьма сожалею, что не могу удовлетворить Вашу просьбу в настоящее время: я еще не обработал полученные мною данные. 10. Прошу отнестись к моему делу с должным вниманием к моей просьбе.

III. Translate the following letter into Russian.

29 July, 19...

Dear Dr. Boltnov,

Looking through my morning mail, I was greatly surprised to see your letter of 19 July 19... I am very happy to learn that you have finally recovered from your illness and you are back at work. From your letter I can see you are interested in the work we are doing at our lab. at the present time.

As you know, a research team from the National Science Foundation working in Antarctica have put forward several theories that explain the cause of ozone layer depletion. We are engaged in studying accelerated degradation of some materials in laboratory conditions.

In your letter you approach me with a request to inform you about our findings. We have achieved some good results and I would be happy to share them with you. If you have any remarks to make I would appreciate it very much. Since you are also working in the same area, I believe our joint cooperation in this investigation would be fruitful and useful.

Please find enclosed a reprint of my paper covering the above-mentioned subject of investigation.

Anticipating an early reply from you, I remain,

Sincerely yours,
Alfred J. Dixon

IV. Translate the following letter into English.

Мне было очень приятно получить Ваше письмо от 29 июля 19... Ваши работы действительно представляют большой интерес для науки. Изучение "озоновой дыры" над Антарктикой является существенным вопросом, так как это явление связано с разрушением экологии. Ученые всего мира должны уделять большее внимание этой проблеме и найти возможность, если не предотвратить, то по крайней мере сохранить экологическое равновесие в природе, используя все научные достижения.

Я весьма Вам благодарен за отклик Вашей статьи. Я внимательно изучил Ваш материал и считаю, что все данные, полученные Вами, совершенно обоснованны.

В настоящее время мы разрабатываем новую комплексную программу по изучению влияния повышенной ультрафиолетовой радиации солнца на морские организмы, и мы будем очень рады, если Ваша лаборатория примет участие в данной работе. И если Вы примете наше предложение, то просим Вас изложить Ваши соображения.

В ожидании Вашего ответа остаюсь

искренне Ваш
Семен В. Болтнов

V. Insert the appropriate preposition if necessary.

1. ... the request ... the director ... the exhibition I have the pleasure ... inviting you to attend the opening ceremony to be held on the 7th (of) March, 19... 2. I am very grateful ... you ... having complied ... my request. 3. I very much regret that I am not ... a position to give my full attention ... your request owing ... the fact that I am extremely busy ... the present moment. 4. I am glad that I shall have the opportunity ... showing you my attention ... your stay ... in the country. 5. ... your permission I should like very much to draw your attention... the following points. 6. I wish to inform you that your proposal as to convening the next conference ... your country is now ... consideration ... the Ad Hoc Committee. 7. ... reply ... your request I have dispatched the material ... London.

VI. Insert the appropriate article if necessary.

1. I am very glad that you have approached me ... request to send you ... journal "Science in USSR." 2. I would be very happy if you would give ... attention to my request. 3. I wish you would send me ... reprint of your paper published in the journal "Acoustic

2, N 3, 1986. 4. In response to your request I am sending you... complete list of participants. 5. I wish to remind you that I have approached you with ... request to arrange for me ... meeting with Semin. 6. I wish to call your attention to ... article "Rheology of Polymer Processing," published in J. Rheology, v. 27, 1986, pp. 346-352. 7. May I hope that my request will be given ... most careful consideration. 8. I am awfully sorry that I cannot comply with your request as there are no data available on at ... present time.

VII. Insert the appropriate word or expression: *to draw attention to, to attract attention, considerable, to meet somebody's request, to be available, to turn to, consideration, to pay attention to, a request.*

1. May I ... you with a request to translate my paper. 2. If you ... it possible ... favourably I shall be extremely grateful to you. As soon as the data ... I shall send them to you. 4. I am very thankful to you for your ... to send me a detailed description of the techniques employed in your experiment. 5. I am approaching you with ... help me to ... such research workers who are working in my field of science. 6. You have shown me so much ... that I really do not know how I can express my appreciation. 7. Perhaps it is more advisable ... to the significance of the data graphically depicted in Fig. 1, D. 8. I wish ... to the fact that in Soviet literature this problem has received ... elucidation.

VIII. Add introductory phrases according to the pattern:

...I am sending you the journal. - At the request of Dr. Novikov I am sending you the journal.

1. ...I have arranged for you a meeting with Dr. Samsonov. 2. ...we have not received the legends to the drawings yet. 3. ...to my request. ...you to be an honorary member of our editorial board. 5. ...to this important matter. 6. ...I wish to inform you that the reprint was sent to Mr. Camping. 7. ...during my scientific tour in your country. ...about delivering a speech at the ceremonial opening of a new monument to Academician Ivan Pavlov.

IX. Complete the lines according to the pattern:

In reply to your request... - In reply to your request I am sending you the tables and diagrams.

1. I feel sorry that I cannot comply with your request as... 2. I am very glad of the opportunity to give my attention to... 3. It was very kind of you to show me so much attention during... 4. Please inform me of your considerations concerning... 5. I should be thankful if you

would give your consideration to... 6. As far as your request is concerned I have the pleasure of...

X. Build up sentences by arranging the words in their proper order.

1. Matter, will, most, attention, appreciable, your, be, this, Consideration, your, to, perhaps, would, to, proposal, this, you, be, give. 3. Should, comply, find, a, great, to, pleasure, your, request, I, it, certainly. 4. Accordance, request, in, sent latest, have, I, with, the, edition, your.

XI. Make up sentences using component parts of each column.

We request	under consideration	to investigate the
I should appreciate	with a request	phenomenon
The proposal	your attention	about my article
Kindly take	your consideration	our request
		to the following
		matter
I approach you	your request	will have our pro
		attention
With regard to	into consideration	I inform you of
		following

XII. Write out all the points of information from the following. Answer the letter on those points. Make use of the expressions of this section.

June 11

Dear Prof. Jennings,

I wish to express my sincere gratitude to you for extending an invitation to spend a few weeks in your laboratory towards the end of 19... I accept your invitation with great pleasure. I'll be able to visit your laboratory towards the end of this starting December 1st. If that date suits you, please send an answer letter to our institute.

In response to your request I have sent to the Journal "Soviet Chemistry" a paper entitled "...".

Since we are interested in the problem of polymer fuels, we appreciate it if you could supply us with information in the

I am happy to inform you that preparation is under way in the Soviet Union for the organization of an International Symposium on... to be held in Kiev, October 20-26, 19... If you find it possible

to take part in the work of the Symposium, please inform us the date of your paper.
By the way, Dr. Novinsky is visiting Oxford in July. He asks whether you can arrange for him a series of lectures at your laboratory. Please give your best attention to his request.
Give my best regards to Ann and the kids. I'll be very happy to see you.

Yours sincerely,
Pyotr S. Konstantinov

SECTION FIVE

REGRET, APOLOGY AND REFUSAL

When the recipient of a letter is not in a position to comply with a request or inquiry, when he has delayed with an answer or is unable to supply information, material, etc., or when he wishes to decline an invitation, proposal or offer, the letter-writer should express regret, apology or refusal in a most courteous, polite and proper manner.

Here are several specimen letters, expressing regret, apology or refusal:

Letter 1

August 7th,

Dear Professor Smith:

I am grateful to you for your letter of August 3rd and kind invitation to participate in the 10th Congress of Physiologists in Pennsylvania, but I very much regret to inform you that I am unable to be present as I have a number of urgent matters to attend to in my country.

As far as my report is concerned I have asked Dr. Bukovich of the Institute of Physiology to read my paper and to present a copy of it to you for publication in the Proceedings of Physiology.

With best wishes,

Sincerely yours,
A.P. Mukhin

Letter 2 (reply to letter 1)

August 14,

Dear Dr. Mukhin:

I acknowledge receipt of your letter of August 7th. I was very sorry to learn that you were not going to participate in the 10th Congress of Physiologists. We were so much looking forward to seeing you among us. Perhaps you will change your mind at the last moment and find time to come over here for a short trip. If so, please let me know immediately so that I can make all the arrangements for your arrival and hotel accommodations.

Anticipating an early answer from you, I remain,

Sincerely yours,
R.A. Smith

Letter 3

24th July, 19...

Dear Alfred Manson,

First of all I must apologize for the delay taken in answering your letter of 21st June. Unfortunately, I could not give proper consideration to your letter as I had to leave Minsk on business for a whole month.

I still regret not being in a position to comply with your request at present as I must make a second business trip for a fortnight.

However, I wish to assure you that I shall attend to your request as soon as I get back.

A thousand apologies!

Kindly send my best regards to your wife and to Dr. Jacobs.

With best wishes,

Yours sincerely,
Andrian Nekrasov

Letter 4

3rd April, 19...

Dear Dr. Samsonov,

I feel so sorry I kept you waiting so long for my letter. I must apologize for not sending you the reprint earlier. Unfortunately I ran out of my supply and had to make another order for them. It gives me great pleasure to send you the reprint. I hope you will find it helpful in your experiment. As soon as you have the final results, I shall be grateful if you send them to me as I wish to use them for plotting curves.

I am looking forward to hearing from you soon.

With best wishes,

Yours sincerely,
Edward Crawley

Letter 5

June 10, 19...

Dear Dr. James:

It was a great pleasure to receive your letter of June 8 and to enclosed the material I was so eager to have for my work. The formation is indeed of essential importance to me. I realize it takes you some time to collect it and I do appreciate it immensely. Will you please accept my apologies for the trouble I have caused and allow me to express my gratitude to you once again for your kind consideration to my inquiry. If I can help you in some or other, do not hesitate to write to me.

With best regards,

Sincerely yours,
Alexandr Sanders

Letter 6

17th May,

Dear Professor Brown,

I have just received your letter of 12th May with a request to contribute to Physical Review. I am extremely grateful for your kind invitation. However I am afraid I shall have to decline as only a very limited proportion of my work is connected with the purpose of your journal. My main interests are in igneous rocks.

I express my regret once again, and remain,

Yours sincerely,
Yu. M. Tkachenko

Letter 7

10th March

Dear Sirs,

We are in receipt of your letter of 3rd March, 19... and are very thankful for sending us your catalogue and price-list for laboratory refrigerators.

We are very sorry to inform you that we have to decline your offer as we are keenly interested in purchasing other laboratory equipment and devices at the present time.

Yours truly,
R.S. Mikhailenko,
Chief Engineer

Some patterns expressing regret, apology, refusal:

Regret:

1. We very much regret

{	to say
{	to inform you
{	to announce, etc.

 that...
2. I regret very much that

{	I am unable
{	I am not able
{	I am not in a position

 to (infinitive)
3. It is with great (deep) regret that...
4. I regret that it has not been possible for me to (infinitive)
5. Please convey my deep regret to...

6. I am sorry to—

{	learn
{	hear
{	know
{	inform you
{	announce
{	say, etc.

 that...

7. I must (wish to) express my regret for (gerund or noun)...
8. I must inform you with regret that...
9. I am very (awfully) sorry that I am not able (or: I am unable, I am not in a position) to...
10. I am so sorry that it has not been possible for me to (infinitive)...
11. You cannot imagine how sorry (disappointed) I am that...
12. I am very sorry to have (that I have) caused you so much trouble.
13. I feel awfully sorry for the trouble (inconveniences) I have occasioned you.

Regret may also be expressed by beginning the sentence with the adverb *unfortunately* or with the expression *to my great regret*:
Unfortunately I am not in a position to study this question; To my great regret I am unable to visit your country this year.

Apology:

1. We apologize most sincerely for all the trouble (inconveniences) we have occasioned (or caused, or given) you.
2. Please accept my apologies for all the trouble (inconveniences) we have occasioned (or caused, or given) you.
3. May we convey our apologies to you for (gerund or noun)...
4. Please convey my apologies to... for...

5. (May) I beg your pardon for...
6. Please excuse me for...
7. Please } forgive me for...
- I ask you to }

When apologizing for delay in answering letters or sending material in printed matter etc., the following patterns are mostly used:

1. I (must) apologize for the delay (taken) in answering your letter.
2. Please accept my sincere apologies for the delay in dispatching the material.
3. I trust you will suffer no inconvenience due to delay in delivery of the material.
4. May I (I wish to) apologize for not answering your letter?
5. (May) I ask you to excuse me for not answering your letter?
6. I must apologize to you for delaying my answer.
7. Excuse me for the delay with my reply (answer).
8. I have purposely (intentionally) delayed my reply (answer).

Refusal:

1. I very much regret that I have to decline your...
2. It is with great regret that I have to decline your...
3. I am (awfully) sorry that I have (I am obliged) to decline your...
4. I am very sorry to decline your...
5. I am very sorry (I regret very much) to inform you that I am not able to accept your...
6. I must apologize to you for having to decline your...
7. It is a great pity that I have to refuse from... (*gerund*).

EXERCISES

I. Translate into Russian.

1. I am very sorry for having caused you trouble in this matter.
2. It is with great regret that we learn from your letter that you are not in a position to accept our proposal.
3. Please forgive me for not replying sooner to your kind letter of 21st March.
4. We apologize for the inconvenience caused by the delay of the instrument.
5. We regret to say that we cannot supply you with the information.
6. I very much regret that I am unable to accept your kind invitation.
7. I am sorry that I am unable to comply with your request.
8. Please accept our apologies for delay in delivery of the documents.
9. Personally I am sorry that there was no opportunity to discuss

with you the problems which are of interest to us both. 10. I was very sorry not to have seen you at the conference in Prague. 11. We deeply regret to learn that you are unable to deliver a series of lectures on oriental ornaments. 12. We were very sorry to hear that you were ill last month and could not attend the Council meeting. I am so sorry I am unable to avail myself of the opportunity to meet you as circumstances confine me to my work in my laboratory. I wish to express my regret for having lost the opportunity of obtaining this material.

II. Translate into English.

1. В ответ на Ваше письмо от 14 июля с.г. сообщаем, что мы, к великому сожалению, не имеем возможности принять участие в конференции по фотосинтезу, так как очень заняты. 2. Извините меня, что так поздно отвечаю на Ваше письмо. Я только что вернулся с побережья Черного моря, где проводил свой отпуск. Я сожалею, что не мог присутствовать на симпозиуме в Л. в конце сентября прошлого года. 4. Прошу извинить меня, что задержал ответ на Ваше письмо. 5. Ваше предложение чрезвычайно интересно, но я должен сообщить Вам, что мы, к сожалению, не можем сейчас дать Вам свое согласие. 6. Я очень сожалею, что не мог вовремя дать отзыв на Вашу работу. Меня не было в Минске в течение двух месяцев. 7. Мне было очень жаль, что я не повидал Вас во время моего последнего посещения Ленинбурга. 8. Я весьма благодарен Вам за любезное приглашение принять участие в работе комиссии, но я должен отказаться от этого, так как собираюсь идти в отпуск. 9. К сожалению, я должна сообщить Вам, что не смогу принять участие в обсуждении этих вопросов, так как они совсем не связаны с профилем моей работы. 10. Я вынужден отказаться от столь интересного путешествия по Вашей стране, так как в настоящее время я не вполне здоров. 11. К сожалению, я не смогу Вас встретить в Л., так как меня в это время не будет в городе. 12. Я надеюсь, что Вы простите меня, что я не сумел сообщить Вам заранее дату заседания комитета.

II. Translate the following letter into Russian.

Dear Dr. Filin,
I have informed you in my previous letter, the next regular meeting of the ... Committee is to be held in Paris, February 10-14, ...

3 January, 19...

Unfortunately, I haven't received any information from you so about whether you are going to participate in its sessions. Please advise* us urgently your intentions so that we can count your participation, and, besides, arrange for you accommodations at hotel.

Dr. Commins requests you to send him the official report of your National Committee for 19... by mail, if you are unable to attend the Paris session.

Respectively yours,
Eugene F. Fulton

IV. Translate the following letter into English.

18 янв.,

Многоуважаемый д-р Фултон,

Сообщаю Вам, что получил Ваше письмо от 3-го января, в котором Вы сообщаете вторично о предстоящем заседании Комитета...

Если Вы помните, я сообщил Вам в письме от 24 ноября 19..., что мне еще не известно, смогу ли я принять участие в заседании Комитета ... в этом году.

Я еще раз благодарю Вас за приглашение, но, к сожалению, я должен сообщить Вам, что не смогу принять участие в работе Комитета, так как мы проводим серию экспериментов, которые будут длиться несколько месяцев.

Сообщаю Вам, что вместо меня приедет проф. Александр Смирнов и он привезет отчет нашего Национального Комитета.

Искренне Ваш
Федор С. Филин

V. Insert the appropriate preposition if necessary.

1. I am terribly sorry ... having caused you so much trouble in inquiry. 2. If I have brought ... you any inconveniences ... regarding my request, I will ask ... you to accept my apologies. 3. Please excuse me ... not being able to inform ... you ... due time. 4. It is with regret that I must decline ... your invitation ... the Jubilee celebration ... your Research Centre ... view ... my poor health. 5. I sincerely apologize ... the delay ... supplying you ... the specimens. 6. I beg your pardon ... not writing ... you earlier. 7. What

*To advise = to inform.

at you are not ... a position to accept our proposal to give a talk ... in your field ... investigation. 8. I deeply regret that I have to refuse ... participating ... the work ... your Symposium.

VI. Insert the appropriate article if necessary.

1. Excuse me for all the inconveniences I have caused you. I shall send to ... matter promptly. 2. I am sorry to learn that you have postponed your visit to this country for ... later date. 3. You cannot imagine how disappointed I am that you are not in ... position to attend ... workshop*. 4. I must apologize for not sending you ... Circular II on time. 5. I regret very much to inform you that I am unable to accept your invitation to prepare ... review on "...". I have recently suffered from ... severe heart-attack and ... doctors advise me to take ... month's holiday to restore my health. 6. I am awfully sorry to inform you that we cannot provide you with ... chemicals which you are so keen to have. At ... present moment we are out of ... supply. 7. I wish to express my regret that I could not comply with your request. I have been away on ... business trip to Paris for 2 weeks. Now that I am ... back home, I shall attend to your request without fail. 8. In response to your request to send you ... reprint of my paper, I wish to express my sincere regret that I have no copies available at ... present.

VII. Insert the appropriate word or expression: *hotel accommodation, to make arrangements for, to decline, to purchase, to convey, a trip, for.*

1. If you would like me ... this book for you, write me a letter without delay. 2. ... the delivery of six spectrometers we have pleasure in informing you that they will reach you at the beginning of March. There is no reason why you should ... our proposal. 4. If you are going to ... for a visit to this country, please let us know at once. Your ... in replying to my letter will certainly cause me some inconvenience. 6. Please ... my sincere regret to Professor S... 7. Please inform me at your early convenience if you can provide ... for a delegation of 6 persons for July 10th to 16th. 8. I shall most likely have to make a business ... to Paris to autumn and I am looking forward to seeing you there.

*Workshop=seminar.

VIII. Add introductory phrases according to the pattern:

... not in a position at the present moment to draw any conclusions.
I am sorry to inform you that I am not in a position at the present moment to draw any conclusions.

1. ...not in a position to help you at the present moment. 2. ...I have caused you some inconvenience in connection with the delay in the delivery of the data and reference list. 3. ...that I learn of your failure to obtain the desirable experimental results. 4. ...we are unable to satisfy your inquiry. 5. ...for not taking into consideration your request. 6. ...to accept your kind invitation as I am now engaged in urgent matters that I have to attend to.

IX. Complete the lines according to the pattern:

Please convey my apologies... - Please convey my apologies to Dr. S. Jones, sending him my reprint.

1. Please convey my apologies to Dr. Jones for... 2. I am very sorry to decline... 3. It is with deep regret... 4. I ask you to forgive me for... 5. I regret very much that... 6. Excuse me for... 7. I must beg your pardon for... 8. I am very sorry to hear that... 9. I am very sorry to hear that... 10. I am very sorry to hear that...

X. Build up sentences by arranging the words in their proper order.

1. Awfully, I, not, position, a, I, am, you, help, to, am, in, matter, this, that, in. 2. Paper, of, excuse, delay, the, my, me, please. 3. Sorry, have, you, occasioned, am, all, very, request, I, with, the, inconvenience, I, for. 4. Regret, no, laboratories, during, that, had, I, your, new, see, your, to, visit, country, to, I, am, very, sorry, to, hear, that, you, have, put, off, your, visit, we, learn, that, you, have, declined.

XI. Make up sentences using component parts of each column.

I must apologize to you	for having missed the opportunity	for spring
We are very sorry	for not including your name	to the conference
I must express my regret	to inform you about	our invitation
We very much regret to hear	for not contributing	to London
It is with regret	that you have put off your visit	in the list
I trust you will forgive me	we learn that you have declined	this sad news

If you please accept my apologies	that you were not one of the members of the delegation for not having seen you off	of seeing you at the exhibition to your journal
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XII. Write out all the points of information from the following letter. Answer the letter on those points. Make use of the expressions of this section.

Dear Dr. Yudina,
I have the pleasure of extending to you an invitation to come and spend 3 months in Oxford towards the end of 19... You are certainly welcome to work in our laboratory. We are quite well equipped with up-to-date facilities to collaborate with you on the study of...
I have been familiar with your work for many years and it would be exceptionally interesting and fruitful to discuss biophysics with you.
Please inform us whether you are in a position to come to Oxford towards the end of the year. If not, then let us know what period would be most convenient for you so as to extend an official invitation to you, I assume you will have a grant to cover your living expenses in Oxford.

