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Lesson 01: Phrasal verbs

Phrasal Verbs List

This is a list of common phrasal verbs, with meanings and examples. Phrasal verbs are usually two-word phrases consisting of verb + adverb or verb + preposition. Think of them as you would any other English vocabulary. Study them as you come across them, rather than trying to memorize many at once. Use the list below as a reference guide when you find an expression that you don't recognize. The examples will help you understand the meanings. If you think of each phrasal verb as a separate verb with a specific meaning, you will be able to remember it more easily. Like many other verbs, phrasal verbs often have more than one meaning. As well as learning their meanings, you need to learn how to use phrasal verbs properly. Some phrasal verbs require a direct object (someone/something), while others do not. Some phrasal verbs can be separated by the object, while others cannot. Review the grammar lesson on phrasal verbs from time to time so that you don't forget the rules!

Most phrasal verbs consist of two words, but a few consist of three words, which always stay together.

Phrasal Verb s Meaning Example

ask someone out: invite on a date Brian

ex: asked Judy out to dinner and a movie.

ask around : ask many people the same question

ex: I asked around but nobody has seen my wallet.

add up to something :equal

ex: Your purchases add up to \$205.32.

back something up: reverse

ex: You'll have to back up your car so that I can get out.

back someone up: support

ex: My wife backed me up over my decision to quit my job.

blow up: explode

ex:The racing car blew up after it crashed into the fence.

blow something up: add air

ex: We have to blow 50 balloons up for the party.

break down: stop functioning (vehicle, machine)

ex: Our car broke down at the side of the highway in the snowstorm.

break down: get upset

ex: The woman broke down when the police told her that her son had died.

break something down: divide into smaller parts

ex: Our teacher broke the final project down into three separate parts.

break in: force entry to a building

ex: Somebody broke in last night and stole our stereo.

break into something: enter forcibly

ex: The firemen had to break into the room to rescue the children.

break something in: wear something a few times so that it doesn't look/feel new

ex: I need to break these shoes in before we run next week.

break in: interrupt

ex: The TV station broke in to report the news of the president's death.

break up: end a relationship

ex: My boyfriend and I broke up before I moved to America.

break up: start laughing (informal)

ex: The kids just broke up as soon as the clown started talking.

break out : escape

ex: The prisoners broke out of jail when the guards weren't looking.

break out in something develop a skin condition I broke out in a rash after our camping trip.

bring someone down: make unhappy

ex: This sad music is bringing me down.

bring someone up: raise a child

ex: My grandparents brought me up after my parents died.

bring something up: start talking about a subject

ex: My mother walks out of the room when my father brings up sports.

bring something up vomit He drank so much that he brought his dinner up in the toilet.

call around: phone many different places/people

ex: We called around but we weren't able to find the car part we needed.

call someone back: return a phone call

ex: I called the company back but the offices were closed for the weekend.

call something off cancel Jason called the wedding off because he wasn't in love with his fiancé.

call on someone :ask for an answer or opinion

ex: The professor called on me for question 1.

call on someone: visit someone

ex:We called on you last night but you weren't home.

call someone up : phone

ex: Give me your phone number and I will call you up when we are in town.

calm down: relax after being angry

ex: You are still mad. You need to calm down before you drive the car. .

check out : leave a hotel

ex:You have to check out of the hotel before 11:00 AM.

check someone/something out: look at carefully, investigate The company checks out all new employees.

check out someone/something: look at (informal)

ex: Check out the crazy hair on that guy!

cheer up: become happier

ex:She cheered up when she heard the good news.

cheer someone up :make happier

ex:I brought you some flowers to cheer you up.

come across something :find unexpectedly

ex: I came across these old photos when I was tidying the closet.

come apart separate The top and bottom come apart if you pull hard enough.

come down with something become sick My nephew came down with chicken pox this weekend.

come forward :volunteer for a task or to give evidence

ex:The woman came forward with her husband's finger

Lesson 02: Curriculum vitae “CV”

How to write a CV: Tips for 2019 (with examples)

When it comes to job hunting, your CV is paramount. Get it right, and you’ll have an interview in no time, but get it wrong, and you may face rejection after rejection. Every CV is different as you want to show why your set of skills makes you suitable for the position you’re applying for at that moment, but all follow a similar structure.

