

# Этика деловой переписки на Английском языке

# Academic Correspondence

- Письма-запросы
- Приглашения к сотрудничеству
- Обсуждения работ
- Переписка с издателем
- Сопроводительные и мотивационные письма
- Заявки на участие в конференции/летней школе/стажировке

**1**

**Общие правила**

**2**

**Структура**

**3**

**Приветствие**

**4**

**Работа с текстом**

**5**

**Язык и тон**

**6**

**Запросы и ответы**

# Главные принципы в переписке

1

## Уважение

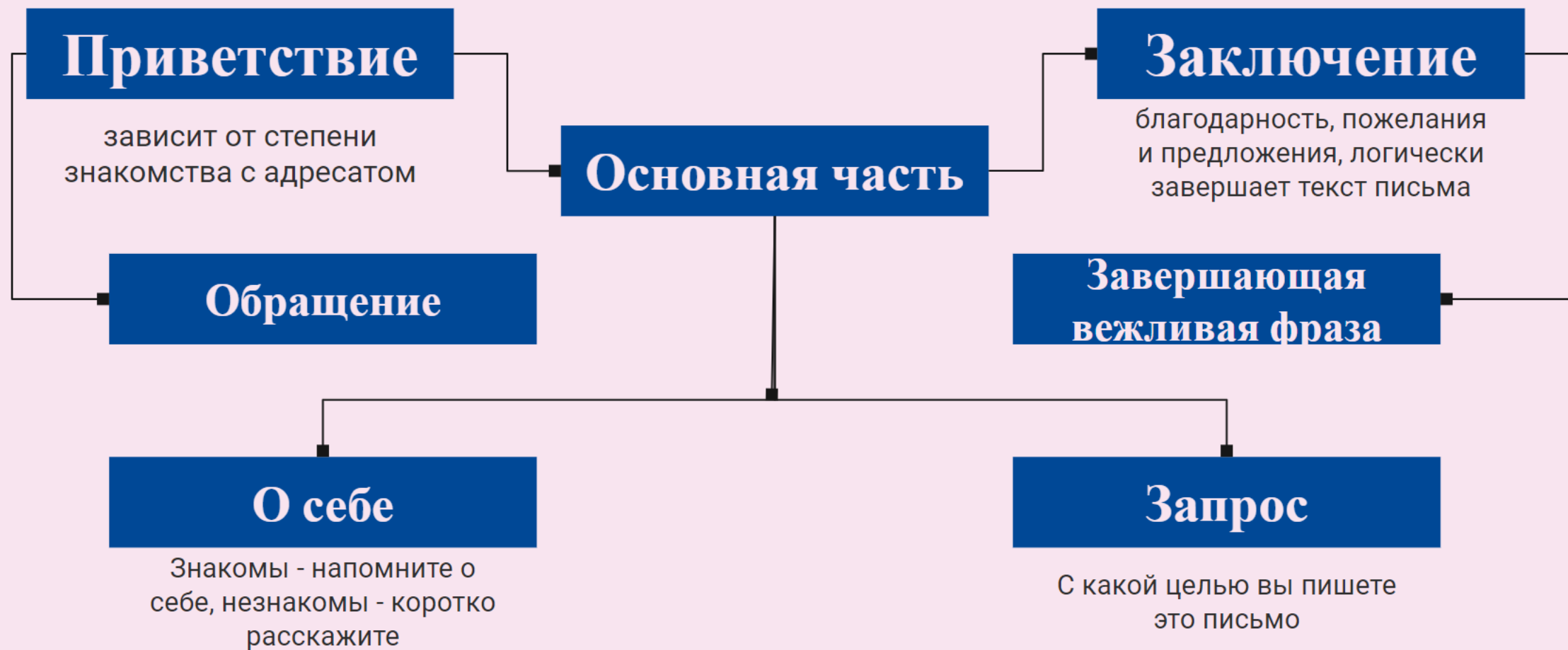
Соответствующее обращение  
Язык и тон письма  
Наличие заголовка

2

## Четкость

Структурированность письма  
Ясность изложения  
Отсутствие лишней информации

# Структура письма



# PhD application

Dear Professor Smith,

I am a research fellow in the department of General and Applied Physics, at Moscow Institute of Physics and Technology, where I am doing research into nanoparticle trapping techniques. I would be very interested to continue my studies for a PhD under your supervision. From my CV (see attached) you will see that I have been working on very similar areas as you, and I feel I might be able to make a useful contribution to your team.

I would be grateful if you would kindly send me information regarding admission procedures and any financial support that might be available.

I look forward to hearing from you.