With kind regards,
Yours sincerely,
John S. McKinlev

SECTION SIX

Section six covers such aspects as inquiry, information and rest, help and advice.

INQUIRY

A letter of inquiry approaches a person with a favour to ascertain information or knowledge. It may be a request for advice or opinion. The writer states his wishes, sometimes the purpose of the inquiry and trusts that the recipient will be considerate and answer to his letter.

A well-arranged letter will make the reply much easier for the recipient. Usually, the first paragraph presents the subject; the second paragraph the purpose, i.e. the reason for making the inquiry; the third paragraph the inquiry itself; the fourth paragraph the appreciation.

The first paragraph of the reply acknowledges receipt of the letter, the proceeding paragraphs answer each question in the letter of its presentation. The final paragraph usually expresses a willingness to be helpful and expresses hope the sender of the inquiry is satisfied with the information provided.

A letter of inquiry should always be tactful showing an appreciation of the expected information and readiness, if possible, to give some help or service in return.

In case of refusal, i.e. inability to satisfy the inquiry, the recipient should firstly express appreciation for the inquiry, secondly, give the reason why the inquiry cannot be satisfied, thirdly, suggest an alternative that may be of help and fourthly, refer to some other source, if possible.

Letter 1

12th November

Dear Colleague,

Our Institute is running a series of experiments on... According to our preliminary data we came to the conclusion that...

Professor L. of the Institute of... was kind to inform me of the results of the work carried out in his laboratory. He also mentioned that you were experimenting in...

I would like very much to compare our data with those obtained by you. Would you be willing to inform me what considerations led you to choose... as the stimulant for... and how satisfactory it proved to be.

I am especially interested in the answer to the following questions:

1. ...

2. ...

3. ...

I shall appreciate any information you can find possible to supply me with and look forward to the opportunity of returning the service.

Thank you in advance for a favourable reply to my inquiry.

Yours sincerely,

(Signature)

Letter 2

(favourable reply to letter 1)

24 November, 19...

Dear Colleague,

Replying to your inquiry of 12th November regarding... I am very glad to learn that you are also experimenting in... It gives me great pleasure to send you what data I have on hand.

We chose these stimulants for several reasons:

1. ...

2. ...

3. ...

I hope you find this information of use to you.

If I can be of any further assistance, please do not hesitate to write me.

In return I would much appreciate it if you would send me your reprint "...".

With best wishes,

Yours sincerely,

(Signature)

Letter 3

(reply to letter 1 in case of refusal)

24th November, 19...

Dear Colleague,

Your letter of 12th November has reached me today. I appreciate it very much that you have approached me with this particular inquiry.

I very much regret to inform you that I am not in a position to supply you with this information as our laboratory stopped experimenting in... three years ago. If you are interested in the results of our work, I may refer you to Physiological Review, v. 36, No. 1, July 19...

Furthermore, I received a reprint from Dr. M. of the Sherwood Research Centre (address) who is dealing with ... and if you wish may refer to my name when writing to him.

If I can be of any help to you in future, do not hesitate to write to me.

With kind regards,

Yours sincerely,
(Signature)

Letter 4

August 3, 19...

Dear Professor Bogdanov:

Our laboratory intends to embark on research into x-ray structural analysis of different biological substances. We wish to investigate the influence of particle additions on the polypeptide crystal structure. Meanwhile, we have started collecting literature along these lines. With this purpose in view we are writing to inquire whether you are able to supply us with a list of references or with any information you have on hand.

Perhaps you can also mention some other prominent research work engaged in the same experiment to whom I may turn with the same inquiry.

I would very much appreciate it if you would give consideration to my request. In general, we would like to maintain scientific co-operation with your laboratory and establish an exchange of data and information in our field of work.

We trust you will likewise be interested in such contacts. Please accept my apologies for the inconveniences I have occasioned you.

Looking forward to hearing from you and with best regards,

Sincerely yours,
Alfred P. Parker
Chief of the Sander's Laboratories

Letter 5
(reply to letter 4)

August 10, 19...

Dear Professor Parker:

It was a great pleasure to receive your letter of August 3, 19... in which you request me to supply you with a list of references and data which we have at our disposal.

As far as the reference list is concerned I shall be delighted to send it to you - I believe by the end of the week. With regard to the experimental data I must, with regret, apologize that we are unable to supply you with this information since our data are only preliminary and require verification. We are looking forward to the publication of our paper in Biophysics and I shall be very glad to send you a reprint together with its English translation as soon as it appears.

In your letter you suggest establishing scientific co-operation through the exchange of data and information. We wholeheartedly support this idea of yours and are willing to share with you what material we have available in our laboratory. I am sending you under separate cover two reprints which, in my opinion, would be of interest to you. Moreover, we should like to suggest an exchange of visits of scientists to both countries. Also an exchange of literature would be desirable.

I trust the reference list is just the thing you need and will be of help to you. If I can be of further assistance, please write to me.

With best wishes,

Sincerely yours,
Sergei M. Bogdanov

Enclosure: reference list

Letter 6

August 18, 19...

Dear Professor Bogdanov:

I acknowledge receipt of your letter of August 10, 19... and reference list for which I am very grateful. I am also very thankful for the two reprints you have sent me.

They are indeed exceptionally interesting and will certainly be of use to me in my work. In return, I am sending you a book on biophysics which I hope you will enjoy reading.

We warmly welcome your suggestion about exchanging visits and as a

matter of fact I was just planning to include your country in my visiting schedule for this summer. If you would extend to me an invitation to visit your country, I would accept it with great pleasure. I am sending you with this letter a few postal cards of my native town. I hope you'll like them. I thank you again for satisfying my inquiry. Anticipating a reply from you, I remain,

Sincerely yours,
Alfred P. Parker

Letter 7

6th May, 19...

Dear Mr. Editor,

I have been a subscriber to your journal for 6 years. Never since has there been a failure in the delivery of the journal for which I am grateful. I am awfully sorry to present my complaints, but I have not received the March and April issues. I would kindly ask you to inquire into the matter if it is not too much trouble for you.

Yours respectfully,
Reader

Letter 8

10th May, 19...

Dear Mr. Reader,

We acknowledge receipt of your inquiry of 6th May, 19... from which we learn that you have not received our journal for March and April. We wish to inform you that according to the decision of the editorial board the journal will appear in a March-April issue which will reach you round the 15th May.

Kindly accept our apologies for the delay,
Yours truly,
(Signature)
Editor

Here are some phrases and sentences which are used in making an inquiry:

1. I am writing to inquire if...
2. I wish } to inquire about...
- I should like }
3. May I inquire why (for what reason, purpose, etc.) you...

4. May I approach you with an inquiry...
5. I wish to make some inquiries about...
6. I trust you will give considerable attention to my inquiry.
7. In accordance with your inquiry of (date)...
8. In reply to your inquiry of (date)...
9. We shall inquire into the matter...
10. I must thank you for all the trouble you have taken in regard to my inquiry.

INFORMATION AND INTEREST

Information in scientific correspondence is usually the communication of knowledge or data which the inquirer wishes to receive. It may also communicate the knowledge of particular facts, events, news, instructions, etc. When the letter-writer asks for information he should show his interest in obtaining it.

Letter 1

8th April, 19...

Dear Alexander,

I would be much obliged to you if you could give me some information concerning your method of using standards for calibration.

I am particularly interested in plotting calibration curves and determining the specific activity of part of a section.

I would very much appreciate this information as I wish to compare my data with yours.

It is so kind of you to send me such a nice present, the children like it immensely. Emma sends you her best regards.

I look forward to hearing from you soon.

With best wishes,

Yours sincerely,
Michael

Letter 2

14th April, 19...

Dear Michael,

I am very glad to get a letter from you and to hear that you and your children are pleased with my present.

As for your request to supply you with information concerning the method of using standards for calibration, I am sorry to learn

from your letter that you have not received a reprint of that particular work in the English translation. I put your name on the mailing list, but, perhaps, there is some delay. Anyhow I will certainly inquire into the matter and straighten things out.

In my paper you will find some answers to your inquiry. I hope the information will be helpful in drawing your conclusions. It goes without saying that I expect to receive the results of your work, either typed or published, it makes no difference.

By the way, have you any information as to the date and place of the next Council Meeting? If you have, kindly inform me so that I am able to schedule my time in the proper way.

With best regards to yourself and to Emma.

Yours sincerely,

Alexander

Letter 3

18th April, 19...

Dear Alexander,

It was a great pleasure to receive your letter of 14th April. I am sorry to have caused you so much trouble for this information. It is indeed kind of you to give so much attention to my inquiry. Just yesterday I received a letter from the distributors in which they express their apologies for the unfortunate delay in delivering the reprint. So I trust there is no reason for you to go out of your way to make inquiries or take any steps. Thank you for the reprint.

I have read your paper with great care. On the whole it has made a great impression on me with the exception of some inferences which I would like to discuss with you personally. I am looking forward to seeing you at the next Council Meeting. Dr. E.S. Roberts informed me that the meeting was scheduled for 10th June. You may expect a letter from him in the nearest future.

I hope you will attend the meeting.

With best wishes,

Yours sincerely,

Michael

Letter 4

16th April, 19...

Dear Mr. Drapkin,

I wish to inform you that the meeting of the Council of ... will be held in Vienna, 10-16 June.

We kindly request your participation and ask you to consider this letter an official invitation.

We would very much appreciate it if you would prepare the following information:

1. ...

2. ...

3. ...

We trust we shall see you at the meeting.

With best regards,

Eugene S. Roberts

Secretary General

SR/an

Letter 5

July 4th, 19...

Dear Sir,

We write to inform you that we are exhibiting a wide range of our instruments and devices at the IV International Scientific Instruments Exhibition to be held in Prague from 23rd July to 10th September 19...

Please find enclosed a booklet and price-list for your perusal. We are looking forward to meeting you and to discussing your possible interest in our instruments and devices.

We shall be pleased to supply you with further information on any instrument or device you may have particular interest in.

Yours faithfully,

E.R. Smith

Technical Sales Manager

RS:bc

enc.: booklet and price-list

Letter 6

Dear Sir,

In reply to your letter of 4th July, 19... we wish to inform you that we are interested in purchasing certain scientific instruments which you are going to exhibit at the IV International Scientific Instruments Exhibition in Prague, Czecho-Slovakia.

We are particularly interested in... and ask you to supply us with further information and specifications.

We intend to visit the exhibition in July and are looking forward to meeting you and to discussing the details.

Yours truly,

S.A. Smirnov

Deputy Director

Letter 7

Dear Miss Mironova,

Professor Cornfield advises me that you have presented him with your book "Behaviour of Plants in Arid Regions." Frankly speaking I would like very much to have this very book and in return could suggest "Regime of Plants in Cold Areas."

Please let me know if you agree to such an exchange.

Looking forward to a favourable reply, I remain,

Yours sincerely,
M.S. Stanley

Here are some phrases and sentences which are used in connection with information and interest.

Asking for information:

1. I should like certain information about...
2. I require certain information about...
3. We shall appreciate any information you can possibly supply us with.

4. Can you please
Will you kindly
Would you be so
kind as to

provide
furnish
supply

us with,
informa-
tion

about...
on...
concerning...
regarding...

5. Could you give me the following information?

6. I should be much obliged if you would give me some information concerning...

7. Would you be able to inform us about (of)...
8. I shall be grateful if you inform me of (about)...
9. Please advise me of...
10. We should like to know...
11. Will you please (kindly) let us know...
12. Will you please inform me how to...

Supplying information:

1. Enclosed for your information are...
2. I am happy to supply
furnish
provide } you with the information you require concerning...
3. I hope you will find this information of use to you...
4. We shall be pleased to send you further information if required.
5. I trust that this is the information you desire (require)...

6. I want to communicate to you information about...

7. I wish } to inform you about (of)...

I am happy } that...

8. We are pleased to be able to inform you...

9. I have the pleasure of informing you...

10. I shall let you know about... (as soon as...)

11. In reply to your letter of ... (date) I must inform you that...

Acknowledging receipt of information:

1. According to } the information received from you...

In accordance with }

2. Thank you very much for the information on...

3. I appreciate very much the information you have forwarded to me.

4. I wish to thank you for (supplying me with) the information...

5. It is very kind of you to inform me...

6. I am grateful to you for letting me know about...
that...

Interest:

1. We are glad to hear of your interest in...
2. I would be most interested in...
3. If you have interest in...
4. Should you be interested in...
5. You may be interested to know that...
6. I wish to thank you for your interest.
7. Many thanks for your keen interest.

HELP AND ADVICE

When asking for help or advice the sender usually states the purpose and reason and expresses his desire or readiness to return the service, whereas the recipient should always try to do his best to render the help or give some advice, or refer the sender of the letter to some other source. Such letters are written in a frank, courteous and friendly manner. In many cases help and advice are a response to an inquiry seeking for information, material, data, etc.

Letter 1

15th May, 19...

Dear Prof. Anisimov,

We wish to approach you with a request to help us collect samples of ... We intend to elaborate an entirely new system of classification based on the principles of... Your assistance in this undertaking will be of great service to us.

I look forward to your help and interest.

Yours sincerely,
S. Kuprianov

Letter 2
(favourable reply to letter 1)

19th May, 19...

Dear Dr. Kuprianov,

I acknowledge receipt of your kind letter of 15th May in which you ask me to supply you with samples of... I have already instructed (advised) some of my co-workers to collect the following samples for you:

1. ...
2. ...
3. ...

The elaboration of a new classification on the basis of... is exceedingly interesting and useful, especially in our field of work. I trust I shall be able to send you the samples in 5 or 6 days.

I am happy to be of this small assistance and wish you much success in your undertaking.

Kindly convey my best regards to your wife.

Yours sincerely,
R. Anisimov

Letter 3
(unfavourable reply to letter 1)

19th May, 19...

Dear Dr. Kuprianov,

In reply to your letter of 15th May I am very sorry to inform you that I am unable to help you in your undertaking as there are no samples available in our laboratory at present.

We are planning an expedition for July-August and hope to collect enough samples both for you and for ourselves.

Perhaps in autumn I shall be able to help you. Meanwhile you may refer to Dr. Smirnov of Leningrad for help. You will be able to contact him at this address: Dr. S.R. Smirnov, Institute of Biology, 18 Ryleyev St., Leningrad, USSR.

I wish to express my regret once again, and remain,
Yours sincerely,

R. Anisimov

P.S. If you wish I will write introducing you. R.A.

Letter 4
(expressing gratitude to letter 2)

24th May, 19...

Dear Prof. Anisimov,

I am happy to receive your letter of 19th May in which you inform me about dispatching the samples.

I am looking forward with great pleasure to receiving the material. As soon as the parcel arrives I shall advise you immediately.

I am very grateful to you for the help that you are rendering me and I hope that you will let me know without hesitation whenever you require any service or information from me.

With best regards,

Yours sincerely,
S. Kuprianov

Letter 5

April 30th, 19...

Dear Andrew,

May I ask you to help me in a certain matter. As you know from my previous letter I am writing a manuscript on and I lack certain material which is of great importance to me. The only person to whom I can address myself for this help is you. I remember once you mentioned you were willing to supply me with this material in case I need it. The time has now come for me to ask you to grant me this material, if you haven't changed your mind, and for which I shall be most grateful.

If you think I can be of any help to you, do not hesitate to write to me.

With best wishes,

Yours sincerely,
George

May 5th, 19...

Dear George,

I have received your letter of April 30. I am very happy that you have turned to me with your request and that I can be of help to you. Of course, I haven't changed my mind and wish to assure you that the material is always at your disposal whenever you need it. All I ask you to do is to write me in detail what particular information you are interested in.

At the present time I do not experience any need in your help but what I would like to have, indeed, is your advice.

In a week or so I shall prepare a number of questions for your consideration and will kindly ask you to give your full attention to each item.

I trust I will hear from you soon.

With best regards,

Yours sincerely,
Andrew

Here are some of the most commonly-used phrases and sentences in connection with help and advice:

Request for help and advice:

1. May I $\left\{ \begin{array}{l} \text{approach you with a request to help me...} \\ \text{ask} \\ \text{refer to} \end{array} \right\}$ you for $\left\{ \begin{array}{l} \text{help...} \\ \text{advice...} \end{array} \right\}$

2. I wonder $\left\{ \begin{array}{l} \text{I would be happy} \\ \text{I should be grateful} \end{array} \right\}$ if you could $\left\{ \begin{array}{l} \text{help me...} \\ \text{advise me...} \end{array} \right\}$

3. I shall appreciate any (kind of) help (advice) that you can render (offer) me.

4. Would you be so kind as to help me...

5. May I rely on you for help (advice) in case of (if)...

6. I am in great need of your help (advice).

7. I require your help (advice) badly.

8. If there is any way in which you may help I shall appreciate immensely.

9. I should like very much to make use of your help (advice).

10. Your help (advice) would be most highly appreciated.

11. Could you give me your advice in this matter.

12. Could you lend me your help in this matter.

13. I am looking forward to your help (advice)...

Response:

1. I am happy $\left\{ \begin{array}{l} \text{I am pleased} \\ \text{It gives me great pleasure} \end{array} \right\}$ to be of this small help to you. $\left\{ \begin{array}{l} \text{offer} \\ \text{render} \end{array} \right\}$ that I can $\left\{ \begin{array}{l} \text{offer} \\ \text{render} \end{array} \right\}$ you this help.

2. If I can be of any further help please do not hesitate to write to me (or: to approach me, or: to let me know) at once.

3. If you require further information..., I shall be happy to help you...

4. The only help (advice) that I can offer (give) you is...

5. I am glad that I can help (advise) you in this matter.

6. I trust this (I am glad that my) advice is of (great) help to you.

7. If you wish to take my advice concerning..., you should...

8. I very much regret (I am sorry) I am unable to help (advise) you in any way.

9. I am sorry I am unable to offer you my help (advice).

Expressing gratitude for help or advice:

1. (I wish to) thank you very much for your help (advice).

2. I $\left\{ \begin{array}{l} \text{am grateful to you for} \\ \text{appreciate very much} \end{array} \right\}$ your help (advice).

3. It was so kind of you to $\left\{ \begin{array}{l} \text{offer} \\ \text{render} \end{array} \right\}$ me your help (advice).

4. Thank you once again for your much appreciated help (advice).

5. I lack words to express my deep gratitude for the kind (fine) help (advice) that you have given me.

6. I am looking forward to the opportunity of returning you the fine help (advice) you have granted me.

7. If I can be of any help in future, I shall be glad to hear from you.

8. I wish to express my appreciation for all your efforts to help me...

EXERCISES

I. Translate into Russian.

1. It is hoped that the information herein presented will prove to be of interest to you. 2. Since you have been kind enough to offer your help, I would like to explain my trouble. 3. If you have any information in this field or can give any advice, we would be most

grateful. 4. I would be most interested in continuing to receive reprints from you in this area. 5. In response to your inquiry of June 10th we are sending you herewith the instructions to the instruments in the Russian language. 6. The problem your journal will raise is of exceptional interest. 7. In accordance with your advice we have made the following amendments. 8. I am truly grateful for the remarkable advice that you have given me. 9. I am writing further to my letter of 4th August to inquire whether you have received the slides. 10. If you possess any additional information on the application of this method, I shall appreciate your sending it to me. 11. If you are able to supply me with this material, you will be of great help to me. 12. I am very thankful to you for your kind help and sincere advice. 13. We would be most grateful for any help in this matter and would naturally be glad to do anything in return. 14. I have sent you the medical books you are interested in.

II. Translate into English.

1. Как только вопрос решится официально, я Вам сообщу об этом дополнительно. 2. Я был бы весьма признателен, если бы мне удалось получить от Вас информацию по ряду вопросов, перечисленных ниже. 3. Я благодарен Вам (благодарю Вас) за Вашу дружескую помощь и совет. 4. Мне было бы очень приятно узнать Ваше мнение по этому вопросу, поэтому с нетерпением буду ожидать от Вас дальнейших известий. 5. Сообщаю, что информация, собранная во время экспедиции, послана в Институт географии АН СССР. 6. По Вашему совету мы внесли некоторые изменения в схему нашей установки. 7. Я получил много откликов на свою статью. И мне советуют продолжать работу в данном направлении. 8. Мы будем чрезвычайно благодарны Вам за любую помощь в этом деле. 9. Мне хотелось бы выразить Вам искреннюю благодарность за помощь. 10. Ваша информация, полученная сегодня утром, представляет для нас большой интерес. 11. Я буду Вам весьма признателен за дальнейшую информацию о предстоящем конгрессе. 12. Очень прошу Вас не отказать в любезности помочь проф. Анисимову познакомиться с работой Вашей лаборатории, за что заранее благодарю. 13. По поводу интересующего Вас вопроса могу сообщить следующее.

III. Translate the following letter into Russian:

15 July, 19...

Dear Dr. Anisimov:

In the journal "... " I have read your paper under the title "...". The results obtained are interesting, the methods of investigation used excellent. I would like to follow your methods in my work, but there are some steps which are unclear to me. I am writing to inquire whether you can arrange for me a visit to your laboratory so that I could familiarize myself with your techniques in more detail. I would like to experiment in your laboratory for one month. In exchange, it would be a great pleasure to invite you to work in our laboratory for the same period (or more) and to cooperate in investigating such a problem as...

Trusting to hear from you soon, I remain,

Yours sincerely,
John S. Stanley

IV. Translate the following letter into English.

Дорогой д-р Станли!

Мне было очень приятно получить Ваше письмо от 15 июля 19... Судя по вашему письму, Вам понравились мои результаты и мои методы. Для меня это очень отрадно. Я также слежу и за Вашими работами. Недавно я прочел Вашу статью "... " в журнале "...". Она произвела на меня большое впечатление. Приятно, что мы оба работаем в одном и том же направлении. Ваши результаты весьма интересны.