This guide will show you how to write a great CV that’s ready for 2019 and beyond.

What is a CV?

Your CV, short for curriculum vitae, is a personal marketing document used to sell yourself to prospective employers. It should tell them about you, your professional history and your skills, abilities and achievements. Ultimately, it should highlight why you’re the best person for the job. A CV is required when applying for a job. In addition to your CV, employers may also require a cover letter and a completed application form.

What to include in your CV in 2019

While the structure of a CV is flexible, bending to your unique skill set and experiences, there are particular sections that employers expect to see on your CV regardless.

Here are the sections you must include in your CV:

a- Name, professional title and contact details

The first part of your CV, positioned at the top of the page, should contain your name, professional title and contact details. Under no circumstances should you title your CV with ‘curriculum vitae’ or ‘CV’ as it’s a waste of valuable space. Treat your name as the title instead.

When it comes to your contact details, your email address and phone number(s) are essential. Once upon a time, it was customary to include your full address on your CV. Today, you simply need to list your town and county.

If you like, you can also include a link to your LinkedIn profile in this section – but only [if it’s up to date!](#)

Here is an example of how your name, professional title and contact details might look:

Forename Surname / Professional Title

Location: Town, County

Phone: 01234 567890

Email: name@example.com

b- Personal profile

A personal profile, also known as a personal statement, career objective and professional profile, is one of the most important aspects of your CV. It's a short paragraph that sits just underneath your name and contact details giving prospective employers an overview of who you are and what you're all about.

You should [tailor your profile](#) to every job you apply for, highlighting specific qualities that match you to the role. Aim to keep your personal statement short and sweet, and no longer than a few sentences. To make the most of this section, you should try to address the following:

If you want more on how to write your personal statement, it's worth checking out [our comprehensive guide](#).

c- Experience and employment history

Your employment history section gives you a chance to outline your previous jobs, internships and work experience.

List your experience in reverse chronological order as your recent role is the most relevant to the employer.

When listing each position of employment, state your job title, the employer, the dates you worked and a line that summarises the role. Then bullet point your key responsibilities, skills and achievements, and bolster each point with [powerful verbs](#) and figures to support each claim and showcase your impact.

It helps to choose the duties most relevant to the job you're applying for, especially if it's a long list. If you have many years' worth of experience, you can reduce the detail of old or irrelevant roles. If you have positions from more than 10 years' ago, [you can delete them](#).

Here's an example of how to lay out each position of employment on your CV:

mmm yyyy – mmm yyyy

Company Name, Location

Role Title

Outline

xx

Key responsibilities

Key achievements/projects

d- Education and qualifications

Like your experience section, your education should be listed in reverse chronological order. Include the name of the institutions and the dates you were there, followed by the qualifications and grades you achieved.

If you have recently left education, you may write your degree, A-levels or GCSEs (or equivalents) like so:

Institution name – Dates attended (from – to)

Qualification/subject – Grade

If you have a degree, you could list a few of the most relevant modules, assignments or projects underneath.

For professionals that are a little further along in their careers, or have many certificates in their repertoire, you can lay your qualifications out in this way:

Qualification, grade – Institution – Year

N.B : *Please take into account the CV modal I gave you in the class, if you want to practice .*

Lesson03: How to present myself in English

Confidently Introducing Yourself in English

One of the very first lessons that English language learners get is how to introduce yourself in English.

But do their lessons line up with [what happens the real world](#)?
Not really.

When was the last time you went to a party, immediately walked up to someone, shook their hand and stated your name, job and hobbies?

...Maybe never.

Unfortunately, as adults in the real world, it can actually be terrifying to introduce yourself. You may try very, very hard *not* to [meet new people](#).

Why? Because we want strangers to like us, and [we're scared that we're going to say something wrong](#) that makes them hate us or think we're silly instead.