Я был бы очень рад сотрудничать с Вами в области исследования такого вопроса, как... Поэтому данное письмо можно считать приглашением посетить нашу лабораторию для ознакомления с нашей методикой исследования и проведения совместной работы в области...

Если Вам удобно, просим приехать в нашу страну в начале сентября.

Буду очень рад видеть Вас в нашей лаборатории.

С наилучшими пожеланиями остаюсь
искренне Ваш
Юрий П. Варламов

V. Insert the appropriate preposition if necessary.

1. ... reply ... your inquiry I have pleasure ... informing you that the papers have been sent ... the Advisory Committee. 2. We have

of this opportunity	Dr. P.	you have sent me
The Ad Hoc Committee advises you	any further interesting information on this subject	please let me know at once
I wish to thank you	to deliver a series of lectures	please let me know about it
If you are interested in obtaining	and thank you very much	you have taken in my experiments
Would you be so kind	you have offered us	I advise you to write to him immediately

XII. Write out all the points of information from the following letter. Answer the letter on those points. Make use of the expressions of this section.

Dear Prof. Goncharov,

I am writing to inquire if you could supply us with the following material. As you know we are experimenting on... and your help would be very useful. Furthermore, I could be grateful to you if you could inform me about the equipment you have employed to obtain such precise measurements of the sample.

At the present time Dr. Singh is completing his experimental part of our joint study. He believes your methods are most suitable for his work. Nevertheless he still has some doubts as to the modified variant and wishes to have your advice. I trust you will be able to clarify this matter. He told me that further improvement of the method can be accomplished. Your opinion?

Sincerely yours,
Andrew P. Fulton

SECTION SEVEN

Section seven deals with correspondence concerning exchange of reprints; abstracts, publications, etc., and contribution of papers for publication.

REPRINTS, ABSTRACTS, PUBLICATIONS

Letter 1 (requesting reprints)

3rd January, 19...

Dear Andrei Sokolov,

A short time ago we came across an abstract of your paper published in "Chemical Abstracts." December, 19... under the title "A Similar Polymerase System Requiring 4-Deoxyribonucleoside Triphosphates."

We should like very much to have a reprint of this paper for translation and submission to the Journal of Chemistry. I trust I will soon hear from you.

With best wishes to yourself and your wife for the New Year.

Yours sincerely,
Cecil Bronkers

Letter 2 (favourable reply)

10th January, 19...

Dear Cecil Bronkers,

I am in receipt of your letter of 3rd January, 19... from which I learn that you are interested in my paper "A similar Polymerase System Requiring 4-Deoxyribonucleoside Triphosphates." It gives me great pleasure to send you the reprint and I trust the information will be of help to you.

Thank you very much for the New Year wishes. My best regards to yourself and to your wife.

Looking forward to hearing from you soon, I remain,
Yours sincerely,
Andrei Sokolov

Letter 3
(unfavourable reply)

10th January, 19...

Dear Cecil Bronkers,

In reply to your letter of 3rd January, I regret very much to inform you that I cannot supply you with this reprint as I do not have any extra copies at my disposal. I would advise you to write an inquiry to our journal Biochemistry for a reprint and permission to translate and publish it in the Journal of Chemistry.

With best wishes and regards,

Yours sincerely,
Andrei Sokolov

Letter 4
(reply to letter 2)

15th January, 19...

Dear Andrei Sokolov,

I acknowledge with thanks receipt of your reprint and thank you very much for your permission to translate and publish it in the Journal of Chemistry. As soon as the translation is ready I shall send it to you for correction.

In March there will be a symposium on Photosynthesis, in Vienna. I am sending you the programme with this letter. Perhaps it may be of interest to you.

With best wishes,

Yours sincerely,
Cecil Bronkers

Enclosure: programme

Letter 5

August 5th, 19...

Dear Madam,

"Physical Abstracts" carries an abstract... I should very much appreciate having a reprint of this paper and kindly ask you to send it to me at your earliest convenience.

With best regards,

Yours sincerely,
John S. Smith

Letter 6

12th June, 19...

Dear Alfred,

Under separate cover I am forwarding to you a reprint "Synthesis of Protein and Induced Enzyme in Some Plants."

I wonder if you could arrange to have reprints on the structure of cellulose forwarded to me. I should be very happy if you could supply me with the latest data on this kind of work.

With best wishes and regards,

Yours sincerely,
Victor

Letter 7
(exchange of reprints)

August 14, 19...

Dear Professor Singer:

Dr. Andrei P. Filippov has shown me your letter requesting reprints on fluorochemicals. This is within my area of active research and I am keenly interested in the developments taking place in the study of electrochemical fluorination. I would very much like to know what research work has been done in recent years in your country as much as you are interested in the investigation in this country.

I would enjoy very much corresponding with you and with other research workers in your country and exchanging reprints.

Hoping to hear from you soon, I am,

Yours sincerely,
Boris A. Komarov
Chief of Laboratory of Fluorination

Letter 8

4th June, 19...

Dear Sir,

I am a permanent reader of Voprosy Filosofii and enjoy reading your papers. I am writing to inquire whether you are willing to establish a regular exchange of reprints in our field of research work. I could offer you the following papers: ...and in exchange would appreciate having...

I trust to have a favourable reply from you.

Yours truly,
R.A. Bishop

Letter 9

10th April, 19...

Dear Sir,

We acknowledge receipt of your letter of 5th April and thank you very much for the abstract you have sent me. We would appreciate it very much if you would kindly continue to send us abstracts published in "Physical Review."

Yours truly,

Alexander S. Smirnov
Editor-in-chief

Letter 10

14th December, 19...

Dear Professor Andreev,

I should be glad if you could let us have an abstract of your article "Biological Nitrogen Fixation," amounting to about 200 words for publication in "Chemical Abstracts."

We are looking forward to receiving this abstract in the not too far distant future.

With best regards,

Yours sincerely,
Alfred R. Rangers
Editor-in-Chief

Letter 11

20th December, 19...

Dear Dr. Rangers,

Re: "Biological Nitrogen Fixation."

Please find enclosed an abstract of my paper "Biological Nitrogen Fixation" amounting to about 200 words for publication in "Chemical Abstracts." Thank you very much for the reprints you sent me. The papers are exceptionally interesting and helpful to me. If I can be of any help to you in future, do not hesitate to write to me. I trust I shall hear from you soon.

With best wishes,

Yours sincerely,
Artem P. Andreev

Letter 12
(requesting publications)

August 10, 19...

Dear Sir:

I shall be grateful if you could arrange to forward me a copy of your publication* entitled "Function of Acetylcholine As a Synaptic Transmitter," which appeared in the Journal of Biological Chemistry, v. 7, No 3, 292, 19...

Yours truly,
Igor S. Melnikov

Letter 13
(favourable reply to letter 12)

August 20, 19...

Dear Dr. Melnikov:

In reply to your letter of August 10, 19... I have the pleasure to inform you that the publication you request has been sent to you under separate cover. I may only hope that it will be of use and interest to you.

With best wishes,

Sincerely yours,
Alfred E. Jones

Letter 14
(unfavourable reply to letter 12)

August 20, 19...

Dear Dr. Melnikov:

I am in receipt of your letter dated August 10, 19... I am awfully sorry that I cannot comply with your request regarding the publication entitled "Function of Acetylcholine As a Synaptic Transmitter." I have already distributed all my copies. The only suggestion I can make is that you write directly to the Journal of Biological Chemistry. Perhaps they will be able to supply you with a copy.

With best wishes,

Sincerely yours,
Alfred E. Jones

AFJ:eb

*A copy of your publication = your reprint.

Letter 15
(acknowledging receipt of publication)

August 30, 19...

Dear Dr. Jones:

I wish to acknowledge with sincere gratitude receipt of your publication entitled "Function of Acetylcholine As a Synaptic Transmitter." This paper is exceedingly important to me for my experimental work. If you are interested in having a paper describing my work in this area, I shall be very happy to send it to you as soon as it is published.

I thank you once again for your kindness and trust to hear from you soon.

With best regards,

Sincerely yours,
Igor S. Melnikov

Letter 16
(arranging for an exchange of publications)

20th April, 19...

Dear Miss Kuzmina,

Recently we have received a copy of your new periodical "Vodnoje Khozaistvo." We should like to arrange for an exchange of publications with your Commission and can offer our "Water Ways" in return.

If this suggestion meets with your approval, kindly let us know and we shall be glad to place the name of your Commission on our exchange mailing list for future copies.

We wish to be placed on your mailing list to receive all future issues.

Hoping to hear from you in the near future, we are,
Yours sincerely,
Lydia A. Arnolds

Letter 17
(reply to letter 16)

29th April, 19...

Dear Miss Arnolds,

We are in receipt of your letter of 29th April, 19... We shall be glad to arrange for an exchange of publications with your Natural

Science Commission and are very much obliged for your kind suggestion to place us on your exchange mailing list to receive your periodical "Water Ways." In our turn we have added the name of your Commission to our list for all future issues.

I wish to assure you that such an exchange of publications will be to the mutual benefit of both Commissions in natural science research.

With best regards,

Yours sincerely,
Raisa A. Kuzmina

Letter 18

15th December, 19...

Dear Prof. Novikov,

Thank you very much for your letter of 10th December, from which I learn that you are soon finishing your book and that it will be published in the near future. I hope you will not forget me and be so kind as to present me with an edition.

I wish to make use of this opportunity and ask you to send me a copy of Biofizika, No. 3, 19... Dr. A.B. Baskova has published in this journal a paper which is of great interest to me. If this journal is not available I would kindly ask you to inquire whether Dr. Baskova happens to have a spare copy of this publication and whether she would be willing to supply me with one.

With best wishes,

Yours sincerely,
R.A. Crawford

Letter 19
(reply to letter 18)

20th December, 19...

Dear Prof. Crawford,

It is a great pleasure to receive your letter dated 15th December. Thank you very much for your cordial wishes concerning my book. My book will comprise 22 signatures. I may assure you that when the book comes off the press I shall be delighted to send you a copy. You have my word for it.

As for your request regarding Biofizika, No. 3, 19..., I am happy to inform you that I have sent you this issue under separate cover. I have contacted Dr. Baskova and she told me that she would like to arrange for an exchange of publications with you. I am sending you her address: ...

I am very glad I could be of service to you and if you need any further help from me, do not hesitate to write me.

Please convey me best regards to Dr. Charles P. Bradley.

Yours sincerely,

Roman N. Novikov

Many research institutions and scientists use printed standard cards for requesting publications as well as for acknowledging receipt of them.

The most commonly-used patterns are the following cards:

..., 19...

Dear...,

I shall be most grateful to receive the following publications (reprints):

Thank you* for your prompt attention.

Yours sincerely,

...

..., 19...

Dear...,

We acknowledge with thanks receipt of your publication (reprint):

I trust you are receiving our publications regularly.

Yours sincerely,

...

..., 19...

Dear...,

I would greatly appreciate receiving a reprint of your paper:

Thank you for this courtesy.

Yours sincerely,

...

*Thank you in these cases are usually translated into Russian: *Заранее благодарю Вас* or *Заранее благодарен Вам*.

..., 19...

Dear Sir,

Please acknowledge receipt of the following publication (reprint):

Thank you very much.

Yours sincerely,

...

..., 19...

Dear...,

We gratefully acknowledge receipt of the following publications (reprints):

Our sincere thanks,

Yours truly,

...

CONTRIBUTION OF PAPERS FOR PUBLICATION

Letter 1

March 17, 19...

Dear Professor Petrov:

We have started the publication of a new journal "... " in which we intend to deal with such problems as... Since the journal covers extensively your field of activity, we hope that it will call your interest.

In this connection we cordially invite you to co-operate with us and would welcome any contributions from you, which come within the scope of the journal. Perhaps you could contact other people who would be willing to submit their papers, detailed abstracts and other publications to our journal. I wish to thank you on behalf of the editorial board and myself for your co-operation.

In anticipation of your reply, I remain with kindest personal regards.

Sincerely yours,
Walter R. Winston
Editor-in-chief

WRW/DC

Letter 2
(favourable reply to letter 1)

March 20th, 19...

Dear Dr. Winston:

It is a pleasure to receive your letter dated March 17, 19... from which I am happy to learn that you have established a new journal. From the numerous problems your journal intends to raise I can judge of the importance and usefulness it will have in developing this branch of science.

It is very kind of you to invite me to co-operate with your journal and to submit my papers for publication there. I shall be very glad to comply with your request and send you future articles for your consideration. I have also called the attention of some research workers in this country to contribute papers to your journal and trust you will shortly hear from them. Here are the names of some of them: Prof. V.B. Smirnov, Prof. G.N. Goldberg, Dr. R.A. Smirnov and Dr. P.S. Spasskaya. All of them seem to take a great interest in your journal and wish it a good start and much success. I would also like to add my personal wishes.

Looking forward to hearing from you again, I remain,
Sincerely yours,
APP:EF Arthur P. Petrov

Letter 3
(unfavourable reply to letter 1)

March 20, 19...

Dear Dr. Winston:

I am very glad to receive your letter of March 17, 19... and to learn of your intention to establish a new journal. May I wish you good luck in your undertaking and great success of your journal. I am very grateful to you for your kind invitation to co-operate with your journal but I am very sorry to disappoint you. I am unable to supply you with articles for publication in your journal inasmuch as my field of activity has nothing in common with the problems being raised in it.

However, as requested by you, I have contacted some research workers who are concerned with these problems. They informed me of their willingness to publish their papers in your journal. I personally think it would be very nice if your journal would extend to

them an invitation. Attached to this letter you will find a list of names and addresses.

If I can be of any further help to you, please write me.

With best wishes and regards,

Yours sincerely,
Arthur P. Petrov

APP:EF

Enclosure: list of names and addresses

Letter 4

March 28, 19...

Dear Professor Smirnov:

I am in receipt of your letter and contribution entitled... which arrived with the same mail this morning. I wish to inform you I have already taken steps to arrange for the translation of your paper. We shall naturally send you galley proofs of the article prior to final printing and kindly ask you to make the necessary corrections at your earliest convenience.

With best wishes,

WRW/dc

Sincerely yours,
Walter R. Winston

Letter 5

April 12, 19...

Dear Professor Smirnov:

With reference to my letter of April 3, 19... I am sending you under separate cover two copies of galley proofs for your correction. Once again I kindly ask you to return the corrected copy at your earliest convenience taking into consideration that your paper is scheduled to appear in the May issue.

With best regards,

WRW/dc

Sincerely yours,
Walter R. Winston

Letter 6

19th April, 19...

Dear Dr. Winston,

I have received your letter of April 12th, 19... and the galley proofs you have sent me for my correction. I have looked them through carefully and I should like to call your attention to the following

typographical errors in the copy:

1) Page 3, line 7 should read: ...

2) Page 3, line 14 should read: ...

I am very pleased with the translation with the exception of one passage (page 6, beginning line 12). In my opinion this passage should be translated in the following way in order to convey the exact idea:

I am dispatching the corrected copy with this mail.

With best wishes,

Yours sincerely,
Viktor B. Smirnov

VBS/mf

Letter 7

30 April, 19...

Dear Prof. Smirnov,

Thank you for your letter of April 19th, 19... We are glad to receive the corrected copy of galley-proofs of your article. We have taken all the necessary measures to avoid the Printers' errors. We have also shown your version to the translator who agrees with it wholly and asks you to excuse him for the misinterpretation of this passage.

In 3-4 days your paper will go to final printing and appear in our May issue.

With best regards,

Sincerely yours,
Walter R. Winston

WRW/eb

Letter 8

5th May, 19...

Dear Prof. Smirnov,

It gives me great pleasure to inform you that the May issue of our journal has come off the press. We have forwarded to you under separate cover a copy of the journal and 20 reprints of your publication.

If you are interested in obtaining further reprints of your paper we shall be very glad to offer them to you at our regular prices.

We are very grateful for your contribution and look forward to receiving others from you and from your colleagues.

We trust we shall hear from you in the near future. Best wishes from myself and from the editorial board.

Sincerely yours,
Walter R. Winston
Editor-in-chief

WRW/eb

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Letter 9

10th May, 19...

Dear Dr. Winston,

Thank you very much for your kind letter and for the copy of the journal and 20 reprints. I find the journal exceptionally interesting and useful and I may only wish that future issues will be as interesting as this one.

At the present moment I have no new contributions to make to your journal.

I was very glad to have had this opportunity to make your acquaintance by correspondence and I am looking forward to meeting you personally.

Best personal regards,

Yours sincerely,
Viktor B. Smirnov

VBS:mf

Letter 10

July 7, 19...

Dear Professor Winters,

Please find enclosed our paper under the title "Theory of Dilute Polymer Solutions in Viscoelastic Fluid" for publication in the Journal of Non-Newtonian Fluid Mechanics.

In compliance with the International (Geneva) Convention for Authors' Copyright to which the USSR is affiliated, the above-cited paper is registered with the Soviet Copyright Agency which is authorized to represent our interests. According to the new rules we allow one-time usage of our translated paper into English and reserve the rights to use the above-cited paper sent to you.

Sincerely yours,
Valentin P. Petrovsky

Here are some of the most commonly-used patterns covering this section:

1. I would like to arrange for an exchange of publications (reprints, etc.) with you.
2. I would appreciate very much exchanging publications with you.
3. An exchange of reprints would be appreciable.
4. I would like to establish an exchange of reprints, etc.
5. I would like to have reprints of "...".

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6. I would like to have forwarded to me "... in exchange for ...".
7. I should be glad if you would let us have a reprint of your paper "...".
8. I should appreciate it if you would kindly continue to send me your reprints.
9. I would be very grateful if you could arrange to forward me copy of your publication.
10. We invite you to contribute to our journal.
11. We welcome any contributions from you.
12. We ask your permission for translating and submitting to (publishing in) the Journal of Mathematics your reprint, etc.
13. We would be very happy to be put on your mailing list.

EXERCISES

I. Translate into Russian.

1. I am looking forward eagerly to receiving your latest reprint. 2. We are looking forward to arranging for a regular exchange of publications with you. 3. I would be most obliged to you if you would place my name on your reprint mailing list for any of your papers relative to this subject. 4. We shall be very grateful if you kindly continue to send us abstracts published in Animal Physiology. 5. I would like to receive other reprints on this subject. 6. I appreciate very much the many reprints of your work in the field of "Radiation Materials." 7. We acknowledge with thanks receipt of your reprint "The Nature and Measure of Economic Activity." 8. I have the pleasure of sending you two corrected copies of galley-proofs for final printing. 9. I should be most grateful if you could arrange for the author's corrected proofs to be sent to us. 10. I should be thankful if you would arrange to forward me a copy of your publication "Formation of Polymer from Ribonucleoside Diphosphates in Presence of Mg⁺⁺." 11. I shall let you know the tentative date of your publication as soon as I come to a final agreement with our Publishing House. 12. If reprints are available would you be so kind as to send me copies. 13. Please excuse me for the delay in sending you the galley-proofs of your contribution.

II. Translate into English.

1. Я был бы Вам очень благодарен, если бы Вы прислали мне один оттиск Вашей работы. 2. Я был бы рад наладить обмен на-

учными статьями между нашими институтами. 3. Как нам стало известно, Вы собираетесь написать статью для нашего журнала. В связи с этим мы убедительно просим Вас сообщить нам название статьи. 4. Я пользуюсь благоприятным случаем выразить свою благодарность за посланный Вами оттиск. 5. Мы надеемся, что в дальнейшем нам представится возможность опубликовать Ваши работы. 6. В настоящее время мы, к сожалению, не можем выслать Вам эти статьи, так как они готовятся к печати в очередном номере журнала. 7. Высылаю по Вашей просьбе оттиск моей статьи, напечатанной в журнале "Языки народов Азии и Африки", № 3, 1964 г. 8. Я был бы Вам очень благодарен, если бы Вы прислали мне апрельский номер журнала "Вопросы языкознания". 9. Я рад сообщить Вам, что мы включили Ваше учреждение в список для получения нашего журнала. 10. С благодарностью подтверждаем получение Ваших гранок. 11. Я надеюсь, что Вы согласитесь написать о работе Вашей лаборатории в журнал "Естествознание".

III. Translate the following letter into Russian.

October 23, 19...

Dear Dr. Samsonov:

Please find enclosed the galley-proofs of your review "..." for final check-up before it goes to press. Since we are eager to have the book published before the end of the year, we ask you to make the appropriate correction if necessary and to return the proofs without delay. The Printers have set the dead-line for printing the review not later than the 10th December, 19... Please take that into consideration.

In compliance with your request I am sending you a copy of the "Solid-State Physica," v. 3, N 4, 19... as you required. Please confirm receipt of the journal.

Yours sincerely,
Frank B. Webster

IV. Translate the following letter into English:

Многоуважаемый д-р Вебстер,

В ответ на Ваше письмо от 23 окт. 19... сообщаю, что непременно выполню Вашу просьбу проверить гранки и выслать их Вам в ближайшее время, так что типография сможет приступить к набору книги в назначенный срок.

Я весьма Вам благодарен за номер журнала "Физика твёрдого тела", т. 3, № 4, 19 ..., который Вы так любезно прислали мне. С наилучшими пожеланиями,

Искренне Ваш
Андрей Самсонов

V. Insert the appropriate preposition if necessary.

1. I have pleasure ... forwarding ... you a reprint ... my report requested ... you. 2. I must thank ... you ... the trouble you have taken ... translating my paper. 3. We would be very happy if you would arrange to forward ... us a copy ... your publication. 4. I am writing ... you ... reference ... the following article. 5. We are very grateful that you have been able to arrange ... the publication ... our paper ... the Physical Chemical Symposium. 6. We intend to pass the proofs ... press not later than January 3rd. 7. Thank ... you very much ... putting our name ... your distribution list ... abstracts. 8. We wish to acknowledge ... great thanks ... receipt ... the abstract ... your paper. 9. I am sending you ... separate cover the typescript ... my review (article) which you have ordered ... publication in ... journal.

VI. Insert the appropriate articles, if necessary.

1. We have ... pleasure of sending you herewith ... copy of ... article as requested. 2. Please find enclosed ... typescript of ... paper entitled "..." which we hope you will accept for ... publication in your journal. 3. Many thanks for ... generous gift of your book. 4. ... purpose of this letter is to inform you that ... Journal of ... is not ... monthly, but ... quarterly edition. 5. I would be very happy if you would place our library on your exchange list of ... scientific books and journals. 6. Please supply us with ... updated publications in ... area of liquid crystals. 7. Please find herein ... abstract of my paper "..." for publication in ... Proceedings of the 5th International Congress on "...". 8. I am very much obliged to you for sending me ... preprint of your paper under ... title "...". 9. I am very glad to receive ... invitation to contribute to your journal ... review on "...".

VII. Insert the appropriate word or expression: *in exchange for, to submit, to come off the press, to come across, via, field of research work, to arrange for.*

1. While reading the Journal of Ore-Mining I happened ... an article written by you. 2. Please send us your latest publications ... ours. 3. Will you be able ... me an appointment with the editor-in-chief

of your journal? 4. According to our information we expect the book ... in two weeks. 5. I am sending you the list of reprints... Professor Konstantinov who will come to your country at the end of March. 6. We would like to know whether you intend ... your paper to our journal.

VIII. Add introductory phrases according to the pattern:

... of sending you the galley-proofs. — I have the pleasure of sending you the galley-proofs.

1. ...to be put on your mailing list. 2. ...to establish a regular exchange of papers. 3. ...for the contribution you have sent us. 4. ...to arrange to forward me the galley-proofs. 5. ...if you continue to supply me with abstracts.

IX. Complete the lines using the patterns of this section:

Example: *Thank you very much...* — *Thank you very much for sending me the corrected pages.*

1. I am very glad of this opportunity to... 2. I have pleasure in sending you... 3. I would be greatly appreciative if you... 4. I trust I shall be receiving regularly... 5. It would be greatly appreciated if you...

X. Build up sentences by arranging the words in their proper order.

1. Receipt, of, acknowledge, your, reprint, we. 2. Inform, impossible, journal, need, we, you, it, we, obtain, regret, you, find, now, that, to, the, to. 3. Happy, to, abstracts, shall, be, as, I, in, journal, appear, the, send, they, further, you. 4. Mailing, should, placed, be, like, to, your, on, list, we.

XI. Make up sentences using component parts of each column.

I take this chance	for which I am very grateful	to your journal
I have duly received your reprint	in helping us	from you
We ask your co-operation	to receiving new contributions	you intend to make
I have the pleasure	if you would contribute	which you requested
Please advise us	of returning the corrected page-proof	to our journal

We would very much appreciate it	of sending you the reports	to solve the problem
We are looking forward	about the amendments	to you

XII. Write out all the points of information from the following letter. Answer the letter on those points. Make use of the expressions of this section.

Dear Prof. Andrew:

We are now in the process of planning the 19... edition of the Chemistry Newsletters which we hope will be available for distribution in February. During the past years we have been particularly pleased with your response to our request for material. We would like to continue to include as much information as is possible in future editions of the Newsletters, and are looking forward to your contribution.

Any suggestions or comments you might have about the topics to include in further editions of the Newsletters would be welcomed. Also, if you know of scientists who wish to submit their papers for publication in our journal, please inform us so that we could contact them and extend an invitation to them personally to send their papers to our editorial board for consideration.

Best wishes.

Yours sincerely,
Harold S. Pearson

SECTION EIGHT

Section eight deals with letters of invitations (for special occasions), hospitality, appointments, and letters of introduction.

INVITATIONS FOR SPECIAL OCCASIONS

1. OFFICIAL INVITATION

The (name of institution or person) request(s) the pleasure of (name of person) at (occasion) to be held at (address), at (time**) on (day, date).*

R.S.V.P. ***

The reply to an invitation is usually typed.

Usual form in accepting official invitation:

(Name of person) thank(s) the (name of institution or person) for its (their) kind invitation to (occasion) to be held at (address), at (time) on (day, date) which he has much pleasure in accepting (to accept).

Usual form in refusing official invitation****:

(Name of person) thank(s) the (name of institution or person) for its (their) kind invitation to (occasion) to be held at (address), at (time) on (day, date), but regrets he is unable to accept owing to...

Here are some refusal phrases and clauses.

1. ...owing to (because of) my poor health.
2. ...owing to a prior engagement for that day (evening, time, period).
3. ...as I have an urgent business appointment to attend to.
4. ...as I have already accepted an invitation earlier.

*The occasion should be capitalized.

**The time may be written out in full, e.g. at six o'clock.

***Répondez, s'il vous plaît – which is translated from French: Reply, if you please.

****It is generally accepted to present the reason for refusal.

2. INFORMAL INVITATION

Informal invitations and replies to them are written as a usual letter.

Letter 1

5th March, 19...

Dear Dr. Perry,

I have the pleasure of extending to you an invitation on behalf of the Soviet delegation to a Reception to be held in Hotel P_ at seven o'clock on Friday, the tenth of March, nineteen ninety...

An early reply from you would be appreciated.

Yours truly,
Roman S. Nikolayev

Letter 2

(favourable reply to letter 1)

6th March, 19...

Dear Prof. Nikolayev,

Many thanks indeed for your kind invitation to a Reception to be held in Hotel P_ at seven o'clock on Friday, the tenth of March, nineteen ninety... which I accept.

Yours truly,
Rudolf D. Perry

Letter 3

(unfavourable reply to letter 1)

6th March, 19...

Dear Prof. Nikolayev,

I very much regret that I am unable to accept your kind invitation to a Reception to be held in Hotel P_ at seven o'clock on Friday, the tenth of March, nineteen ninety... as I have already accepted a previous invitation for that date and time.

Yours truly,
Rudolf P. Perry

Letter 4

13 August, 19...

Dear Dr. Ambrose,

We are giving a dinner on Thursday the 18th August at 8 p.m. at the restaurant M_ and shall be pleased if you will favour us with your presence.

We shall very much appreciate an early reply from you.

Yours sincerely,
Maxim P. Romanovsky

Letter 5

(favourable reply to letter 4)

14 August, 19...

Dear Dr. Romanovsky,

It is with great pleasure that I accept your invitation to a dinner on Thursday the 18th August at 8 p.m., but I am awfully sorry that I shall come an hour later as I have to keep a business appointment for that time.

Yours sincerely,
Phillip R. Ambrose

Letter 6

(unfavourable reply to letter 4)

14 August, 19...

Dear Dr. Romanovsky,

I am very thankful to you for your kind invitation to a dinner on Thursday the 18th August at 8 p.m. but I am very sorry I must decline it as I do not feel quite well.

Yours sincerely,
Phillip R. Ambrose

LETTERS CONCERNING VISITS AND HOSPITALITY

Letter 1

3rd April, 19...

Dear Dr. Holgreeve,

I have the pleasure of extending to you an invitation on behalf of the National Committee of Spectroscopy and myself to visit this country any time in June as a guest of the USSR Academy of Sciences.

I may assure you that my colleagues and I are looking forward to seeing you here and will do everything to make your stay in this country both interesting and pleasant.

The USSR Academy of Sciences will cover your travel to Moscow and back by providing free economy class Aeroflot tickets from the nearest airport Aeroflot has flights from. Free accommodation and travelling in the USSR during your visit will also be available for you.

Enclosed you will find your itinerary. If there are any suggestions you wish to make, please write us at once and we shall give them our consideration.

We trust you will accept this invitation. Unless we receive a reply by 15th May, we shall assume you will not be able to accept this invitation.

With best regards,

Yours sincerely,
Pavel S. Snegov

Encl. itinerary

Letter 2 (favourable reply to letter 1)

10th April, 19...

Dear Dr. Snegov,

I am happy to inform you that I have received your letter of 3rd April, 19... and wish to thank you for your kind invitation to pay a visit to your country in June as a guest of the USSR Academy of Sciences.

I have studied the itinerary carefully and find it very interesting indeed. I shall be glad if you would advise me of the date of which you envisage for my visit.

I would be very grateful if you included in my itinerary a visit to the Institute of... I have written to Professor Popov about my forthcoming visit to your country. Also, I would like to be in Kharkov and visit Dr. Maslennikov.

I trust I shall hear from you soon.

With best wishes,

Yours sincerely,
James R. Holgreeve

Letter 3 (unfavourable reply to letter 1)

10th April, 19...

Dear Dr. Snegov,

I am in receipt of your letter of 3rd April 19... and wish to thank you very much for your kind invitation. I am awfully sorry to inform you that I am unable to accept it for this year as I have an obligation to complete my manuscript by June 15th.

If you could arrange for me a visit in Sept.-Oct., I would find time to come to your country.

Meanwhile I'm sending you with this mail a reprint of my paper published in Applied Optics. I hope you find it interesting.

Please convey my best regards to your wife from me and my wife.

With best wishes.

Yours sincerely,
James R. Holgreeve

Letter 4 (reply to letter 2)

18th May, 19...

Dear Dr. Holgreeve:

I am very happy to learn that you have accepted our invitation to visit this country in June.

We wish to suggest June 5-15, 19... for your visit. We have included the itinerary visits to the Institute of Applied Physics and to the Kharkov Laboratory of Spectroscopy. Please cable your agreement as to this date so that we could make hotel accommodations in advance.

Thank you for the reprint. I've found some useful data for my

work. Perhaps when you visit our institute, we could discuss your paper in more detail.

My wife asks you to give her best regards to Helen. Trusting to hear from you soon. I remain,

Sincerely yours,
Pavel S. Snegov

Letter 5

23rd May, 19...

Dear Dr. Popov,

I have the kind invitation of the USSR Academy of Sciences to visit your country in June 5-15, 19... The itinerary suggested by the National Committee of Spectroscopy also includes the name of your institute.

My area of investigations is... I shall be delighted to establish contacts with my Russian colleagues of your institute who deal with the same problems.

I am writing to inquire whether you will be in Moscow at the same time. I will be very glad to see you. If you and your co-workers would like to hear about the work of my laboratory I would be happy to give a talk on this subject.

I am sending you with this mail a list of recent publications of the work of our laboratory; if there are some reprints you would especially like having, kindly inform me and I shall be pleased to send them to you.

Looking forward to hearing from you soon.

Yours sincerely,
James R. Holgreeve

Letter 6
(reply to letter 5)

26th May, 19...

Dear Dr. Holgreeve,

It is a great pleasure to receive your letter of 23rd May, 19... from which I was happy to learn of your intention to visit this country at the invitation of the USSR Academy of Sciences.

I am very glad to know that your visit to our Institute is included in the itinerary of the USSR. I have consulted my MEMO and I find I have no important engagements for that period. I shall be very happy to welcome you to our Institute and to introduce you to my colleagues.

We would greatly appreciate hearing a lecture about the work of your laboratory. Many of our research workers know English, so you may feel free to lecture in that language.

It is very kind of you to offer me your reprints which I hope you will bring along with you.

I am interested in the following works:

1. ...
2. ...
3. ...

Thank you for your interest in visiting our Institute.

Looking forward to seeing you soon and to discussing current research problems of mutual interest.

Yours sincerely,
Pyotr R. Popov

Letter 7

23rd May, 19...

Dear Dr. Maslennikov,

I am planning a short trip to your country, 5-15th June 19... by invitation of the USSR Academy of Sciences and during my one-day stay in Kharkov (according to my itinerary of the USSR). I shall have the pleasure of visiting your Laboratory on 10th June. I shall be very happy to meet you and many other Russian colleagues to discuss some problems of mutual interest. Besides, I would like to familiarize myself with the work going on at your lab. I intend to bring with me some of our publications and slides describing the work of our lab.

I trust I shall see you during my stay in Kharkov.

With best regards,

Yours sincerely,
James R. Holgreeve

Letter 8
(reply to letter 7)

26 May, 19...

Dear Dr. Holgreeve

Thank you for your letter of 23rd May in which you inform me of your plans to visit this country in June.

I hope your trip to the USSR will be a pleasant one, and you will enjoy travelling in this country.

We are very glad to know that you intend to call at our Laboratory during your one-day visit to Kharkov. We would very much appreciate your delivering a lecture on the work of your laboratory with demonstration of slides. Simultaneous translation will be provided. Looking forward to seeing you at our lab.

Sincerely yours,
Andrei L. Maslennikov

It is usually customary to write a letter of hospitality after the person returns to his own country. It may be an official or unofficial letter, always carrying a friendly word of gratitude.

Letter 9

July 30, 19...

Dear Prof. Morfin:

On behalf of the National Committee of... I wish to express our sincere thanks for the warm hospitality you have afforded Dr. Safronov during his stay in your country.

Dr. Safronov had the opportunity to visit a number of institutes and laboratories in many cities and enjoyed the many fruitful and interesting discussions he had with his US colleagues.

Thank you very much for the fine present and the wonderful snapshots. Looking forward to seeing you soon in Moscow.

Sincerely yours,
Sergei A. Nikitin

Letter 10

10 August, 19...

Dear Dr. Belov,

Now that I am back in Cambridge I wish to thank you for the excellent hospitality you extended to me and for the interesting discussions that I had with you and your colleagues at your institute.

It was one of my most valuable experiences during my two weeks in the Soviet Union. I have developed the snapshots I've made and I am sending you some of them where we are together.

My wife and I thank you very much for the splendid present.

Please give our best regards to your wife and to Dr. Smirnov who accompanied us during our travel.

I am looking forward to seeing you one day in this country as a guest of Cambridge University.

My best personal regards.

Yours sincerely,
Paul S. Humphrey

Letter 11 (reply to letter 10)

20 August, 19...

Dear Dr. Humphrey,

It was a great pleasure to receive your letter of 10 August, 19... I was very glad to read that you and your wife enjoyed your visit to the Soviet Union. My colleagues and I also consider that our talks were very instructive and fruitful. I am sure we will continue them in the future. My wife and I remember the fine time we had together while travelling over the Soviet Union, especially the visit to Yalta.

It was splendid. Jokingly, as a scientist, you're a better photographer. The colour snapshots are excellent. We laughed so much at the funny ones.

As to my visiting Cambridge University, I believe it will be possible to come at the end of September.

Best wishes to your wife.

Sincerely yours,
Sergei A. Nikitin

LETTERS CONCERNING APPOINTMENTS

Letters concerning appointments should be concise — right to the point; informative — explaining the purpose of the appointment.

Letter 1

13 July, 19...

Dear Dr. Afanasiev,

I am now making a tour of the Soviet Union as a guest of the Academy of Sciences of the USSR and I would very much appreciate an opportunity of calling on you. Could you fix an appointment with me for 2 p.m., Thursday, 25th July?

I would like to call on you for the purpose of discussing certain matters concerning the convention of the XVI Congress on Ancient History.

In anticipation of your reply I am,

Yours truly,
Paul R. Hubert

Letter 2
(favourable reply to letter 1)

16 July, 19...

Dear Dr. Hubert,

I acknowledge receipt of your letter of 13 July 19... in which you ask me for an appointment for 2 p.m., Thursday, 25th July. I will be pleased to receive you on this day.

Yours sincerely,
Viktor B. Afanasiev

Letter 3
(unfavourable reply to letter 1)

Dear Dr. Hubert,

In reply to your letter 13 July, 19... I very much regret I am unable to receive you on the day you propose in your letter as I shall be engaged at a conference in Kiev. I would suggest 10 a.m., Monday, 29th July, if that date and time is convenient for you.

Please cable agreement.

Yours sincerely,
Viktor B. Afanasiev

Letter 4

January 17, 19...

Dear Dr. Brown:

I shall be coming to the USA at the invitation of California University. According to my itinerary I shall be in San Francisco in March 10-12. I should very much appreciate the opportunity of talking things over with you personally concerning the possibility of arranging exchange of students between Moscow University and California University. If you suggest the time and date of appointment, I shall be grateful to you.

Please send your reply to the following address: ...

Sincerely yours,
Artem P. Loginov

Letter 5

May 3, 19...

Dear Prof. Rybnikov:

I am in receipt of your letter of April 22, 19... in which you ask for an appointment for 3 p.m., Friday, May 10.

I do not wish to cause you any inconvenience, but if it is agreeable to you I suggest postponing the appointment for some other time and date in view of some urgent business I have to attend to. If 2 p.m., Tuesday, May 14 suits you, please advise me at once.

With best personal regards,

Sincerely yours,
Kirill P. Fedorov

Letter 6

May 15, 19...

Dear Dr. Fedorov:

I have received your letter of May 3, 19... in which you inform me that you are unable to meet my request for an appointment for May 10.

Frankly speaking, I wouldn't like to postpone or cancel it for the date stipulated in your letter. I intend to be in your city at the beginning of June. As soon as I arrive I will give you a call and perhaps we can arrange the time and date for both of us.

Best regards.

Sincerely yours,
Harry S. Rybnikov

LETTERS OF INTRODUCTION

Letter 1

January 9, 19...

Dear Dr. MacDonald,

I have great pleasure in introducing Prof. Gromov to you by this letter.

Prof. Gromov is visiting Great Britain as a guest of the Royal Society and we should greatly appreciate any assistance you may be able to render him in arranging for a visit to the Belmont Research Centre for the purpose of studying...

Thank you very much.

Yours sincerely,
Vasilii S. Anichkin

Letter 2

April 3, 19...

Dear Dr. Konstantinov,

The purpose of this letter is to introduce to you Dr. Johnson a young physicist engaged in the field of... I am writing to ask you of a great favour to do your best to take care of him. This is his first visit to your country as a tourist and he would like to become acquainted with the work of your institute; if possible, please arrange for him to work in your laboratory for a period of three months.

I would appreciate an answer to this letter.

Sincerely yours,
John H. Simpson

Letter 3 (reply to letter 2)

April 15, 19...

Dear Dr. Simpson,

I was very happy to hear from you at last. It's a long time since we've communicated with each other. Dr. Hilton who was here on a short business trip told me about the success of your laboratory. As soon as your paper is published, please send me a reprint. We are still going on with our work in... and hope to complete it by the end of June.

As for your request I can assure you that we'll do our best to make Dr. Johnson feel comfortable and help him in all respects. It won't be difficult to arrange an official visit to our institute. When he arrives here we'll discuss the details.

Hoping to hear from you soon, I remain,

Sincerely yours,
Nikolai S. Konstantinov

Here are some of the most commonly-used phrases and sentences covering this section:

Regarding visits and letters of hospitality:

1. We wish to invite you to visit this country.
2. Please inform us of the date of my visit.
3. I intend to make a tour of your country.
4. Thank you for your interest in visiting our laboratory.
5. I hope you enjoyed your stay in this country.

6. Thank you for the excellent hospitality you have afforded (extended to) us.

7. I hope you enjoyed our hospitality.

Regarding appointments and letters of introduction:

1. I wish to ask you for an appointment for (time, date).
2. May I ask you to arrange an appointment for me with Dr. ...
3. I would be very grateful if you would be willing to receive me at (time, date).
4. I would be grateful if you would be willing to postpone our appointment for another time and date.
5. I am awfully sorry to inform you that I have to cancel our appointment.
6. The purpose of this letter is to introduce to you...
7. Please consider this letter as a request to you.
8. I am writing this letter to introduce Dr. ... to you.

EXERCISES

I. Translate into Russian.

1. The Institute of Biophysics has the pleasure of inviting you to attend a reception to be held at the Hotel... at 3 p.m., on Tuesday, 19...
2. We request the pleasure of Dr. Kuzmin at a wedding party of their son to be held at the Hotel Bristol at 5 p.m., on Thursday, 19... We would appreciate an early answer.
3. I am very thankful for your invitation to attend the lunch party to be held 7th March, 19... in the restaurant "Brighton."
4. I am in receipt of your invitation to the Reception to be held at your institute, but I very much regret that I am unable to attend due to my illness.
5. Mr. Jones greatly regrets that owing to his illness he is unable to accept Prof. Ivanov's invitation to a dinner party.
6. It is a great pleasure and honour on behalf of the USSR Academy of Sciences to pay a visit to this country and to deliver a series of lectures at the Institute of...
7. I will be visiting London early next month. I hope to have the pleasure of seeing you and renewing the pleasant contact of a year ago.
8. I accept with pleasure your invitation to visit Oxford University in June for the purpose of cooperating with you in experimenting on...
9. I have the pleasure of sending you an official invitation to visit this country on a date most convenient for you.
10. I am looking forward to welcoming you in this country.
11. It is a great pleasure to officially invite you to visit this country in late

autumn. 12. Please consider this letter as an official invitation to visit Howard University. 13. I wish to express my gratitude to you and your colleagues for the fine hospitality which was accorded me during my stay in your country. 14. May I only hope that you enjoyed your visit to this country as well as the real Russian hospitality which was afforded you and your wife. 15. I wish to thank you for agreeing to have an appointment with me. 16. It is very kind of you to arrange for me an appointment with Dr. Sampson. 17. In compliance with your request I wish to inform you that I have fixed an appointment with you for 10 a.m., Tuesday, May 19th 19... 18. The Bearer of this letter, Dr. Matte, a friend of mine will visit your country to discuss a series of lectures at Leningrad University. May I kindly ask you to render him help in case he is in need of it.