Today, I'm going to go over all the English phrases you need to meet someone new and introduce yourself with total confidence.

You can finally stop being nervous about meeting new people, because you'll have [the best introduction expressions ready to use](#).

You'll learn how to introduce yourself in English in a way that makes a great first impression.

Doesn't that sound awesome?

How to Fearlessly and Confidently Introduce Yourself in English in 6 Simple Steps

Before we look at these expressions to introduce yourself in English, you may be wondering how you'll ever practice or remember them all.

[FluentU](#) makes it easy by naturally teaching you common English words and phrases—from greetings and introductions to everything else—with entertaining videos. These are the videos that native speakers actually watch, like movie trailers, music videos, inspiring speeches and more.

Every video comes with built-in learning tools like interactive subtitles (click any word for an instant definition!), flashcards, fun quizzes and vocabulary lists. It's a fun way to build your confidence for real-world conversations.

For example, [check out this clip from “The X Factor,”](#) where you’ll hear an American English speaker introduce himself and talk about himself with the competition judges. It’ll give you a great idea of how introductions work in real English conversations.

Watch that video (and the full FluentU library) with all the learning features by [signing up for a free FluentU trial.](#)

Plus, you can practice anytime, anywhere with the FluentU mobile apps for iOS and Android.

1. Remember These Phrases to Break the Ice



“Break the ice” is a [common English expression](#). It means “to get comfortable with someone.”

There are many ways to start talking to someone new. I recommend that you memorize only two or three, so you don’t forget them.

Pick ones that you can use anywhere, anytime. Which ones sound most natural to you? The most important thing is that you’re comfortable saying them when you introduce yourself.

Here’s the easiest one: just say hello and your name. Then, if possible, shake hands.

Amy: Hello. I’m Amy.

(Offer your hand.)

Brian: Hello, I’m Brian.

(Shake hands.)

Amy: Nice to meet you.

See? It’s that easy. You can also break the ice by using [other common greetings](#) like “good morning,” “good afternoon” and “good evening.”

After the first greeting, the best way to break the ice is to ask for very basic information. This gives you a reason for starting the conversation.

Here are some examples:

How are you?

Where are you from?

What are you doing here? *or* What brings you here?

Are you having a good time?

Another great ice breaker is a compliment. Find something you like about them and tell them. Just be a little careful here when picking an object to compliment. A good rule of thumb is to avoid discussing permanent characteristics (e.g. someone's physical appearance, accent, etc.), because it can really come off wrong. They might be offended or think it's too forward (overly-friendly).

I love your dress.

You have a beautiful dog.

Is that your car? I really like it.

2. Prepare Basic Answers About Yourself

Prepare some basic answers about yourself now, so that you can introduce yourself with confidence and perfect English in the moment.

Keep your answers short and simple so you have less time to make mistakes—and less time to lose someone's attention!

Have answers ready for these questions:

Where are you from?

What do you do?

What are you doing here?

Do you like your job?

How was your trip?

Are you having a good time?

What do you think of the weather?

What do you think of the movie/event/conference/restaurant?

Even when questions are specific, you can have a general response prepared. Say something generally positive, then add in more detail. Adding the detail keeps the conversation interesting. Then you can ask a question.

Example 1:

Brian: What do you think of restaurant?

Amy: It's really nice. I especially liked the fish. Did you?

Example 2:

Brian: How do you find the conference?

Amy: It's really interesting. I especially liked the first speaker. What did you think?

Example 3:

Brian: How was your trip?

Amy: It was mostly fine. I only had one layover. How was yours?

3. Ask Follow-up Questions to Spark a Conversation

Now you need to [keep the conversation going](#). Part of introducing yourself is letting the person you're talking to introduce himself/herself, too.

To do this, have more simple questions ready. Like before, have three or four questions memorized. These questions can be more general to spark a real conversation.

Questions are always better than comments, because they make the *other person* talk, and this gives you time so that you can think of new things to say.

Did you read the news about _____?

Have you seen [movie/TV show]?

Do you like this neighborhood/bar/city?