II. Translate into English.

1. От имени Академии наук СССР имею честь пригласить Вас в СССР в начале августа в качестве гостя Академии наук. 2. Институт... просит Вас принять участие в чествовании академика А.В. Новикова в ресторане "Россия" в связи с его 80-летием и награждением его медалью имени М.В. Ломоносова за его выдающийся вклад в области химии. Съезд (arrival) гостей в 7 часов вечера. 3. В начале апреля 19... я намерен приехать в США в качестве гостя Калифорнийского университета. Прошу Вас назначить мне деловую встречу для того, чтобы обсудить с Вами вопрос относительно обмена студентами наших университетов. 4. Мы сделаем все, что от нас зависит, чтобы Ваше пребывание в нашей стране было интересным и приятным для Вас. 5. Весьма желательно иметь более подробную программу моего пребывания в Вашей стране. 6. Искренне благодарю Вас за любезное приглашение приехать в Вашу страну в качестве гостя Королевского общества и принимаю его с большим удовольствием. 7. В августе этого года я планирую посетить Глазго. Я хотел бы попросить Вас назначить мне встречу с Вами во время моего трехдневного пребывания в Вашем городе. 8. Я вам очень благодарен за Ваше любезное приглашение приехать в Вашу страну вместе с моей женой и провести с Вами отпуск на юге. 9. К сожалению, я не смогу воспользоваться Вашим приглашением, так как я уезжаю в отпуск. 10. Я хочу от имени делегации и лично от себя поблагодарить Вас за Ваше гостеприимство и заботу о нас. 11. Я весьма рад, что Вы и Ваша супруга получили большое удовольствие от посещения нашей страны и что Вам очень понравилось наше гостеприимство.

12. Податель этого письма, проф. Минин, мой друг и коллега, будет в Вашей стране в течение двух месяцев. Очень прошу Вас оказать ему содействие (to render him help) во встрече с д-ром Кромвеллом. 13. Я хочу выразить свою благодарность за Вашу заботу и Ваше теплое гостеприимство. 14. Прошу сообщить мне время и дату, когда Вы сможете посетить (to pay a visit) наш институт.

III. Translate the following letter into Russian.

Dear Anton,

I was very happy to learn from your letter that you were planning a visit to London at the invitation of London University and that you intend also to visit Cambridge for a few days. We shall be very glad to welcome you in this town. We would appreciate it if you would consent to give a talk about the work of your laboratory. We are particularly interested in the methods you use.

When you come to Cambridge I shall have the pleasure of inviting you to a dinner at my place. All your Cambridge friends will also attend. I'm sure it will make your stay in Cambridge both useful and pleasant.

Very often my wife and I remember the fine time we had in your country and the remarkable hospitality that was accorded us.

My youngest daughter likes to play with the Russian dolls you presented her.

Dr. Kellog, a friend of mine, is visiting your country. I have supplied him with a letter of introduction to you. Please arrange for him an appointment with the Dean of the Biological Department of Moscow University, if it isn't too much trouble for you.

Please, give my best regards to Sonya.

Sincerely yours,

Frank

IV. Translate the following letter into English.

Дорогой Фрэнк!

Я был очень рад получить твое письмо. Если ничего не изменится, я приеду в Англию в начале июля. Точную дату сообщу дополнительно. В Лондонском университете я буду читать лекции о работе нашей лаборатории и о наших достижениях в области молекулярной биологии. Такие же лекции я готов прочесть и в Кембриджском университете.

Когда я приеду в Кембридж, я Вам позвоню. Я буду очень

рад повидаться с Вами. Моя жена и я очень часто вспоминаем о днях, проведенных вместе в Москве. Я уверен, что Вы и Ваша жена не забыли своего пребывания в Москве.

До скорой встречи. Прошу передать от меня и от моей жены большой привет Джейн.

Искренне Ваш
Антон

V. Insert the appropriate prepositions if necessary.

1. I wish to thank you ... your kind invitation ... a dinner to be held ... the Hotel Pickwick ... four o'clock ... Monday, June the third, nineteen ... which I have the pleasure ... accepting. 2. I am awfully sorry that I have to decline ... your kind invitation ... the reception as I have suddenly taken ill and am obliged to keep ... bed. 3. I have the pleasure ... extending ... you an invitation to visit this country ... invitation ... Yale University. 4. I am ... present travelling ... Great Britain ... the invitation ... the Longman's Laboratories and request ... you to receive me ... 3 p.m., ... Monday, 10 August 19... 5. I wish to thank you ... the official invitation to visit your country and inform you that the most suitable time ... me is any date ... early July. 6. I shall be happy to call ... your office if you inform ... me ... the time and date you can receive me. 7. Should any unforeseen business prevent me ... coming ... your country, I will inform ... you promptly. 8. ... early August a group ... American scientists and businessmen will be visiting your country to make contacts ... their counterparts. We would appreciate your kind attention ... their requests.

VI. Insert appropriate article if necessary.

1. It is very kind of you to extend to me ... invitation to visit your institute. 2. I have ... pleasure of accepting ... kind invitation ... Presidium of ... Academy of Sciences of ... USSR to attend ... Annual Meeting of ... Academy of Sciences of ... USSR. 3. I very much regret that I cannot accept your kind invitation at ... present as I have earlier agreed to visit Tokyo during ... same date. 4. In July I intend to make ... tour of Canada and would appreciate very much ... opportunity of visiting you. Please inform me of ... most suitable time and date. 5. I was very sorry to learn that you are unable to meet my request for ... appointment on ... 12 November 19 ... 6. It is with ... great pleasure that I remember ... fine time I had during my visit to your country and ... wonderful hospitality that was afforded me

7. ... Bearer of this letter, Dr. Sikorsky, a colleague of mine, who is on ... lecture tour in your country at ... invitation of ... Royal Society requests you to arrange for him ... visit to ... Institute of Applied Physics.

VII. Insert the appropriate word or expression: to extend an invitation, to agree, to welcome, to accept an invitation, to arrange for somebody an appointment, to contact, to introduce, to have an appointment, hospitality.

1. I shall be very happy ... you when I am in New York. 2. It is very kind of you ... to receive me when I arrive in Manchester. 3. I am awfully sorry I cannot visit your office at the time stipulated in your letter as I ... with another laboratory for 2 p.m. 4. Thank you for ... to me to your dinner party. 5. I wish once more to point out how wonderful your ... was during my stay in your country. 6. It is a pleasure ... to lecture at Princeton University. 7. The purpose of this letter is ... to you Dr. Hansen, a young researcher at our laboratory. 8. I am looking forward to ... you in this country. 9. Please do your best ... with Dr. Armstrong.

VIII. Add introductory phrases according to the pattern:
... to extend to you an invitation to visit this country in late summer. — It is a great honour to extend to you an invitation to visit this country in late summer.

1. ...to invite you to pay a visit to our institute. 2. ...if any other hour of appointment would suit you better. 3. ...if you accept our invitation to visit this country. 4. ...for drawing up my itinerary when I come to your country. 5. ...if you could call on me at 3 p.m., Tuesday, 26 April 19... 6. ...that I have booked airplane tickets and will arrive in Leningrad 2 p.m. Thursday.

IX. Complete the lines using the patterns of this section:
I would greatly appreciate ... — I would greatly appreciate it if you would inform me about my possibility of visiting the Siberian Research Centre.

1. I very much look forward to... 2. We shall be very glad if... 3. I would appreciate very much... 4. We have the pleasure and honour of... 5. I must inform you with regret that...

X. Build up sentences by arranging the words in their proper order.

1. Party, pleasure, your, cocktail, in, attend, a, kind, to, I, much, have, accepting, invitation. 2. Arrival, country, are, expecting, this, your, we, in. 3. Appointment, of, laboratory, chief, with, please, us, of, date, inform, of, our, and, the, time, your, the. 4. Room,

Cosmos, double, the, we, for, and, Hotel, a, you, reserved, you have, wife, at. 5. Time, postpone, for, and, may, you, to, ask, date appointment, our, I, another.

XI. Make up sentences using component parts of each column.

I am extremely sorry	to invite you to attend a reception	to our invitation
On behalf of myself and my wife	an early answer	to be held at the Institute of Biophy
I shall be very happy	that I have to decline	who is visiting your country
May I ask you	is to introduce Dr. Jones to you	at 3 p.m., Monday, 19...
We would appreciate	to call on you	for a later date
Unfortunately I have	of inviting you to attend a reception	for your hospitality
The purpose of this letter	to inform you	that I have to cancel our meeting
We request the pleasure	to postpone our appointment	your kind invitation

XII. Write out all the points of information from the following letter. Answer the letter on those points. Make use of the expressions of this section.

Dear Dr. Kazantsev,

I am very grateful to you for your kind invitation to pay a visit to the Soviet Union. My wife and I have discussed the matter over and are happy to accept it with great pleasure. I would appreciate having an official letter of invitation certifying the exact date, length of our visit and the itinerary of our tour. It would be wonderful if you could include Lake Baikal. It has long been our great desire to see this unique majestic lake.

I would also appreciate having more information regarding travel expenses: two-way flight tickets for myself and my wife (or only for me?), hotel accomodations and meals, and culture programme.

While in Moscow I would like to visit Dr. ... whom I haven't seen or heard from him for a long time. If he is in Moscow at that time, please arrange an appointment with him. I would be very much obliged.

Please convey our best regards to Tanya.

Jean Lacrosse

SECTION NINE

Section nine deals with correspondence concerning organization of congresses, conferences, etc. This section covers such topics as: call for papers, asking for and supplying information, letters of invitation (accepting, declining invitation)*.

ORGANISATION OF CONGRESSES, CONFERENCES, ETC.

1. CALL FOR PAPERS

Letter 1

18 September, 19...

Dear Dr. ...,

The National Geographical Society is very happy to invite all scientists interested in... to participate in the work of the 14th International Congress on "..." to be held in..., June 15-21, 19...

We intend to arrange into different sections presentations of about 600 papers and posters.

The program of the Congress will include 4 lectures and 6 invited papers in the plenary sessions on subjects of general interest. Apart from the contributed paper sessions, we are planning round-table discussions with the participation of outstanding scientists in the area of "...", workshops and a panel.

The Scientific Program will be complemented with visits to scientific institutions and research centres in the country.

A diversified Social Program will be drawn up for the pleasure of the participants and accompanying persons.

If you wish to participate in the work of the Congress, please complete the forms enclosed and return them at your earliest convenience so as to put your name on our mailing list for further information.

Sincerely yours,

Our address: ...

*For more information concerning organization of scientific meetings see: Басс Э.М., Жукова И.П., Богомолова А.Ф. Пособие для участников международных научных конференций. М.: Наука, 1988.

Letter 2

15th August, 19...

Dear Dr. Sorkin,

On behalf of the National Committee of Biology I should like to inform you that the Section of Ichthyology proposes organizing an International Symposium on Salt-water Fish in R... on 20th September, 19...

I consider that this will provide an excellent opportunity for most eminent world scientists to meet and discuss the many problems of Ichthyology both on a national and international level.

We would kindly ask you to prepare a paper on the work of your section in this field of research. It would be much appreciated if you could reply to this letter at your earliest convenience.

With best regards,

Yours sincerely,
Ferdinand R. Ainsweld

Letter 3
(reply to letter 2)

20th August, 19...

Dear Dr. Ainsweld,

I was very glad to receive your letter with the pleasant news that the Section of Ichthyology is going to organize an International Symposium on Salt-water Fish.

I am complying with your request concerning the contribution of a paper on our research and I shall be able to send it to you by the end of the month.

I trust I shall hear from you in the near future.

With best regards,

Yours sincerely,
Michael B. Sorkin

Letter 4

16th June, 19...

Dear Prof. Gordon,

Further to our conversation which took place in Paris at the X International Physical Congress and on behalf of the USSR Academy of Sciences I should like to submit our proposal regarding the

convocation of the XI International Physical Congress in Moscow, in 19...

Hoping that our proposal will meet with your approval,

Yours sincerely,
Boris S. Fedin

Enclosure: USSR proposals

Letter 5
(reply to letter 4)

22nd June, 19...

Dear Dr. Fedin,

Your letter dated 16th June, 19... has been given careful consideration and I am glad to tell you that all the scientists whom I have contacted are very sympathetic towards holding the XI International Physical Congress in Moscow, in 19...

We would very much appreciate it if you informed us what themes you propose and how many people are expected to participate in the Congress. I would like to make the following suggestion that we meet and discuss the themes in detail.

I trust I shall hear from you soon.

Yours sincerely,
Alfred B. Gordon

2. INVITATION TO PARTICIPATE IN THE WORK
OF THE ORGANIZING COMMITTEE

Letter 6

18th September, 19...

Dear Professor Novitsky:

At its previous meeting in..., the Executive Committee of the Morphological Society decided to convene the X International Conference on Morphological Structure in L..., in June 19...

We are setting up an Organizing Committee and would be very glad if you would agree to cooperate with us on this Committee.

I would be glad of your cooperation too in choosing some of the themes you think are of international interest as per enclosed list and to let me have, perhaps, other suggestions you consider advisable, before 1 November, 19... In this way we shall be able to make a well-considered choice.

Besides, we would appreciate your assistance in helping us contact other scientists who would be interested in attending and participating in the Conference.

I am looking forward to your reply in the very near future.

Yours sincerely,
John H. Hartley

Enclosure: list of themes

Letter 7
(favourable reply to letter 6)

27, September, 19...

Dear Professor Hartley,

I am very glad to receive your letter of 18 September 19... to learn that the Executive Committee of the Morphological Society has decided to convene the X International Morphological Structure Conference in L...

I am very grateful for your kind invitation to cooperate with you on the Organizing Committee and I accept it with pleasure. Besides, please find attached some of my suggestions as to the list of themes.

In reply to your request to assist in contacting other scientists who would be interested in participating in the work of the Conference, I am enclosing a list of such scientists. Personally, I suggest Dr. R.A. Smirnov and Dr. B.S. Anisimov of the Institute of..., who would be able to present papers covering the scope of the Conference.

I am making use of this opportunity to thank you for the reply and the fine souvenir you sent me. I trust I shall hear from you soon. My best regards,

Yours sincerely,
Yevgeny R. Novitsky

Enclosure: list of names
list of themes

Letter 8
(unfavourable reply to letter 6)

27th September, 19...

Dear Professor Hartley,

Thank you for your letter of 18th September, 19... from which I learn of your intention to convene the X International Conference on Morphological Structure.

I am very grateful to you for your kind invitation to cooperate

with you on the Organizing Committee but unfortunately, I am not in a position to accept it as I shall be very busy lecturing.

With respect to choosing some of the themes of International interest from the list you sent me, I would personally suggest the following ones:

1.

2.

These themes, in my opinion, reflect best of all the field of activity that the Conference should cover.

I am very sorry I cannot be of any further help to you.

With best wishes,

Yours sincerely,
Yevgeny R. Novitsky

Letter 9
(reply to letter 7)

16 October, 19...

Dear Professor Novitsky,

Thank you very much for your letter of 27th September, 19... We are pleased to learn that you are willing to cooperate with us in organizing the X International Conference on Morphological Structure.

All further information concerning the activity of the Organizing Committee will be forwarded to you for your consideration. The Chairman of the Committee will be Dr. A.P. Switzel. His address is: ... I trust you will soon hear from him. He was also very glad to learn of your participation in the work of the Committee.

We are very grateful to Dr. Smirnov and Dr. Anisimov for their willingness to present their papers. The Organizing Committee will contact Dr. Smirnov and Dr. Anisimov in order to extend to them an official invitation to attend the Congress.

I am happy to learn that you are pleased with the souvenir.

Hoping to hear from you again, I remain,

Yours sincerely,
John H. Hartley

Letter 10

8th March, 19...

Dear Prof. Fedoseyev,

We wish to inform you that the meeting of the Executive Committee will take place in K... on 25th March, 19...

The Agenda of the meeting is the following:

1. ...
2. ...
3. ...

If you have any other suggestions to make, kindly write to us
once so that we could have them distributed to other members
of the Committee for provisional consideration.

I am looking forward to seeing you at the meeting.

Yours sincerely,
Robert P. Simmens

Letter 11
(reply to letter 10)

13 March, 19...

Dear Dr. Simmens,

I acknowledge receipt of your letter in which you inform about
the meeting of the Executive Committee. I wish to inform you that I
shall attend the meeting and that I shall arrive in K... on the 23rd
March, 19... I kindly ask you to make reservation for me at the Hotel
Bristol.

Please find enclosed some suggestions that our Commission wishes
to make.

Yours sincerely,
Igor F. Fedoseyev

Enclosure

Letter 12
(circular letter)

12th November, 19...

Dear Colleague,

The main object of this letter is to bring you up to date with the
Committee news.

I have written to all the members of the Planning Committee
inviting them to help us in the organization of the Congress and in the
preparation of the Program.

The next meeting of the Committee will be held in S... in January
19...

Yours sincerely,
John H. Higgins

INQUIRING FOR INFORMATION

Letter 1

January 17, 19...

Dear Prof. Borkov,

I have recently come across an announcement in the Journal
of ... calling for papers for presentation at the ... Conference which
you are convening in August 19...

I would appreciate having more information about the meeting
so that I could prepare a paper/poster on the following theme "...".

If you find my work to be of interest, I shall be looking forward
to receiving an invitation to attend.

Yours sincerely,
John P. Wittermann

Letter 2

12 March, 19...

Dear Sir:

I am writing to inquire about the... Congress which is to be
held in K..., in August 19...

I would be grateful if you would send me detailed information
concerning the program of the Congress. I am engaged in the
following area of exploration: "...".

I would be interested in presenting a paper if my work is related
to the scope of the Congress.

Sincerely yours,
Michial S. Strommer

Letter 3
(reply to letter 1)

17 March, 19...

Dear Dr. Wittermann,

I am happy to learn that you have responded to our call for papers.
I wish to inform you that the topic of your paper/poster is in line
with the scope of our conference.

Please consider this letter as an invitation to participate in the
work of the Conference on...

Will you kindly send the thesis of your paper/poster not later
than June 25, 19... We have put your name on our mailing list for
further information.

Yours sincerely,
Boris, M. Borkov

Letter 4
(favourable reply to letter 2)

Dear Dr. Strommer

April 3, 19...

I am writing to inform you that I have received your letter of 12 March 19... I have the pleasure of informing you that the work of you are engaged in is related to the scope of our Congress. Further information will be sent to you as soon as the material is ready. We have put your name on our mailing-list.

Yours sincerely,
Andrei P. Belikov

Letter 5
(unfavourable reply to letter 2)

Dear Dr. Strommer,

April 3, 19...

In reply to your letter of 12 March 19... I am sorry to inform you that your work is not in line with the scope of our Congress. However I have good news for you. I know that the National Committee on... is convening a conference in September, 19... and will deal with such problems as you suggest in your letter.

I am forwarding your address to the Organizing Committee so that they can put your name on their mailing-list.

Yours sincerely,
Andrei P. Belikov

INVITATIONS TO CONGRESSES AND CONFERENCES

1. SENDING OUT INVITATION

Letter 1
(official invitation)

10 Feb., 19...

Dear Dr. Baskin,

The Organizing Committee for convening the III International Congress on... officially invites you to participate in the work of the Congress to be held in C... from 3rd to 9th July.

We would appreciate an early reply to this invitation and hope we shall have the pleasure of seeing you at the Congress. Further arrangements will be expedited if your immediate acceptance of the invitation is written directly to the Organizing Committee.

Please find enclosed a preliminary list of topics, which can cover your field of scientific activities. We kindly request you to inform us the title of your paper/poster.

Yours truly,
Frank R. Williams
Chairman of the Organizing
Committee

Enc.: List of topics

Letter 2
(official invitation)

June 3, 19...

Dear Dr. Samson:

On behalf of the USSR Academy of Sciences and the Organizing Committee of the 10th International Congress on... I have the honour and pleasure of extending to you an invitation to participate in the work of Congress and to give a lecture at the Plenary Session covering your area of research.

An early reply to this letter would be appreciated.

Sincerely yours,
F.N. Frolov, Professor
Chairman of the Organizing
Committee

Letter 3

10th November, 19...

Dear Professor Senta,

By this letter I am happy to extend to you and your wife an invitation to attend the IV International Conference on... to be held in P... from 10th to 16th June, 19... We would be pleased if you would give your consent to give a plenary lecture on any subject covering the scope of the Conference, or to chair one of the sessions. Your participation should indeed be valuable in ensuring the success of the Conference.

If you find the opportunity to accept our invitation, we would appreciate receiving an abstract of your talk by February, 1, 19... Enclosed please find the guidelines for typing the abstracts and a tentative program of the International Conference. The 2nd Announcement of the IV International Conference on ... has been sent to you by separate mail.

The USSR Academy of Sciences will be happy to cover your and your wife's registration, accommodation fees and travel expenses during your seven-day stay in this country as well as provide free economy class two-way Aeroflot tickets from the nearest airport Aeroflot has flights from to Moscow and back.

I will appreciate your response at your earliest convenience.

Sincerely yours,
A.P. Erskov, Professor
President of the IV International Conference on

2. ACCEPTING AND DECLINING INVITATION TO SCIENTIFIC MEETINGS

Letter 4
(accepting invitation to letter f)

Dear Dr. Williams,

I wish to inform you that I have received your letter of 10 Feb. 19... in which you officially invite me to participate in the work of the III International Congress on... to be held in C... from 3rd to 9th July, 19...

It gives me great pleasure to accept your kind invitation to the Congress. From the list of topics enclosed in your letter I can present a paper under the title "...".

Please confirm agreement as to the title as soon as possible so that I have enough time to prepare my paper. I am looking forward to receiving further information from you.

Sincerely yours,
Andrei S. Baskin,
professor

Letter 5
(reply to letter 4)

Jan. 3, 19...

Dear Dr. Baskin:

I was very happy to receive your letter of 16 Feb. 19... in which you inform us about your willingness to participate in the III International Congress on... to be held in C... from 3rd to 9th July, 19...

I wish to advise you that the Program Committee confirms the

topic of your presentation and is looking forward to receiving the thesis of your paper as soon as possible.

We have put your name on our mailing list for sending you further information.

Sincerely yours,
Frank R. Williams

Letter 6

22 April, 19...

Dear Dr. Jackson,

I wish to express my deep gratitude to you for your invitation to participate in the XIX International Symposium on... to be held in L... in early June, 19...

I very much regret to inform you that I have to decline your invitation owing to the fact that our experiment is in full swing and cannot put it off. I believe you understand my situation.

With kind regards,

Sincerely yours,
Andrei S. Kudryavtsev

Letter 7

June 10, 19...

Dear Dr. Frolov,

I very much appreciate your kind invitation to participate in the VII Conference on Electroanalytical Chemistry to be held in Tbilisi. I am sorry to lose this opportunity of coming to your country and meet my colleagues.

Had your invitation reached me a little earlier I would have been happy to attend the Conference. Unfortunately it is inconvenient for me to cancel my commitment to give a series of lectures to a body of undergraduates of Wisconsin University for that period of time.

All best wishes for a successful Conference. Please give my best regards to Natasha.

Sincerely yours,
Fred S. Ellington

3. ACCEPTING AND DECLINING ABSTRACTS OF PAPERS

Letter 8

April 10, 19...

Dear Professor...,

Thank you for your letter and abstract of the paper to presented at the IV Conference on... . Your submitted abstract be considered by the Program Committee for publication in Book of Abstracts.

Please find enclosed instructions for preparing abstracts of paper in camera-ready copy.

Thank you very much for your interest in and contribution to the conference.

Sincerely yours,

...

Letter 9

May 11, 19...

Dear Dr. ...,

I am very happy to inform you that the abstract of your poster/paper has been accepted for publication in the Congress Book of Abstracts.

Your abstract has been registered under number 210.

Many thanks for your contribution.

Looking forward to seeing you at the Congress.

Yours sincerely,

...

Letter 10

May 12, 19...

Dear Dr. ...,

The Program Committee has considered the submitted abstract of your paper. We very much regret that your topic is unsuitable for presentation, as it does not fit into the scope of the present Congress.

Truly yours,

...

Here are some of the most commonly used phrases and sentences covering this section.

Arranging congress, etc.:

1. We have decided to convene a Congress...
2. We are setting up an Organizing Committee for...
3. We would be glad of your co-operation in choosing the themes of the Congress.
4. Please inform us what themes you propose.
5. I would like to submit the following proposals regarding...
6. We hope that our proposals will meet with your approval.
7. We are looking forward to your participation in the Congress.
8. We kindly ask you to agree to co-operate with us on the Committee...
9. I am very happy to become acquainted with the contents of the program(me).
10. We would like to welcome your report.
11. We propose the following arrangement of presentation of papers.
12. The length of the paper should not exceed... words.
13. Each reporter will be allotted... minutes for his presentation.
14. We kindly ask you to prepare a paper on...
15. We would appreciate your assistance in organizing...
16. I am very grateful to you for your kind invitation to cooperate with us on the Organizing Committee.

Extending an invitation:

1. (On behalf of...) I have the pleasure of extending to you an invitation to...
2. It is a great pleasure to extend to you an invitation to...
3. (May) we (I) have the pleasure of inviting (to invite) you to...
4. May I (we) cordially (sincerely) invite you to...
5. It is a great pleasure (privilege) and honour to invite you to...
6. * I trust you will kindly accept this invitation.
7. It would give me very much pleasure if you would accept this invitation.
8. It would be very much appreciated if you could reply to this invitation at your earliest convenience.

Accepting an invitation:

1. Thank you for your kind (sincere) invitation which I accept with great pleasure.
2. I accept your kind invitation with great pleasure.
3. I am pleased to receive your invitation to...

*Sentences 6, 7, 8 are usually typed in the end of letters of invitation.

4. It is a great pleasure and honour to accept your invitation.
5. I have much pleasure in accepting your invitation to...

Declining an invitation*:

1. Thank you very much for your kind invitation, but I have to decline it owing to...
2. I am very much obliged for your invitation to..., but I have much regret that I am unable to accept it as I have...
3. I am sorry to decline your kind invitation.
4. It is with great regret that I have to decline your invitation.
5. I regret to inform you that I am not in a position to accept your invitation to...
6. I much regret that I am not able to attend the conference owing to another previously arranged engagement.
7. I very much regret to find that I am unable to attend the conference owing to my illness.
8. I regret to inform you that I am not able to accept your invitation owing to my personal circumstances.

EXERCISES

I. Translate into Russian.

1. The National Association of... has the pleasure of inviting you to participate in the work of the Organizing Committee. 2. The Organizing Committee is happy to invite all persons interested in... to attend or participate in the work of the Symposium on... to be held in Leningrad, July 10-15, 19... 3. On behalf of the Organizing Committee I wish to inform you that the next meeting will be held in Paris, 10th May. I am looking forward to seeing you at its session. 4. The Programme of the Congress will be elaborated in such a way as to show current trends in the area of... 5. We are planning sessions in the form of invited papers, contributed papers, round-table discussions, poster presentations and workshops. 6. The Social Programme Committee has drawn up an interesting programme for the participants and accompanying persons. 7. It is a great pleasure to ask you to preside at the contributed paper session N 17 to be held on Sunday, 10th July 19... 8. I am very happy to extend to you an invitation to participate in the 10th International Congress on... and to present a talk on your area of investigation. 9. I am looking forward to welcoming you and your wife to the International

*It is always polite to give your reason for declining an invitation.

Congress on... 10. I have the pleasure to invite you to participate in the work of the Symposium on ... which is scheduled for 15th to 19th August, 19... 11. I am very pleased to accept your invitation to attend the Conference. 12. It is a great honour and pleasure for me to accept your invitation to give a talk on... 13. Thank you very much for your kind invitation to participate in the XX International Congress on... 14. I am writing to inquire about the International Symposium to be held in your country, March 10, 19... I would be grateful if you give me detailed information about the Program of the Symposium. 15. I would appreciate having more information about the International Congress on... which you have undertaken to organize in your country. This would be very helpful for me to think over what to prepare: a paper or a poster. 16. I happen to be engaged in the same area of topics which are suggested for the Conference. Therefore I am sending you the thesis of my paper (poster). If you find it to be of interest, I shall be looking forward to receiving an invitation to attend. 17. I am happy to inform you that the Program Committee has accepted your paper/poster for presentation at the International Congress on... We have put your name on our mailing list for further information. 18. I am awfully sorry to inform you that the Program Committee has declined your paper/poster as the topic of your work is not in line with the scope of the Conference. 19. I appreciate very much your invitation to attend the International Congress on... but I regret that I cannot accept it as I have already undertaken other commitments. 20. I regret I must decline your invitation to give an invited paper at the... International Congress as I have earlier agreed to present a paper at another Conference at the same time. 21. I am very much obliged to you for your kind invitation to participate in the work of the Congress but I regret my schedule will not allow me to attend. 22. I wish to express my personal appreciation for the warm hospitality that we were accorded in your country during the Congress.

II. Translate into English.

1. Организационный Комитет имеет честь пригласить Вас принять участие в работе Конгресса, который состоится в Ленинграде с 15 по 21 августа 19... 2. Национальное химическое общество радо пригласить Вас участвовать в работе Оргкомитета. 3. От имени Оргкомитета сообщаю Вам, что следующая встреча Комитета состоится 15 июня в Киеве. 4. Я был бы очень признателен, если бы Вы сообщили мне более подробно о Международной конференции, которая состоится в Москве с 12 по 20 сентября 19..., так как я желаю принять участие в ее ра-

боте. 5. Я хотела бы принять участие в конференции и поэтому высылаю Вам тезисы своего доклада. 6. Прошу сообщить последний срок (deadline) принятия тезисов стендового сообщения. 7. Имею честь сообщить Вам, что наша лаборатория занимается исследованием... и мы были бы рады сделать сообщение о нашей работе на Международном конгрессе по... 8. Весьма благодарен Вам за приглашение выступить с докладом на конференции по... 9. Сообщаю Вам, что я получил Ваше официальное приглашение принять участие в конгрессе по... и готов выступить с докладом... 10. Весьма благодарен за Ваше приглашение выступить с докладом на пленарном заседании, но, к сожалению, я вынужден отказаться ввиду того, что я еще раньше дал согласие выступить с докладом на IX Международной конференции, которая состоится в то же время. 11. Я принимаю Ваши извинения в том, что не могу поехать в Вашу страну для участия в работе Симпозиума, так как в настоящее время мое здоровье не позволяет мне совершить длительное путешествие. 12. Сообщаю Вам, что я выслал Вам тезисы своего доклада отдельным текстом. Прошу подтвердить получение. 13. Я рад сообщить Вам, что Программный комитет принял Ваши тезисы доклада и он будет опубликован в научных трудах Конгресса. 14. Сообщаю Вам, что программа международного Конгресса по... и предварительный (tentative) список участников будут высланы Вам, как только мы получим уведомление (notification) об уплате Вашего регистрационного взноса. 15. Я весьма признателен Вам за Ваше приглашение участвовать в работе конференции по... и быть гостем Вашей страны. Я и моя жена прибудем в Хьюстон 20 июня 19... Прошу встретиться с нами в аэропорту. 16. Имею честь сообщить Вам, что я подтверждаю свое согласие участвовать в качестве председателя секции. 17. Ваше выступление на пленарном заседании запланировано (is scheduled for) на 3 июля 19... в 14 часов. 18. Я был бы Вам очень обязан, если бы Вы могли прислать мне научные труды Конгресса, так как я не имею возможности приехать на конгресс из-за болезни.

III. Translate the following letter into Russian.

Dear Dr. Novikov,

I wish to inform you that the XXVII International Conference on... will be held in..., 18-27 August, 19...

It is my honour and privilege to invite you and your wife to attend the Conference. The Conference will proceed in the form

of plenary sessions, poster presentations, and round-table and panel discussions. Many outstanding scientists engaged in this area of science have given their consent to participate. Your participation will indeed be valuable in ensuring great success in the work of the Conference.

By this letter I am happy to inform you that the Organizing Committee will cover your and your wife's travelling expenses (free SAS tickets to and back), registration and hotel accommodation fees.

The Organizing Committee has drawn up an exceedingly interesting Social Program for the participants and accompanying persons. Post-Conference tours to other cities and research centres will be arranged according to schedule.

We are looking forward to your accepting this invitation and seeing you and your wife at the Conference.

Trusting to hear from you soon, I remain

Sincerely yours,

...

IV. Translate the following letters into English.

I. Многоуважаемый д-р Паркер!

Я и моя жена были очень рады получить от Вас письмо, в котором Вы приглашаете нас посетить Вашу страну с 15 по 25 августа в качестве гостей и принять участие в Международной конференции по... Мы весьма благодарны Вам за Ваше приглашение и с удовольствием его принимаем.

Я не сомневаюсь, что конференция будет очень интересной и успешной, поскольку будет участвовать столь представительное собрание (congregation) ученых.

Мне будет очень приятно вновь встретиться со своими коллегами и друзьями, которых я давно не видел.

Очень прошу Вас прислать мне более подробную информацию о научной программе.

Дату вылета сообщим телеграммой.

Искренне Ваш

...

II. Многоуважаемый д-р Паркер!

Получил Ваше письмо от... и очень благодарен за Ваше приглашение приехать в... для участия в работе Конференции по... Я весьма сожалею, что на этот раз не смогу приехать, так как я раньше дал согласие участвовать в XIX Конгрессе по..., который

состоится в то же время, что и Ваша Конференция. Еще раз благодарю Вас за Ваше любезное приглашение.

Искренне Ваш

...

P.S. Я имею приглашение прочитать цикл лекций в Вашем университете в ноябре, и я и моя жена будем рады повидать Вас.

V. Insert the appropriate preposition if necessary.

1. The National Committee ... Geography cordially invites you to participate ... the XV Congress ... Geophysics which is to be held in Erevan ... 12th ... 18th ... September, 19... 2. I am writing to inform you that I have received your information ... the date ... the Symposium on Magnete Flued Dynamics. 3. The Organizing Committee... the X International Congress ... Chromatography is happy to inform you that your contribution... the Congress has been accepted... the Programme Committee. 4. Should any unforeseen business prevent me ... attending ... the Congress I shall let you know... once. 5. Thank you ... your kind invitation to give ... a talk ... "Transition metal complexes"... the XXV ... "Metal Transition Conference." 6. I have the pleasure to inform ... you that the Programme Committee has accepted your poster ... presentation at the Symposium. 7. I am sending you under separate cover the thesis ... my paper. 8. All further information ... the activity ... the Organizing Committee will be forwarded ... you ... consideration. 9. I am very grateful ... you ... your willingness to present a paper. 10. ... reply ... your letter ... April 10, 19... I am sorry to inform ... you that your paper has not been accepted ... presentation ... the Congress as the theme is far ... the scope of the Conference. 11. I am looking ... to seeing you and your wife ... the Symposium. 12. On behalf ... the Organizing Committee I have the pleasure ... extending ... you an invitation to participate ... the work ... the Congress.

VI. Insert the appropriate article if necessary.

1. We would appreciate to have ... early reply to this invitation. 2. ... 3rd Circular has been sent to you by ... separate mail. 3. Your participation will be ... great contribution to ... success of ... Symposium. 4. Enclosed please find ... tentative program of ... XVII International Conference on ... Rubber and Elastomers. 5. It gives me great pleasure to accept your kind invitation to ... Congress. 6. I wish to advise you that ... Programme Committee confirms ... topic of your

paper. 7. It is ... pleasure to inform you that ... abstract of your paper has been accepted for publication in ... Congress Book of ... Abstracts. 8. The Social Programme is elaborated in such ... way as to show ... latest trends in ... microscopic equilibrium of crystal surfaces. 9. Apart from ... plenary sessions we are planning ... poster presentations. 10. I was glad to receive your letter with ... pleasant news that you have accepted our invitation to preside over ... 14th section. 11. Please find enclosed ... list of ... Canadian delegation to ... IV Congress on "...". 12. All further information concerning ... activity of ... Organizing Committee will be forwarded to you in ... near future.

VII. Insert the appropriate word or expression: include, inform, contact, to have an appointment, purpose, hospitality, consent, elucidate, contribution, to extend an invitation.

1. During the coffee break I ... with Dr. Snow to discuss some important problems. 2. We thank you very much for the warm reception and ... you afforded us during the Congress. 3. Please ... the chairman of the Organizing Committee as soon as you arrive in Moscow. 4. Kindly ... the Chairman of the Programme Committee the title of you ... 5. The ... of this Conference is... such problems as scientific documentation, storage and retrieval of scientific information. 6. Thank you for ... to give a talk on "...". 7. The Social Program will ... also a visit to the Bolshoi theatre. 8. I am happy ... to attend the Conference.

VIII. Add introductory phrases according to the pattern:

Example: ...to extend to you an invitation to participate in the XXX International Congress to be held in Oslo in 19... - It is a great honor to extend to you an invitation to participate in the XXX International Congress to be held in Oslo in 19...

1. ...that I am unable to attend the Conference. 2. ...that you have accepted my paper for presentation. 3. ...for sending us further Congress material. 4. ...inform us on the deadline for submitting the thesis of papers. 5. ...cable the date of your arrival. 6. ...submit your proposal regarding the themes of the Symposium.

IX. Complete the lines using the introductory patterns of this section.

Example: I would greatly appreciate ... - I would greatly appreciate your informing me of the date of arrival of your delegation to the Congress.

1. I would very much appreciate... 2. I very much look forward to... 3. We shall be very glad if ... 4. We have the pleasure and honour to... 5. I am happy to inform you that... 6. I very much regret that...

X. Build up sentences by arranging the words in proper order.

1. Distribute, opening, the, shall, the, we, discussion, of, before papers, the. 2. Their, present, ten, the, contributors, permitted, a will, maximum, be, individual, minutes, to, of, reports. 3. List, up have, of, made, you, the, discussants? 4. We, Congress, date, inform the, would, grateful, would, very, if, you, us, exact, of, be, the, of 5. Monday, you, would, make, I, to, appointment, for, like, and with. 6. Invitation, inform, that, I, regret, kind, you, must, I, do your, very, decline, to, much.

XI. Make up sentences using component parts of each column.

The order of presentation	I wish to thank you	as soon as possible?
We cordially invite you	having further	for the participants and accompanying persons
We wish to inform	if you accept our	for the members of your delegation to the Congress
On behalf of our delegation and myself	the date of your arrival	in the near future
Will you kindly cable us	to present a paper	for the participants and accompanying persons
We would appreciate	that we have reserved accommodations at the hotel	to attend the Conference
I shall be very happy	will be complemented with a diversified programme	about the Symposium
The Scientific programme	to present a paper	at the VII Congress of

XII. Write out all the points of information from the following letter. Answer the letter on those points. Make use of the expressions of this section.

Dear Dr. M_

I am very grateful to you for your letter of June 10, 19... in which you invite me and Dr. S_ to participate in the work of the XXV Congress on...

As far as I am concerned I accept your invitation with great pleasure. I have recently completed a series of investigations on... and

could give a talk on the methods we used in our work. The results obtained are beyond all our expectations. The topic of my presentation could be "...". I believe it is within the scope of the Congress.

Yesterday I phoned to Dr. S_ about the invitation. He was very glad to receive it, but he regrets that he cannot attend as he has already accepted an invitation to another Congress for the same date. However, he is willing to send the thesis of this paper and asks me to read out in full the text of this report.

I have recently attended a Conference on... which was held in G_ and was acquainted to Dr. P_ during the lunch break. We had a very interesting discussion about our common work, and I believe he could present a paper on... I suggest that you invite him.

Looking forward to hearing from you soon.

Sincerely yours,

...

SECTION TEN

Section ten deals with such aspects as congratulations, greetings, wishes and sympathy. The message should be conveyed briefly, expressively, cordially. It is always polite to express one's gratitude for the congratulations or sympathy and to return the greeting.

CONGRATULATIONS

Letters of congratulation are written to institutions, organizations or private persons in connection with success, celebrations, anniversaries, significant occasions, etc.

Letter 1

12th April, 19...

Dear Dr. Chapman,

I wish to congratulate you on the success of the V International Oceanological Congress and hope that the next Congress will be as fruitful and interesting as this one.

With best regards,

Yours sincerely,
Alexander P. Rozov

Letter 2 (reply to letter 1)

16th April, 19...

Dear Dr. Rozov,

It is kind of you to write such a warm letter of congratulation to me. I am very glad to learn that the V International Oceanological Congress was of great interest to you.

With best wishes,

Yours sincerely,
Peter S. Chapman

Letter 3

4th May, 19...

Dear Mr. Burov,

We wish to express our sincere congratulations on the successful completion of your interesting experiment and trust that the material will be published in the near future.

Yours cordially,
Frank P. Solgers

Letter 4

August 14, 19...

Dear Prof. Hinge:

I was very happy to read in the newspaper that you had received the Walter Prize for your outstanding work and I hurry to congratulate you at once. I wish you further success in your activities.

Sincerely yours,
George E. Skakovsky

Letter 5 (reply to letter 4)

August 25, 19...

Dear Dr. Skakovsky:

Thank you very much for your letter and sincere congratulations on the award of the Walter Prize.

I am looking forward to seeing you at the VII International Chemical Conference.

Best wishes,

Truly yours,
Paul T. Hinge

Letter 6

17th November, 19...

Dear Dr. Bobrikov,

I am very much obliged to you for your kind invitation to attend the Jubilee celebration of your Institute, which I accept with great pleasure.

I wish to use this opportunity and to congratulate you and your colleagues on this magnificent occasion and wish you good health and every success.

Yours truly,
Stanley P. Robinson

Letter 7
(reply to letter 6)

23rd November, 19...

Dear Dr. Robinson,

I am very grateful to you for your cordial congratulations on the Jubilee date of our Institute.

It gives me much pleasure to learn that you have accepted our invitation.

I am looking forward to seeing you soon,

Yours sincerely,
Matvei P. Bobrikov

Letter 8

1st November, 19...

Dear Dr. Ponomarenko,

On behalf of the National Committee for Optics and myself I have the pleasure of extending to you our sincere congratulations on the occasion of your national holiday and wish all our Soviet colleagues great success and fruitful work in developing all branches of sciences for the happiness of mankind.

With best regards,

Yours sincerely,
Henry P. Reese
Chairman of the National Committee of Optics

Letter 9
(reply to letter 8)

9th November, 19...

Dear Dr. Reese,

I am in receipt of your letter dated 1st November and wish to thank you most cordially for your congratulations on the occasion of our national holiday. The peaceful work of Soviet scientists is

aimed at developing and using all areas of sciences for the benefit of mankind and for the improvement of international relations with all countries.

With best regards,
Yours sincerely,
Oleg F. Ponomarenko

Letter 10

June 24, 19...

Dear Dr. Saltykov,

It is a great pleasure to congratulate you on the occasion of your 60th birthday and to wish you good health and long years of further activity as a scientist and teacher.