You can also use some of the questions that we discussed in section two.

4. Ask Even More Questions to Keep the Conversation Going



If you aren't confident in your English skills, it's much easier to listen to the other person than it is to speak.

Pay attention to the answers from your first questions and ask for more details. People like talking about themselves, so this won't be a problem. Below are some sample conversations.

Amy: How are you?

Brian: A little tired.

Amy: Why is that?

Brian: I didn't sleep well last night.

Amy: I'm sorry to hear that. What went wrong?

Brian: I'm a bit jet-lagged from my flight.

Amy: I bet. Where did you fly from?

Brian: I came from London last night.

Amy: That's far! Was it a long flight?

Brian: Just a few hours. But I had a long layover in Frankfurt.

You can see how Amy keeps the conversation going each time by asking Brian for more information. When she does this, she also learns more about him.

Let's look at another example:

Amy: Where are you from?

Brian: I'm from England.

Amy: Wow! That's far! When did you arrive?

Brian: I flew in last night.

Amy: Was it a long flight?

Brian: Just a few hours. But I'm still feeling jet-lagged.

Amy: What's the time difference?

We can see how this conversation is a little different, but the same questions still work.

When we meet people, we usually have similar conversations to introduce ourselves and get to know each other better. That's why it's important to practice these introductions and memorize some of these common questions.

Let's look at one more example. Let's say Amy and Brian are both at a business conference.

Amy: What are you doing here?

Brian: I'm here for the conference.

Amy: So am I. What company are you from?

Brian: I'm with the Sales team from Samsung.

Amy: That's really interesting. Do you like it?

Brian: Most of the time, yes.

Amy: What do you like about it?

Brian: I get to travel to nice conferences like this!

When you're traveling for business, asking what people do for work is always a safe bet. However, be careful to keep the conversation positive. Don't say anything bad about their work in case they disagree with you!

5. Have an Exit Plan

Not all conversations are going to be good.

If you find you have nothing more to say or you're not connecting with the person you're talking with, you need a way to leave politely. Otherwise, there could be a lot of awkward silences. Here are a few key lines for leaving politely:

Excuse me, I need to [find my friend/go to a meeting]

Well, it's been lovely talking to you.

Best of luck.

Nice to meet you, Brian.

I hate to run off, but I need to go.

Let me give you my card before I go.

Enjoy your time here!

As you say these phrases, hold out your hand for a handshake, making it clear that you're ending the conversation.

6. Smile and Be Confident!



You're your own biggest judge.

Most people will be happy that you came and talked to them. Even if you [make a mistake](#) when you introduce yourself, keep talking. People will remember your smile and your confidence more than any small errors.

Finally, practice saying these expressions a few times at home or with a friend so that when you meet someone new, you'll be prepared.

Now, if you'll excuse me, I have to run. It's been lovely talking to you about how to introduce yourself in English!

Lesson04: Some common idioms in English

Every language has its own **idioms** and **expression** and the English language has plenty of phrases that is useful to learn. Idioms are words or phrases that aren't meant to be taken literally and usually have a cultural meaning behind them. Most of the English idioms you hear are offering advice's but also contain some underlying principles and values. You have probably heard some of them, especially in TV-shows and movies, and wondered why you can't understand these idioms even though you fully understand the words. To learn English idioms and expression it can take some time but there are some of them that are more popular than others that will come handy if you know them. When you learn English idioms and phrases you will sound more confident especially when you speak with native English speakers. If you can't understand idioms you will not be able to understand the context. That is why we have gathered some of the most common English idioms and phrases so you will understand the true meaning of them.

Here are the most common **English idioms** and phrases that will enrich your **English vocabulary** and make you sound like a native speaker. Now with even more idioms and phrases added!

1. 'The best of both worlds' – means you can enjoy two different opportunities at the same time.

“By working part-time and looking after her kids two days a week she managed to get the best of both worlds.”

2. 'Speak of the devil' – this means that the person you're just talking about actually appears at that moment.

“Hi Tom, speak of the devil, I was just telling Sara about your new car.”