Yours sincerely,
Peter R. Gingers

Letter 11
(reply to letter 10)

June 26, 19...

Dear Dr. Gingers,

I am indeed very grateful to you for your kind letter containing 60th birthday greeting.

Many thanks.

Yours sincerely,
Ivan S. Saltykov

GREETINGS AND WISHES

Greetings and wishes may be short letters or short notes in the content of a letter on any other matter.

Letter 1

August 29, 19...

Dear Dr. Kozlov:

I am making use of the opportunity to send you my sincere greetings through the courtesy of Prof. Adams who is going to visit your country in late October.

Enclosed are some of the snapshots made during the Symposium in Baltimore.

I trust I shall hear from you soon.

Sincerely,
Jean H. Carpenter

Letter 2
(reply to letter 1)

September 8, 19...

Dear Dr. Carpenter:

Thank you very much for your kind greetings which came to me via Prof. Adams who is here on business. The snapshots that you sent me along with the greetings remind me of the pleasant time of our meetings in Baltimore. Please give my best regards to your wife and sons.

I am looking forward to seeing you again at the next Symposium.

Sincerely yours,
Viktor P. Kozlov

Letter 3

10th March, 19...

Dear Prof. Jones,

Dr. Shatrov has recently returned to Moscow and he asked me to convey to you and your colleagues his best regards and wishes.

I should also like to send you my best greetings with the warmest recollections of our meetings in London and with the deepest gratitude to you for the hospitality I enjoyed there.

I am now writing up a report of the work I carried out at the Belmont Laboratories and would kindly ask you to send me the following information:

1. ...
2. ...
3. ...

I trust you will reply to this letter soon.

Yours sincerely,
Maxim P. Markov

Letter 4

December 12, 19...

Dear Colleague,

I cannot tell you how delighted I was with the reprint as well as with the handsome present you sent me. It is a most pleasant present which I shall always treasure.

Please accept my renewed thanks not only for the reprint and beautiful gift, but also for the good wishes which you kindly sent with them.

With best regards,

Yours sincerely,
Franklin S. Sparks

Letter 5

January 15th, 19...

Dear Dr. Goodwin,

I thank you for the good wishes in your letter of January 10th. I certainly reciprocate these to you yourself and all your colleagues.

At the same time I wish to repeat my thanks for the book you have sent me.

With best wishes,

Yours sincerely,
Nikolai R. Romanov

New Year greetings are presented in the following letters:

Letter 6

27th December, 19...

Dear Dr. Golovin,

It gives me great pleasure to inform you that the translation of your book has been completed and is now being prepared for print. I would kindly request you to send us new photographs of Figures 3, 7, 14 and 28. The ones we have are no good for printing.

I take this opportunity to send you my best wishes for the New Year and wish you vigorous health and great success in your research.

With kind regards,

Yours sincerely,
Arthur P. Boone

Letter 7
(reply to letter 6)

Dear Dr. Boone,

I am indeed happy to learn that my book has been translated and will soon appear in the English edition.

I wish to thank you most cordially for all the trouble you went through with the arrangement for its publication. I am awfully sorry that the photos are no good for printing and I am sending you new ones. I am sure they will be much better.

You were very kind indeed to extend your good wishes for the New Year. I am very glad of this opportunity to wish you and your colleagues a happy and successful 19...

Yours sincerely,
Boris M. Golovin

New Year (post)card greetings are usually short, consisting largely of one sentence, rarely more:

1. Best Wishes for the New Year!
2. All Good Wishes for the New Year!
3. Best Wishes for a pleasant and successful New Year!
4. Every Good Wish for the New Year!
5. Every best wish to you for 19... from my family and myself!
6. I wish you a happy New Year!
7. Best Wishes for your Health and Happiness through the Coming Year!
8. With all Good Wishes for the Coming Year (the New Year) from ...
9. With Best Wishes for the New Year from...
10. With greetings for the New Year from...
11. Best seasonal wishes.

SYMPATHY AND CONDOLENCE

Letter 1

August 12, 19...

Dear Dr. Kuzmin,

We are deeply grieved to announce the news that Professor James R. Armstrong died on August 10 after a prolonged and grave illness at the age of 74.

Albert P. Piedmont

Letter 2
(reply to letter 1)

August 16, 19...

Dear Dr. Piedmont,

It is with deep personal grief that I learned of the death of Professor James R. Armstrong.

All who knew him will always remember his kindness and his helpful advice.

Please accept my most sincere condolences and expression of wholehearted sympathy with you.

Please also convey my sympathy to his family.

Ivan S. Kuzmin

Letter 3

10th June, 19...

Dear Mrs. Brown,

I have been deeply grieved to learn of the death of your husband. I am writing you this short note to say how deeply I sympathize with you in your terrible bereavement.

Please accept my deep and true condolences.

Yours truly,
Sophia R. Kaverina

Letter 4
(reply to letter 3)

16th June, 19...

Dear Mrs. Kaverina,

Your letter of sympathy brought me considerable comfort in my bereavement.

With renewed thanks for your understanding and sympathy, I remain,

Yours truly,
Ann Brown

Letter 5

August 10th, 19...

Dear Prof. Andrianov,

I am writing to inform you that Dr. Heinz has been taken ill and is at present in hospital. He will probably have to undergo an opera-

tion. In this connection I am awfully sorry to inform you that Dr. Heinz will have to cancel his visit to your country as a guest of the USSR Academy of Sciences.

Yours truly,
Miss Helen Greene,
Secretary to Prof. Heinz

Letter 6
(reply to letter 5)

August 15th, 19...

Dear Miss Greene,

I was very sorry to hear that Dr. Heinz has been taken ill and is in hospital. I very much regret that he has to cancel his visit to this country as I was looking forward to making his acquaintance at long last. This will have to wait for another time.

I send all my best wishes for his quick recovery.

Yours truly,
Sergei P. Andrianov

Letter 7

August 20th, 19...

Dear Prof. Andrianov,

Thank you very much for your kind wishes to Dr. Heinz; I shall convey your words to him personally when I see him at the hospital. Dr. Heinz has already been operated upon and he feels much better now.

We trust that Dr. Heinz will make a speedy recovery and will be able to plan a visit to your country in the near future.

Yours truly,
Miss Helen Greene

Here are some of the most commonly-used phrases and sentences in congratulations, greetings and sympathy.

Extending congratulations:

1. May I congratulate you { on the occasion of...
on...
2. I heartily congratulate you on...

3. It is with great pleasure I write to congratulate you on...
4. Please (kindly) accept my most cordial and warmest

congratulations { on the occasion of...
on...

5. On behalf of ... I wish to extend (convey) to you our sincerest congratulations on...

6. I must write you this letter (note) to congratulate you on... I wish you every piece of good luck.

7. My Best Congratulations!

Replying to congratulations:

1. I am { obliged
grateful } to you for your sincere congratulations.
thankful

2. Thank you very much for your kind congratulations.

3. I must thank you most deeply for the congratulations you have sent me.

4. It is most kind of you to write me such a cordial (friendly) letter of congratulation.

5. It is indeed so nice of you to send me such a warm letter of congratulation.

Extending greetings and wishes:

1. Please accept my greetings and warm wishes.

2. I would like to convey (extend) to you and your wife my best wishes.

3. I send you my best wishes and kind regards.

4. May I wish you success in...

5. May I wish you good health and prosperity in...

6. I send you my best wishes for a quick recovery.

Replies to greetings and wishes may be expressed through the same phrases as in replies to congratulations by substituting the word congratulation for *wishes* or *greetings*:

Announcing death or illness:

1. We are deeply grieved to announce that...

2. It is with deep grief that I have to announce about...

3. On behalf of ... I inform you of the...

4. It is my sad duty to inform you that...

5. It is in my bereavement that I write to you about my irreparable loss.

6. You will, I know, be very sorry to hear of the sudden...
7. I am writing to inform you that C_ has taken ill.

Extending sympathy:

1. I am deeply grieved by the sad news of B_ 's sudden death. Please accept my sincere condolences.
2. I am writing immediately to express (convey, extend) our sincere condolences in your bereavement.
3. I was grieved (sad) to receive your letter this morning and to learn of...
4. I am directed to express (convey, extend) to you, on behalf of the Council, their deep sympathy with you in the loss of your...
5. I simply cannot find words enough in which to express to you my profound sympathy.
6. Please accept the expression of our deepest sympathy.

Expressing appreciation for sympathy:

1. I am grateful to you for your kind note of sympathy.
2. I deeply appreciate your kind and consoling words of sympathy in my bereavement.
3. I thank you very much for taking such an interest in my health.
4. I am glad to inform you that I am on my way to full recovery.

EXERCISES

I. Translate into Russian.

1. Thank you very much for your letter and good wishes. May I wish you also a happy New Year. 2. Please give my best greetings to our mutual friends at your Institute. 3. I would kindly ask you to convey my deep sympathy to Dr. P_ in his bereavement. 4. It gives me infinite pleasure to congratulate such a distinguished scientist as you on the occasion of your 70th birthday. May I wish you many happy returns of the day and good health. 5. Please accept my sincere gratitude for the warm words and cordial wishes that you convey in your address to me. 6. Allow me to congratulate you in connection with your new appointment as Chairman of the Commission for Spectroscopy and wish you every success and fruitful work in this office. 7. Shocked by the tragic (sudden) death of your husband, I ask you to accept at this sorrowful hour my sincere condolences and sympathy with you and your family. 8. If the doctors find my health is improving I feel I shall be back on my job in a week.

9. Heartly greetings to you and your family from my wife and from myself! 10. Please remember me to your wife and thank her for her kind reception and hospitality. 11. I would like to thank you for the New Year Card and take this opportunity of wishing you a very happy and prosperous New Year. 12. Thank you for your heartfelt greetings which came to me this morning.

II. Translate into English.

1. Пользуюсь случаем пожелать Вам хорошего здоровья и успешной работы на благо мира и прогресса всего человечества. 2. Желаю Вам и Вашей жене доброго здоровья и успехов в работе. 3. Я очень рад услышать, что проф. Сноу чувствует себя гораздо лучше. Я был очень огорчен, узнав о его болезни в марте прошлого года. 4. Шлю Вам свой сердечный привет и выражаю глубокую признательность за дружеский прием. 5. Прежде всего шлю Вам мои наилучшие пожелания и поздравления к Новому, 19... году. 6. Я Вам очень признателен за Ваше теплое письмо и поздравления по поводу избрания меня почетным академиком Вашей Академии наук. 7. Я был очень огорчен, узнав о Вашей болезни. Очень рад, что операция прошла успешно и что Ваше самочувствие хорошее. 8. Выражаю Вам и Вашей семье свое глубокое соболезнование в связи с постигшей Вас тяжелой утратой. 9. Пользуюсь случаем поздравить Вас с наступающим Новым годом и пожелать Вам здоровья и успехов в Вашей творческой работе. 10. Я очень сожалею, что болезнь помешала мне ответить своевременно на Ваше письмо от 14 октября с.г.

III. Translate the following letter into Russian.

Dear Dr. Velikanov:

It was a great pleasure to learn that you had been awarded the... Prize for 19... I was always of the opinion that you were worthy of it. Your outstanding work is a great contribution to physical science. May I wish you further success in your scientific endeavor!

I was awfully sorry to hear that your wife had a serious operation and that she is still in hospital. Let us hope that she will recover soon so that she can accompany you on your visit to this country. Please give my best regards to your wife.

Looking forward to seeing you soon in New Orleans, I remain

Sincerely yours,
Thomas W. Nelson

IV. Translate the following letter into English.

Многоуважаемый д-р Сандерс,

Мне было очень приятно получить Ваше письмо, в котором Вы выражаете свое поздравление по поводу награждения меня премией... за 19... год. Я действительно много работал, чтобы получить хорошие результаты. Однако я должен заметить, что моя работа не имела бы такого успеха, если бы мои сотрудники не оказали мне помощь в проведении ряда экспериментов. Кроме того, я считаю, что те длительные и плодотворные обсуждения, которые мы проводили вместе, тоже до некоторой степени способствовали созданию основы для моей теоретической концепции. Еще раз благодарю Вас за поздравления.

Я весьма тронут (to be touched), что Вы выражаете мне сочувствие в связи с болезнью моей жены. Она не теряет надежду (to give up hope), что будет сопровождать меня во время моего посещения Соединенных Штатов. Передайте мои наилучшие пожелания Вашей жене.

До скорой встречи в Нью-Орлеане.

Искренне Ваш
Владимир К. Гончаров

V. Insert the appropriate preposition if necessary:

1. It gives me great pleasure to congratulate ... you ... the successful fulfilment ... your Research Programme. 2. Please convey my best regards ... all my colleagues. 3. It is ... deep grief that I learned ... the death ... your father ... a prolonged illness. 4. I hope you are now ... the way ... full recovery. 5. May I wish ... you ... good health and prosperity ... the New Year. 6. Your letter ... sympathy brought ... me considerable comfort ... my bereavement. 7. I am very much obliged ... you ... your sincere congratulations ... the Anniversary ... our Institute. 8. I am happy to extend ... you my best congratulations ... the occasion ... your election ... the Co-ordination Council. 9. I am very sorry I have to decline ... your invitation as I have fallen ill ... the flu and must keep ... my bed ... a week ... least. 10. Let me express my deep gratitude ... you ... the lovely gifts and heartfelt wishes.

VI. Insert the appropriate article if necessary:

1. I have ... pleasure of extending to you ... sincere congratulations on ... jubilee date of your birthday. 2. I am making use of ... opportunity to send you my best greetings. 3. It is ... great pleasure to congratulate you on ... success of your work. 4. I am very happy to congratulate

you on ... successful completion of your book. 5. I would like to thank you for ... Christmas greetings and in return wish you ... Happy New Year. 6. May I wish you ... best wishes for ... New Year! 7. Thank you ever so much for ... heartfelt congratulations. 8. It is with ... deep grief that I learned of ... death of Dr. Greenfield. Please accept my wholehearted sympathy with you. 9. I was so shocked to hear of ... tragic automobile accident. May I wish you fast recovery!

VII. Insert the appropriate word or expression: *to be awarded, on the occasion of, snapshot, consolation, to extend, grief, sympathy, to reciprocate.*

1. May I send you a word of ... in your bereavement. 2. At this hour of ... I wish to extend to you my deep ... 3. He ... the Mendeleev Medal for his outstanding work in chemistry. 4. I am also sending you a few ... which will bring back pleasant recollections of our meetings during the Symposium in the Hague. 5. I am looking forward to seeing you soon and to expressing my sincere congratulation ... your new appointment. 6. I am happy to have this opportunity ... the same New Year wishes to you and to your family.

VIII. Add introductory phrases according to this pattern:

...to accept your kind congratulations. — It is a great pleasure to accept your kind congratulations.

1. ...to congratulate you on your birthday. 2. ...to present to you my condolence. 3. ...your best wishes for the New Year. 4. ...that you have my sincere sympathy in your bereavement. 5. ...to wish you good health and success. 6. ...my best regards to my friends in Leningrad.

IX. Complete the lines using the patterns of this section:

Example: *Thank you very much... — Thank you very much for the pleasant greetings.*

1. I am grieved to learn... 2. It gives me great pleasure... 3. I wish to thank you... 4. May I express... 5. It is with joy that...

X. Build up sentences by arranging the words in proper order.

1. Much, kind, of, thank, condolence, your, you, for, so, words.
2. Express, sincere, you, to, birthday, may, on, we, your, our, good, wishes. 3. Husband, kindly, I, you, give, greetings, ask, to, my, your, best, to. 4. Letter, deeply, me, your, sympathetic, has, kind, touched.

XI. Make up sentences using component parts of each column.

It is kind of you	my sincere gratitude	on hearing of your success
May I express to you	for your deep condolence	after you returned from Tokyo
I am very grateful	our great joy	my best wishes for the New Year
We wish to express	of your sudden illness	your congratulation
We were so sorry to hear	to convey to you	in me severe bereavement
I am writing this	to send me	for your sympathy

XII. Write out all the parts of information from the following letter. Answer the letter on those points. Make use of the expressions of this section.

Dear Dr. Ginzburg,

While looking through the "Journal of...", I incidentally read the announcements about the award, the... Prize that had been conferred to you for your interesting work. I couldn't hold back from writing you a letter to express my congratulations. Further, when I was going through my mail, I was happy to find a letter from you. I read it with great pleasure. I am very grateful to you for sending me this wonderful complimentary book. It is a great honour. Besides, I wish to thank you for sending me an invitation to visit your lab to do some work together. As soon as I recover from my illness, I'll arrange my affairs, but please inform me about the approximate date of my visit.

If I can be of any help to you in the line of books or journals, I'll make up a list of what you need. I'll do my best to supply you with them. In exchange, I would appreciate it if you could get for me "The Book of Paintings of the Hermitage."

Anticipating an answer, I remain,

Sincerely yours,
Thomas A. Lester

SUPPLEMENT

TELEGRAMS*

The text of a telegram should be concise and to the point. This is achieved by writing in the so-called telegraphese style typical of lexical and grammatical specific features, for example: PLANE ARRIVING TOMORROW 10 AM.

The auxiliary verb *to be* is omitted. The articles and prepositions are left out, where possible, for example: Accept your invitation to conference = I accept your invitation to participate in the conference.

I. Telegrams informing about sending printed matter.

1. URGENTLY SENDING YOU MANUSCRIPT FOR REVIEW STOP MUCH GRATEFUL STOP THANKS STOP
2. SENDING UNDER SEPARATE COVER PLENARY LECTURE THESIS STOP PLEASE CONFIRM RECEIPT STOP BEST WISHES STOP
3. YOUR REQUEST TO PUBLISH MY TRANSLATED PAPER IN YOUR JOURNAL SATISFIED STOP PLEASE SEND THIS ISSUE STOP SINCERELY YOURS STOP

II. Telegrams acknowledging receipt of printed matter or letters.

1. WE ACKNOWLEDGE RECEIPT OF YOUR MANUSCRIPT STOP MANY THANKS STOP
2. WE CONFIRM RECEIPT OF YOUR BOOK LIFE AND THOUGHT STOP BOOK TO BE PUBLISHED LATE NOVEMBER STOP.
3. YOUR LETTER JANUARY 12 ARRIVED YESTERDAY STOP THANKS FOR USEFUL REMARKS STOP

III. Telegrams expressing gratitude.

1. VERY GRATEFUL FOR INVITATION TO VISIT YOUR COUNTRY STOP ARRIVING JULY 12 STOP 10 PM MOSCOW TIME STOP FLIGHT 1031 STOP

*The letters in telegrams are capitalized.