3. 'See eye to eye' – this means agreeing with someone.
“They finally saw eye to eye on the business deal.”

4. 'Once in a blue moon' – an event that happens infrequently.
“I only go to the cinema once in a blue moon.”

5. 'When pigs fly' – something that will never happen.
“When pigs fly she'll tidy up her room.”

6. 'To cost an arm and a leg' – something is very expensive.
“Fuel these days costs an arm and a leg.”

7. 'A piece of cake' – something is very easy.
“The English test was a piece of cake.”

8. 'Let the cat out of the bag' – to accidentally reveal a secret.
“I let the cat out of the bag about their wedding plans.”

9. 'To feel under the weather' – to not feel well.
“I'm really feeling under the weather today; I have a terrible cold.”

10. ‘To kill two birds with one stone’ – to solve two problems at once.
“By taking my dad on holiday, I killed two birds with one stone. I got to go away but also spend time with him.”

11. ‘To cut corners’ – to do something badly or cheaply.
“They really cut corners when they built this bathroom; the shower is leaking.”

12. ‘To add insult to injury’ – to make a situation worse.
“To add insult to injury the car drove off without stopping after knocking me off my bike.”

13. ‘You can’t judge a book by its cover’ – to not judge someone or something based solely on appearance.
“I thought this no-brand bread would be horrible; turns out you can’t judge a book by its cover.”

14. ‘Break a leg’ – means ‘good luck’ (often said to actors before they go on stage).
“Break a leg Sam, I’m sure your performance will be great.”

15. ‘To hit the nail on the head’ – to describe exactly what is causing a situation or problem.
“He hit the nail on the head when he said this company needs more HR support.”

16. ‘A blessing in disguise’ – An misfortune that eventually results in something good happening later on.

17. ‘Call it a day’ – Stop working on something

18. ‘Let someone off the hook’ – To allow someone, who have been caught, to not be punished.

19. ‘No pain no gain’ – You have to work hard for something you want.

20. ‘Bite the bullet’ – Decide to do something unpleasant that you have avoiding doing.

21. ‘Getting a taste of your own medicine’ – Being treated the same unpleasant way you have treated others.

22. ‘Giving someone the cold shoulder’ – To ignore someone.

23. ‘The last straw’ – The final source of irritation for someone to finally lose patience.

24. ‘The elephant in the room’ –
A matter or problem that is obvious of great importance but that is not discussed openly.

25. ‘Stealing someones thunder’ – Taking credit for someone else achievements.

Lesson 05: Steps on Writing an Effective Essay

1. Pick a topic.

You may have your topic assigned, or you may be given free reign to write on the subject of your choice. If you are given the topic, you should think about the type of paper that you want to produce. Should it be a general overview of the subject or a specific analysis? Narrow your focus if necessary. If you have not been assigned a topic, you have a little more work to do. However, this opportunity also gives you the advantage to choose a subject that is interesting or relevant to you. First, define your purpose. Is your essay to inform or persuade? Once you have determined the purpose, you will need to do some research on topics that you find intriguing. Think about your life. What is it that interests you? Jot these subjects down. Finally, evaluate your options. If your goal is to educate, choose a subject that you have already studied. If your goal is to persuade, choose a subject that you are passionate about. Whatever the mission of the essay, make sure that you are interested in your topic.

2. Prepare an outline or diagram of your ideas.

In order to write a successful essay, you must organize your thoughts. By taking what's already in your head and putting it to paper, you are able to see connections and links between ideas more clearly. This structure serves as a foundation for your paper. Use either an outline or a diagram to jot down your ideas and organize them. To create a diagram, write your topic in the middle of your page. Draw three to five lines branching off from this topic and write down your main ideas at the ends of these lines. Draw more lines off these main ideas and include any thoughts you may have on these ideas. If you prefer to create an outline, write your topic at the top of the page. From there, begin to list your main ideas, leaving space under each one. In this space, make sure to list other smaller ideas that relate to each main idea. Doing this will allow you to see connections and will help you to write a more organized essay.