2. RECEIVED YOUR LETTER AUGUST 5 STOP THANK YOU FOR CORRECTIONS MADE STOP HOPING TO SEE YOU SOON IN KIEV STOP

3. KINDLY ACCEPT MY SINCERE GRATITUDE FOR YOUR ATTENTION TO MY REQUEST STOP LOOKING FORWARD TO VISITING YOUR INSTITUTE EARLY MAY STOP

IV. Telegrams concerning request.

1. COMPLYING WITH YOUR REQUEST SENDING YOU LATEST ISSUE OF JOURNAL STOP CONFIRM RECEIPT STOP

2. READY TO FULFIL YOUR REQUEST TO WRITE ARTICLE FOR YOUR MONTHLY JOURNAL STOP PLEASE SPECIFY SUBJECT STOP BEST REGARDS STOP

3. ALWAYS AT YOUR DISPOSAL TO MEET YOUR REQUEST STOP PLEASE INFORM ME ABOUT HELPING YOU STOP

V. Telegrams concerning regret, apology, refusal.

1. REGRET UNABLE TO ATTEND CONFERENCE OWING TO MY POOR HEALTH STOP WISHING GREAT SUCCESS COMMA REMAIN YOURS SINCERELY COMMA E J SMITH

2. PLEASE ACCEPT MY APOLOGY FOR DELAY IN REVISING YOUR PAPER STOP STILL WORKING ON IT STOP WILL RETURN YOUR PAPER END OF JANUARY STOP

3. THANKS FOR INVITING ME TO SPEND HOLIDAY WITH YOU IN CANADA IN JUNE STOP AWFULLY SORRY TO REFUSE BECAUSE BUSY OVER THAT PERIOD STOP BEST REGARDS TO ALICE STOP

VI. Telegrams covering inquiry, information, help, advice.

1. REPLYING TO YOUR INQUIRY AUGUST 7 SENDING YOU INFORMATION REGARDING ARRANGEMENT OF SYMPOSIUM STOP APPRECIATION FOR TOPICS SUGGESTIONS IN ADVANCE STOP THANK YOU IMMENSELY STOP

2. PLEASE CONFIRM CONSENT TO EXCHANGE DATA INFORMATION IN OUR AREA OF STUDY STOP HAVE SENT BY MAIL OUR PROPOSALS STOP

3. YOUR KIND PERSONAL HELP MEANS SO MUCH TO ME STOP TRUSTING TO RECEIVING YOUR CALCULATIONS STOP

4. TROUBLED WITH MY EXPERIMENTAL WORK STOP LOOKING FORWARD TO HAVING YOUR ADVICE STOP LETTER FOLLOWING WITH REQUEST STOP

VII. Telegrams concerning reprints, abstracts, publications.

1. YOUR REPRINT IN ENGLISH RECEIVED APRIL TENTH STOP PUBLISHERS ASK FOR ENGLISH TRANSLATION OF PAPER FOR PUBLICATION STOP YOUR PERMISSION REQUIRED STOP PLEASE CONFIRM CONSENT STOP

2. YOUR POSTER RECEIVED APRIL TWENTIETH STOP ACCEPTED FOR PRESENTATION STOP THANK YOU STOP

3. REPLYING TO YOUR LETTER FOURTH JUNE OUR INSTITUTE ACCEPTS YOUR PROPOSAL CONCERNING EXCHANGE OF REPRINTS, PREPRINTS, INFORMATION STOP OUR CONTACT CAN START WITH EXCHANGING EXPERIMENTAL DATA STOP LOOKING FORWARD TO AGREEMENT STOP BEST WISHES, REGARDS TO DR JACKSON STOP

4. HAPPY TO LEARN ESTABLISHMENT OF NEW JOURNAL STOP BEST CONGRATULATIONS STOP SENT BY AIRMAIL ARTICLE ON MOLECULAR BIOLOGY FOR PUBLICATION IN FIRST ISSUE STOP HAPPY NEW YEAR STOP

VIII. Telegrams concerning organization of conferences.

1. NATIONAL PLANT PHYSIOLOGICAL COMMITTEE INVITES YOU TO PARTICIPATE IN INTERNATIONAL SYMPOSIUM ON WATER UPTAKE BY PLANTS STOP IF INTERESTED PLEASE SEND THESIS OF YOUR TALK STOP ANTICIPATING EARLY REPLY STOP

2. MUCH OBLIGED FOR INVITATION TO WORK ON ORGANIZING COMMITTEE STOP SEND DETAILED INFORMATION DATES OF SITTING AND DUTY STOP

3. GLAD TO KNOW YOUR CONSENT TO WORK ON ORGANIZING COMMITTEE STOP HAVE SENT PRELIMINARY DATES OF SITTINGS AND PLACES STOP PLEASE DO NOT HESITATE IF YOU HAVE ANY PARTICULAR PREFERENCES AND SUGGESTIONS STOP TRULY YOURS SAM FIELDINGS STOP

4. THANKS FOR PROMPT ANSWER STOP PLEASED TO LEARN YOU AND YOUR SPOUSE ACCEPTED INVITATIONS TO OUR SYMPOSIUM STOP ACADEMY SCIENCES COVERS TRAVELLING AND HOTEL EXPENSES STOP PLEASE INFORM ABOUT DEPARTURE DATE AND FLIGHT NUMBER STOP

5. IF MY INVITATION STILL OPERATIVE I WISH TO MAKE CERTAIN ARRANGEMENT RATHER URGENTLY STOP ANTICIPATING EARLY REPLY BY TELEGRAM STOP

6. ORGANIZING COMMITTEE INFORMS YOUR PARTICIPATION AS INVITED LECTURER STOP AWAITING YOUR ARRIVAL TENTH SEPTEMBER STOP

7. DUE TO LATE INVITATION TO YOUR SYMPOSIUM
 REGRET CANNOT ATTEND STOP I HAVE ANOTHER COMMIT-
 TMENT FOR SAME DATE STOP I WISH YOU SUCCESS IN SYMPO-
 SIUM STOP GOOD LUCK STOP

IX. Telegrams concerning congratulations, sympathy, etc.

1. CONGRATULATIONS ON SUCCESS OF SIXTH INTERNA-
 TIONAL OCEANOLOGICAL CONGRESS STOP SORRY NOT TO
 PARTICIPATE STOP LOOKING FORWARD TO SEEING YOU AT
 NEXT CONGRESS IN LONDON STOP PLEASE SEND ME CONG-
 RESS ABSTRACT BOOK STOP

2. CONGRATULATIONS 65 BIRTHDAY STOP GOOD HEALTH
 SUCCESS IN WORK STOP

3. DEEPLY GRIEVED TO LEARN OF YOUR HUSBAND'S
 SUDDEN DEATH STOP PLEASE ACCEPT OUR MOST SINCERE
 CONDOLENCES STOP WE SYMPATHIZE WITH YOU IN YOUR
 BEREAVEMENT STOP

4. THANK YOU FOR YOUR KIND WORD IN CONNECTION
 WITH MY BEREAVEMENT STOP YOUR MORAL SUPPORT
 MEANS SO MUCH TO ME AND MY FAMILY STOP

5. DEAR JANE HAPPY TO LEARN YOUR HUSBAND RECO-
 VERED AFTER ACCIDENT STOP HOPING TO SEE YOU AND
 YOUR HUSBAND IN NEAR FUTURE STOP HAVE SENT YOU
 PHOTOS OF OUR LAST MEETING DURING CONFERENCE IN
 PARIS STOP NINA

RUSSIAN-ENGLISH VOCABULARY

А

адрес address
 адресант sender, addresser
 адресат addressee

Б

благодарить thank
 благодарность thanks; выражать
 свою благодарность, express
 one's thanks
 благодарный thankful
 благодаря (перед.) thanks to, due
 to

В

ввиду owing to; ввиду того, что
 in view of the fact that
 вежливость courtesy
 вежливый courteous
 вероятный presumable
 верстка make-up
 визит visit, call; нанести (сделать)
 визит кому-л. make (pay) smb.
 a visit (call); визит вежливости
 a courtesy visit (call); ответный
 визит a return visit (call); нанес-
 ти кому-л. ответный визит
 return smb.'s visit
 влияние influence, effect; иметь
 влияние на have an influence
 (effect) on
 внимание attention, consideration;
 обращать внимание на что-л.
 pay attention to smth.; обра-
 щать чье-л. внимание на что-л.
 call (direct, draw) smb.'s atten-
 tion to smth; относиться с долж-
 ным вниманием give due atten-
 tion to smb. or smth.; привле-
 кать чье-л. внимание attract
 (attract) smb.'s attention; при-
 нимать во внимание take into
 consideration (account); уделять

внимание кому-л. или чему-л.
 give attention (consideration) to
 smb. or smth.; оставлять без
 внимания set aside

возможность possibility, opportu-
 nity; воспользоваться возмож-
 ностью make use of the possi-
 bility (opportunity)

возможный possible, feasible; сде-
 лать возможным make possible;
 если бы вы нашли возможным
 if you saw your way

вопрос question, problem, issue;
 освещать . вопрос elucidate
 (throw light on) a problem;
 обсуждать вопрос take up (rai-
 se) a problem for discussion,
 discuss a problem

время time; в настоящее время
 at the present time; в свое время
 in due time, in due course;
 во время нашей дискуссии in
 the course of our discussion;
 до сего времени hitherto, so far

встреча: деловая встреча appoint-
 ment; организовать встречу ar-
 range an appointment; отклады-
 вать встречу postpone an appo-
 intment; отменять встречу can-
 cel an appointment

встречать meet, come across
 выздоравливать convalesce, recover
 выздоровление convalescence, reco-
 very

вычеркивать (букву, слово) dele-
 te; подлежащее вычеркиванию
 delenda

вышеупомнутый aforesaid
 выяснять find out, ascertain

Г

главный principal, chief, main,
 major; главным образом mainly,
 in the main, principally, chiefly

гостеприимный hospitable
гостеприимство hospitality; оказы-
вать радушное гостеприимство
кому-л. afford (extend) a warm
hospitality to smb.
гранка (galley-)proof

Д

далее further
дальнейший further
данные data
делиться share
доклад report, contribution; высту-
пать с докладом make a report,
present a paper; сборник докла-
дов (конгресса, симпозиума
и т.д.) proceedings of the Cong-
ress, Symposium, etc.)
дополнение addition; в дополнение
к нашему письму further to our
letter
доставка delivery
доставлять deliver
достаточный sufficient, adequate
доступный available

Е

ежегодник year-book

Ж

желание wish, desire
желательно it is desirable
желательный desirable
желать wish, desire

З

заблаговременно in good time
заверение assurance
заверять assure
зависеть (от) depend (on, upon)
зависимость dependence
задерживать delay, cause a delay
задержка delay
заказывать (заранее) reserve
(book) in advance (beforehand)
заключать conclude
заключение conclusion; делать за-
ключение make a conclusion;

прийти к заключению come
(arrive at) a conclusion
занятость being busy
запрашивать inquire, send an in-
quiry
запрос inquiry; делать запрос make
an inquiry
заранее in advance, beforehand
звездочка (тип.) asterisk
здоровье health; хорошее (плохое)
здоровье good (poor) health

И

извинение apology; прошу из-
винить my apologies
извиняться за что-л. apologize
smth.
извещать кого-л. о чем-л. advise
smb. of smth., notify
about smth.
извещение advice, notification
издавать publish
издание edition, publication;
правленное издание revised edi-
tion
изменение change, alteration, mo-
dification
изменять change, alter, modify
изучать investigate, study
изучение investigation, study
иначе otherwise
исключать excerpt, exclude
исключение exception, exclus-
ion
за исключением (кроме) with-
out the exception of
исключительный exceptional
использование use
использовать use, make use of
исправление amendment, correction
исправлять amend, correct
искренне Yours Sincerely yours
Your sincerely
исследование investigation, exam-
ination
исследовать investigate, study, ex-
amine

К

касаться concern; что касается
to, as for, with respect to, in re-
spect of (to), as far as... is (are)
concerned

клише cliché
колебание hesitation, без колеба-
ния without hesitation
конференция conference; прини-
мать участие в конференции to
participate in a conference; про-
водить конференцию conduct
a conference; созывать конфе-
ренцию convene (convoke) a con-
ference
корректор proof-reader
корректурa correction, proof-read-
ing; авторская корректурa
an author's correction; читать
корректуру correct the proofs;
proof-read
кроме того besides, furthermore
курс course; читать курс лекций
на тему deliver a course of lec-
tures on

Л

любезность courtesy, kindness; не
откажите в любезности kindly,
be so kind as (to do smth.);
благодаря любезности кого-л.
thanks to (through, by) the
kindness (courtesy) of smb.

М

мнение opinion; выражать свое
мнение express one's opinion;
по мнению in the opinion of

Н

набор type-setting
надеяться (предвкушать) look for-
ward to; trust, hope; надеяться
на кого-л. rely on smb.
назначать appoint; назначать время
appoint (fix, arrange) the time;
назначать встречу make an ap-
pointment
назначение appointment
наличие presence; быть (иметься)
в наличии be available; имею-
щийся в наличии available
недостаточный insufficient, inade-
quate

независимо (от) independent (irre-
spective) of
независимость independence
независимый independent
немедленно immediately, forthwith,
in no time
непосредственный direct, immedi-
ate
неудобный inconvenient
неудобство inconvenience; если это
не затруднит Вас (не составит
для Вас неудобства) if it won't
inconvenience you
номер (газеты, журнала) issue

О

обзор survey, review
обложка cover; бумажная обложка
paper-binding (-cover); суперб-
ложка jacket
обмен exchange; в обмен на in
exchange for; налаживать обмен
arrange for an exchange
обрабатывать (материал) treat,
process
обработка (материала) treatment,
processing
обстоятельство circumstance; при
данных обстоятельствах in (un-
der) the circumstances
обычный usual, ordinary, customary
оговорка provision, stipulation,
clause
одобрение approval
одобрять approve
ожидание anticipation; в ожидании
Вашего ответа in anticipation of
your reply (answer), awaiting
your reply
ожидать expect, await; ожидать с
нетерпением чего-л. look for-
ward to
оказывать (помощь, услугу) ren-
der (help, a service, etc.)
опечатка misprint, corrigendum;
список опечаток errata
основа basis, foundation, ground;
на основе on the basis (gro-
unds); закладывать основу lay
the basis (foundation) for

основной main, basic, major; в основном mainly, in the main
 основывать found, establish
 особенно particularly, in particular
 особенность peculiarity
 особенный peculiar, particular
 особый particular, special
 осуществлять realize, accomplish
 ответ answer, reply; немедленный ответ prompt reply; в ответ на Ваше письмо in reply (answer) to your letter
 отдельно separately
 отдельный separate; в отдельном пакете (письме) under separate cover, in a separate envelope
 отзыв review, opinion; давать отзыв review, give one's opinion on
 отказываться decline, refuse
 откладывать (о сроке) postpone, put off
 отклонять (предложение, приглашение и т.д.) decline (a proposition, invitation, etc.)
 отношение relation, concern; в отношении in relation to, in respect of, in (with) regard(s) to, as far as ... is (are) concerned; во всех отношениях in all respects
 отправлять dispatch, forward, send
 оттирать reprint
 оценивать appreciate, value
 оценка appreciation, evaluation
 очередь queue, turn, line; по очереди in turn
 ошибка error (в расчетах), mistake; по ошибке by mistake; допускать, совершать ошибку make an error (mistake)
 ошибочный erroneous

П

первый first; во-первых (во-вторых и т.д.) firstly (secondly, etc.), in the first (second, etc.) instance
 переговоры negotiations, talks; вести переговоры negotiate, carry on negotiations
 переписка correspondence; возоб-

новлять переписку renew correspondence
 печатать (в типографии) print
 печататься go to press
 печатный печатный лист signature quire; печатный знак symbol
 податель этого письма the Bearer of this letter
 подписываться на (газету, журнал) subscribe to (a magazine, newspaper, journal, etc.), take out a subscription for (a magazine, newspaper, etc.)
 подробно in detail
 подробность detail, particularity
 подробный detailed
 подтверждать acknowledge, confirm; подтверждать получение acknowledge (the) receipt of
 настоящим подтверждается this is to acknowledge
 подтверждение confirmation
 подходить suit
 подходящий suitable
 позволять allow, avail oneself of the opportunity
 полагать consider, presume; полагаться (на) rely (on, upon)
 положение position, situation; ставить кого-л. в затруднительное положение cause smb. an inconvenience
 получать receive, obtain; получать письмо receive a letter; получать данные (результаты) obtain data (results)
 получение receipt; по получении on receipt of
 помогать help
 помощь help, assistance; оказывать помощь render (give) help; предлагать кому-л. свою помощь offer smb. one's help; обращаться к кому-л. за помощью approach smb. for help; просить помощи ask for help; при помощи by means of
 поправка amendment; делать поправку make an amendment
 почта post, mail; авиапочтой by air mail, par avion; обычной

почтой by surface mail; отправлять почтой post, mail; почтовое отделение Post Office; почтовый ящик post-box; почтальон postman; главный почтамт General Post Office (GPO)
 преданный Вам Yours truly, Truly yours
 предвидеть anticipate, foresee
 предел limit; в пределах within (the limits)
 предусматривать provide for, make provisions for, envisage
 предшествующий previous, preceding, foregoing, forerunning
 прежде before, prior to
 приглашать кого-л. invite smb., extend to smb. an invitation; иметь честь пригласить have the honour of inviting
 приглашение invitation; принять приглашение accept an invitation; отказаться от приглашения decline an invitation
 признательность gratitude, thankfulness
 признательный grateful; thankful; быть признательным кому-л. за что-л. be grateful (thankful, obliged) to smb. for smth.
 прилагать attach, enclose; прилагать к enclose herewith (herein)
 приложение enclosure, приложение к книге appendix
 применение application
 применять employ
 право (авторское) copyright; сохранять авторское право reserve the copyright
 прием reception; устроить прием arrange a reception
 принимать кого-л. receive smb.; принимать поздравление accept smb.'s congratulation
 причина cause, reason
 причинять cause
 проверка verification, checking, check-up
 проверять verify, check
 проводить conduct, carry out
 просить ask, request (более вежливая форма)

просмотр survey
 просьба request; в соответствии с Вашей просьбой, согласно * Вашей просьбе in accordance with your request, as requested by you; обращаться к кому-л. с просьбой approach smb. with a request; удовлетворять, исполнять чью-л. просьбу comply with smb.'s request, meet smb.'s request; по чьей-л. просьбе at smb.'s request

Р

разрешать permit, allow
 разрешение permission
 раньше before, earlier, prior to
 расписка receipt
 расписываться sign
 распределение distribution
 распределять distribute
 рассматриваемый under consideration
 рассматривать consider, give consideration to smth.; рассмотреть вопрос deal with a problem
 рассмотрение consideration
 рассчитывать calculate
 расчет calculation
 регламент time-limit; устанавливать регламент fix the time-limit
 регулировать settle, adjust; (у) регулировать вопрос settle the matter
 реферат abstract, essay, paper
 реферировать review, read
 рука hand; имеющийся (под рукой) on (at) hand
 рукопись manuscript (MS)

С

сведения information; принять к сведению note, take notice of; доводить до сведения inform, notify
 сверка revise
 сверять revise
 свидание (деловое) appointment
 своевременно in due time, timely, duly, in due course

свойство property, feature
 связываться с кем-л. contact smb.,
 get in touch with smb.
 связь connection; международная
 связь international links (ties);
 в связи с in connection with;
 в связи с этим in this connec-
 tion
 семинар workshop
 скоро soon; как можно скорее
 at your earliest convenience
 скорый prompt, urgent, fast; ско-
 рый ответ prompt, urgent reply;
 в ожидании скорого ответа от
 вас awaiting your urgent reply
 случай case, occasion, chance, op-
 portunity; упустить удобный
 случай miss the opportunity;
 в случае in case of; воспользо-
 ваться случаем make use of the
 opportunity
 снабжать supply, furnish, provide
 снабжение supply
 снижать reduce, lower
 снижение reduction, lowering
 сноска foot-note
 соболезнование condolence; выра-
 жать кому-л. свое соболезно-
 вание express one's condolence
 for smb.; передавать чье-л. собо-
 лезнование present (convey)
 one's condolence
 соболезновать condole
 совместный joint
 совпадать coincide
 совпадение coincidence
 согласие consent, accordance
 согласно according to, in accor-
 dance with, as per
 соглашаться to agree; соглашаться
 с чьим-л. предложением agree
 to smb.'s proposal
 соглашение agreement; достигать
 соглашения, приходить к со-
 глашению come to (reach, arrive
 at) an agreement
 сожаление regret; выражать свое
 сожаление по поводу express
 regret at; к сожалению unfor-
 tunately; к сожалению (кого-л.)
 to one's regret
 сожалеть regret
 созывать (конференцию, конгресс

и т.п.) convene, convoke
 conference, congress, etc.)
 соображение consideration, view
 высказывать свои соображения
 make one's observations, express
 one's views
 сообщать (кому-л. что-л.) inform
 smb. of (about) smth., advise
 smb. of smth.; сообщать изве-
 стия convey news; сообщать све-
 дения communicate (convey, pre-
 sent, give) information
 сообщение information, communi-
 cation
 соответственно accordingly, respec-
 tively
 соответствие correspondence; в
 соответствии с in accordance with
 in compliance with, in agreement
 with; в согласии с in keeping
 with
 соответствовать correspond with
 (to), agree, be in agreement
 with
 сочувствие sympathy; выражать
 кому-л. свое сочувствие ex-
 press one's sympathy for smb.
 передавать чье-л. соболезно-
 вание present (convey) one's sym-
 pathy
 способность ability; по мере сво-
 ей способности to the best
 of one's abilities
 справка information, reference; на-
 водить справки о inquire (make
 inquiries) about; обращаться
 кому-л. за справкой apply
 to smb. for information
 справочник reference book, hand-
 book
 ссылаться (на) refer (to), cite
 ссылка reference, citation
 статья article, contribution; на-
 писывать статью (в журнал и т.д.)
 contribute to (a journal, etc.)
 стеснение — без стеснения without
 hesitation
 сторона side, part; со стороны
 кого-л. on the part of smb.
 с Вашей (нашей) стороны on
 your (our) part; с одной (дру-
 гой) стороны on the one

(other) hand; обе стороны пришли
 к соглашению both parties came
 to an agreement
 схема circuit, scheme
 считать deem, consider; если Вы
 считаете необходимым if you
 deem (consider) it necessary

T

течение course; в течение in the
 course of
 тираж circulation
 точность exactness, precision
 точный exact, precise
 требование demand, requirement;
 удовлетворять требование
 satisfy, meet the demand
 требовать demand

У

уважающий Вас (с уважением
 к Вам) respectively yours, yours
 respectively
 уверение assurance
 уверять assure
 удобный convenient; если это
 удобно для Вас if it is conve-
 nient for you
 удобство convenience
 удовольствие pleasure; иметь удо-
 вольствие have the pleasure of
 (gerund), be pleased (infinitive)
 указание instruction (indication); да-
 вать кому-л. указания give
 instructions to smb. on smth.
 указывать show, indicate, point
 out
 улучшать improve
 улучшение improvement
 условие condition, stipulation; обя-
 зательное условие indispensable
 condition; при данных условиях
 under existing conditions; при
 прочих равных условиях other
 things being equal
 устанавливать establish; установить
 контакт (связь) с кем-л. estab-
 lish contact with smb.
 утверждать assert, confirm, approve

утверждение assertion, confirma-
 tion, approval
 утрата (тяжкая) bereavement; по-
 нести тяжкую утрату suffer a
 severe (terrible) bereavement
 учитывать consider, take into ac-
 count (consideration), take account
 of; не учитывать fail to take
 into account (consideration)

X

хлопоты trouble; благодарим Вас
 заранее за Ваше хлопоты we
 thank you beforehand for your
 trouble; просим извинения за
 причиненные Вам хлопоты (в
 этом деле) we apologize for
 the trouble given you (in the
 matter)

Ц

циркуляр circular

Ч

частично partially, in part
 часть part
 через through, via
 честь honour; имею честь при-
 гласить Вас I have the honour
 to invite you; имею честь со-
 общить Вам I wish to inform
 you

Ш

шаг step; предпринимать шаги
 take steps

Э

экземпляр copy; контрольный эк-
 земпляр copy on approval; сиг-
 нальный экземпляр advance
 copy; в двух экземплярах in
 duplicate, in two copies; в трех
 экземплярах in triplicate, in
 three copies