3. Write your thesis statement.

Now that you have chosen a topic and sorted your ideas into relevant categories, you must create a thesis statement. Your thesis statement tells the reader the point of your [essay](#). Look at your outline or diagram. What are the main ideas? Your thesis statement will have two parts. The first part states the topic, and the second part states the point of the essay. For instance, if you were writing about Bill Clinton and his impact on the United States, an appropriate thesis statement would be, "Bill Clinton has impacted the future of our country through his two consecutive terms as United States President." Another example of a thesis statement is this one for the "Winning Characteristics" Scholarship essay: "During my high school career, I have exhibited several of the "Winning Characteristics," including Communication Skills, Leadership Skills and Organization Skills, through my involvement in Student Government, National Honor Society, and a part-time job at Macy's Department Store."

4. Write the body.

The body of your essay argues, explains or describes your topic. Each main idea that you wrote in your diagram or outline will become a separate section within the body of your

essay. Each body paragraph will have the same basic structure. Begin by writing one of your main ideas as the introductory sentence. Next, write each of your supporting ideas in sentence format, but leave three or four lines in between each point to come back and give detailed examples to back up your position. Fill in these spaces with relative information that will help link smaller ideas together.

5. Write the introduction.

Now that you have developed your thesis and the overall body of your essay, you must write an introduction. The introduction should attract the reader's attention and show the focus of your essay. Begin with an attention grabber. You can use shocking information, dialogue, a story, a quote, or a simple summary of your topic. Whichever angle you choose, make sure that it ties in with your thesis statement, which will be included as the last sentence of your introduction.

6. Write the conclusion.

The conclusion brings closure of the topic and sums up your overall ideas while providing a final perspective on your topic. Your conclusion should consist of three to five strong sentences. Simply review your main points and provide reinforcement of your thesis.

7. Add the finishing touches.

After writing your conclusion, you might think that you have completed your essay. Wrong. Before you consider this a finished work, you must pay attention to all the small details. Check the order of your paragraphs. Your strongest points should be the first and last paragraphs within the body, with the others falling in the middle. Also, make sure that your paragraph order makes sense. If your essay is describing a process, such as how to make a great chocolate cake, make sure that your paragraphs fall in the correct order. Review the instructions for your essay, if applicable. Many teachers and scholarship forms follow different formats, and you must double check instructions to ensure that your essay is in the desired format. Finally, review what you have written. Reread your paper and check to see if it makes sense. Make sure that sentence flow is smooth and add phrases to help connect thoughts or ideas. Check your essay for grammar and spelling mistakes. Congratulations! You have just written a great essay.

Lesson 06: Some Terminologies in English

Semantics and pragmatics

Semantics is the study of meaning in language.

connotation Additional meaning which arises due to the associations a word has.

denotation The relationship between a word and the non-linguistic, 'outside' world. For instance one could say that the denotation of *cup* is a small vessel-like object for holding beverages.

gradable A reference to certain adjectives which can show a degree of a quality rather than presence or absence, for instance small is gradable as one can say 'quite small', 'fairly small'. This term contrasts explicitly with non-gradable.

homograph Any two (or more) words which are written the same, though the pronunciation may be different, e.g. *lead*, a verb, and *lead*, a noun.

homonym Any set of words which share their form but have different meanings, e.g. *bar* 'legal profession' and *bar* 'public house'. The formal similarity is an accident of phonological development and the forms do not share a common historical root, contrast this situation with that of *polysemy*.

idiom A set of words which always co-occur and where the meaning is not necessarily derived by concatenating the individual parts of the idiom, e.g. *to take coals to Newcastle* 'to do something entirely superfluous'.

indirect speech act Any utterance where there is a discrepancy between literal and intended meaning, e.g. *It's cold in here* said in a room with the window open in winter where the intention of the speech act would be to have the window closed.

lexical meaning The meaning of a word which is specifiable independently of other words — ultimately with reference to the non-linguistic world — and which is independent of the grammar of the language.

meaning, grammatical A type of meaning which is determined by the grammatical context in which a form occurs. Typical elements with grammatical meaning are prepositions, articles or conjunctions.

meaning, lexical A type of meaning which is specifiable independently of other words or of grammatical context. The lexical meaning of *table* is 'a piece of furniture with a horizontal surface designed to be sat at'.

meaning, sentence A further type of meaning in which the sentence structure together with lexical and grammatical meaning determines what is meant. For instance the sentence role of a noun as subject or object is significant in determining the meaning of an entire sentence.

meaning, utterance A kind of meaning which refers to the context in which a sentence is spoken and where the latter determines what is actually meant, for instance the sentence *It's*

draughty in here can be taken to have utterance meaning as a request to close a window or door; see *indirect speech act*.

pragmatics The study of language in use in interpersonal communication. Apart from the purely linguistic approach there is a philosophical type of pragmatics, as developed in the late 19th century by American philosophers such as William James and Charles Peirce.

presupposition Any information which is taken for granted in a discourse situation, for instance the sentence *Did you enjoy your breakfast?* assumes that the interlocutor already had breakfast.

proposition A statement which can be assessed as being true or false, e.g. *The sun is shining* contains the proposition that 'the celestial body at the centre of the solar system is casting its light directly on the surface of the earth' and in any given situation this statement is either true or false.

quantifier Any term which serves to indicate an amount such as *all, some, a few*, or the set of numerals in a language.

semantic field A collective term for sets of meanings which are taken to belong together, e.g. colour, furniture, food, clothes. Most of the vocabulary of any language is organised into such fields, i.e. there are few if any words which are semantically isolated.

Lesson06: Business Letter

Business Letter

A business letter is a formal document, with a set structure. As you can see from the examples in the links below, a business letter has a very defined format. A business letter includes contact information, a salutation, the body of the letter, a complimentary close, and a signature.

There are rules for everything, from how wide the letter's margins should be to what size font to use.

In general, it's wise to keep the body of your business letter direct and brief. Explain why you are writing in your first paragraph, provide more specifics in the next paragraph, and use your closing paragraph to reiterate your reason for writing. End by thanking the recipient for reading, and possibly mention follow-up plans.

Below, you'll find a list of business letter examples for a variety of employment and business-related correspondence, as well as [tips on how to write](#) an appropriate and effective business letter. Use these samples as a starting point when you have to write your own letter.

Business Letter Example

Following is a business letter example. See below for more examples.

Business Letter Example (Text Version)

Jennifer	Lastname		
{ Street	Address }		
{ City },	{ State }	{ Zip	Code }
555-555-5555			
email@email.com			
November 14, 2018			
Michelle	Lastname		
Manager			
The	Company	Name	

{ Street

Address }

{ City }, { State } { Zip Code }

Dear Ms. Lastname:

Thank you so much for taking the time to meet with me to discuss selling my handmade sweaters in your wonderful shop.

As I mentioned in our conversation, I've been a customer of your store since I used my third-grade allowance to buy my very first pair of knitting needles. I'm honored that you'd consider selling one of my original creations at The Yarn Company alongside your own work.

We discussed a trial consignment arrangement in which a portion of the sales would go to the store. This is more than agreeable to me.

Let me know how you want to proceed. I'm available most afternoons at 555-555-5555, or you can email me at email@email.com, and I'll respond to your message ASAP.

Thanks, and best,

Jennifer Lastname

Business Letter Template and Format

There will be many occasions where it is proper and correct to write a formal business letter. As a manager, you may want to write to apologize to a business or person, send condolences to an employee for a loss, and thank someone for the participation or support they gave to a business effort.

This business letter template includes all the [information](#) that should be included in a business letter. There are examples of each section of the letter, and tips on how to choose a style for your correspondence. The proper format includes an appropriate layout, font, salutation, spacing, closing, and signature for business correspondence.

Business Apology Letters

Use an apology letter when you or the company have made a mistake, behaved poorly, missed a scheduled event, or in other circumstances where you've messed up and need to apologize. Apologies can be given to customers, vendors, and employees.

Appreciation Letters

Very often, feedback at work is dominated by the negative. If someone you work with closely does a great job, don't miss the opportunity to give praise and positive feedback. Sending a letter is a nice way to let employees, co-workers, colleagues, clients, and others know how much you appreciate them.

Business Thank You Letters

You will often depend on the efforts of others to realize a goal. If someone does you a favor or helps you out in any way, always remember to send a thank-you note. Thank you notes can include those sent to thank a company for the opportunity to interview with them, a client to thank them for the time it took to show them your product, and vendors who go the extra mile to get an order to you on time.

Candidate Rejection Letter

When you are in charge of hiring, you will need to inform job applicants when they [do not receive the position](#) for which they applied. A candidate rejection letter is sent to an individual who was not selected for a job.

Congratulations

Everybody loves to be recognized for their achievements, even if it's just a quick email message or a handwritten note. Send these to employees to celebrate a promotion or special life event like marriages or having a child. Clients appreciate congratulations on their achievements as do the vendors you work with. This type of letter helps to build strong networks that help in all aspects of the business world.

Email Messages

While it's often nice to send a handwritten or printed out note in the mail, in some situations, it is okay to send an email. Emails are especially appropriate in the workplace as you communicate with coworkers and colleagues. The use of email to transmit formal letters to

clients and vendors will be limited. However, there are occasions where a short, formal, well-written email will convey your thoughts well.

Employee Letters

As a manager, there will be occasions when you will want to or be asked to write an employee reference letter. These letters may also include the offer of a job or position in your company. Job offer letters, a job rejection letter, counter offer letters, are related to offers of employment.

Employment Verification

Employment verification letters are often requested by landlords and lenders to confirm that a person is employed at a company.

Farewell

A farewell message will let colleagues, clients, and your connections know that you are moving on. Sending a farewell letter is a good way to update people with new contact information so you can keep in touch in the future. Networks are hard to build and you need these connections to succeed.

Letter of Inquiry

Use inquiry letters to request meetings and to inquire about products and services, and ask about job opportunities that haven't been advertised. These letters are a way to get your foot in the door at a prospective client, vendor, or employer who hasn't publicly listed available jobs.

Job Promotion

Send an employee a job promotion letter that gives information on the promotion, including the new title, salary, and the date the employee is transitioning into the new role. You may also want to send an email to let coworkers know of the promotion of an employee to a new position. These efforts build strong teams.

Networking

Job search and career networking letters need to be formal and business-like. These letters can include a request for reference or referrals, letters of introduction, and [networking outreach letters](#).

New Employees

When a new employee joins your team you should announce their presence so others know they have a new coworker. Send welcome letters to a new employee, as well as details on the onboarding process they may encounter. Be sure to offer a hand if they have any questions.

Reference Letters

See examples of reference letters, recommendation letters, personal references, professional references, character references, and academic references.

Referrals

Referral letters can include the request for a referral from an employer, letters referring employees, a colleague, or an acquaintance for a job. This format also works well when referring a vendor to another company.

Letter of Resignation

If you are planning on quitting a job, you should write a formal letter of resignation. review these resignation letters and email examples. They can be used in a variety of situations, including resigning with notice, resigning over email, and resigning effective immediately.

Retirement

Retirement can be a stressful time for an employee. Managers should always notice these life events with a formal letter of congratulations. Employees who are retiring can write a letter thanking their employer for the years of work. You may also like to send an email to coworkers to announce the occasion.

Termination Letter

[Termination letters](#) are for terminating an employee from an organization. These letters must be approached with care as there are many issues that could—if handled incorrectly—put a business at risk. Termination letters can be used when letting an employee go for a cause or in the case of a layoff or business closing situation.

Microsoft Word Letter Templates

These are just a few of the many varieties of formal letters you may need to write during your business career. You may find the first few letters you write to be complicated, but with practice, you will soon be a pro. To begin with, you may find it helpful to do a topic search on this website to see examples of any particular letter you may need to compose.

Also, it can be helpful to start with a template. Microsoft Word templates are available for resumes, cover letters, resignation letters, reference letters, and [interview letters](#).