Best regards,

Ivan Petrov

# Как обращаться к собеседнику

01

По возможности добавляем  
ученую степень

Dear **Dr** Philips  
Dear **Professor** Philips

02

Используем полное имя

Dear **Alfred Philips**

03

Если собеседник неизвестен

To whom it may concern  
Dear Sir/Madam  
Dear Editorial Assistant

04

Если собеседников  
несколько

Dear **all**  
To **all members of** the xxx group  
Dear Session Organizers

# Письмо



Обозначаем  
цель

Меняем тему



Расставляем  
акценты

Подводим  
итоги





# Как обозначить цель письма

Можно сослаться на ваш предыдущий разговор по почте/телефону/на конференции:

- In relation to / With reference to / Regarding ...
- Further to our conversation of yesterday, ...
- Further to our recent meeting, ...
- As requested I am sending you ...
- We had a small talk at the conference yesterday ...

# Как обозначить цель письма

- I am writing to you because ...
- Your address/name was given to me by ...
- I was wondering if ...
- I really enjoyed your presentation at ...
- I am familiar with your work on ...

# Как обозначить цель письма

- I am writing to you because ...
- Your address/name was given to me by ...
- I was wondering if ...
- I really enjoyed your presentation at ...
- I am familiar with your work on ...

# Расставляем акценты

- What I really want to stress here is ...
- The important thing is ...
- The key factor is ...
- Can I draw your attention to ...
- What I need to know is ...
- It is crucial for me to ...

# Меняем тему

- One more thing ...
- While I remember ...
- Before I forget ...
- By the way ...
- Also ...

# Подводим итоги

- So, just to summarize ...
- So basically I am asking you two things. First, ... And second ...
- If you could answer all three of my questions I would be most grateful.
- To sum up, ...

# Заключение

01	Формально	With kind regards With best wishes Yours sincerely/faithfully
02	Нейтрально	Best regards Kind regards Best wishes
03	Неформально	All the best Hope to hear from you soon. Speak to you soon.

# При работе с текстом

- Не перегружать собеседника лишней информацией.
- Придерживаться логического порядка.
- Помнить, что краткость - сестра таланта.
- Избегать двусмысленности и размытых формулировок.



Dear Session Organizers

At the moment we are not able to submit the draft manuscript within the deadline of 10 October for the SAE Magnets Congress.

The paper is the following: Manuscript #: 08SFL-00975

Paper Title: Rejection System Auto-Control for a Hybrid BX Motor

Authors: Kai Sim, Angel Sito, Ivan Petrov, Freidrich Sommer – University of Rochdale; Gertrude Simrac, Kaiser Ko – Mangeti Industries S.p.a.

We are very sorry but we underestimated the overall effort required to collect the results to include in the paper.

We would be very grateful to you if we could obtain a delay of a couple of weeks for the draft submission.

We are confident that we will be able to complete and submit the draft manuscript by 21 October.

Best regards

Dear Session Organizers

I would like to request a delay in submission of manuscript #: 08SFL-00975 until 21 October. I hope this does not cause any inconvenience.

Best regards,

Ivan Petrov

# Тон и язык

Формальный

Полуформальный

Нейтральный

Неформальный



Сложный синтаксис  
и лексика, длинные  
предложения

Более короткие  
предложения,  
модальные глаголы

Простой синтаксис  
и лексика,  
допустимы  
опущения слов

Сленг, сокращения,  
капс, эмодзи

# Оба формата допустимы

Формально	Полуформально
<i>We have pleasure in confirming the acceptance of your abstract for ...</i>	<i>This is to confirm</i> that your abstract has been accepted for ...
<i>Should you</i> need any clarifications, please do not hesitate to contact us.	<i>If you</i> have any questions, please let us know.
<i>You are requested to</i> acknowledge this email.	<i>Please</i> acknowledge this email.

# Модальные глаголы



**CAN**

Can you kindly check  
with her that this is OK?



**COULD**

Could you please keep  
me informed of any  
changes?

**MAY**

May I remind you that  
we are still awaiting  
your report?



**WOULD**

Would you like me to  
Skype you?



# У глаголов свои оттенки вежливости

- Revise the draft for me.
- Will you revise the draft for me?
- Can you revise the draft for me?
- Could you revise the draft for me?
- Would you mind revising the draft for me?
- Would you mind very much revising the draft for me?

# Не агрессивный подход важен

Агрессивно	Не агрессивно
You have sent us the wrong manuscript.	You appear to have sent us the wrong manuscript. It seems we've been sent the wrong manuscript.
I need it now.	I appreciate that this is a busy time of year for you but I really do need it now.
I have not received a reply to my email dated ...	I was wondering whether you had had a chance to look at the email I sent you dated ... (see below)

# Formal to Informal

- Thank you for all your assistance and cooperation.
- I would like to apologise for any inconvenience caused.
- Please let me know when is the best time to call you.
- In regards to your queries, please consult our website.



# Informal to Formal

- Hey how's it going?
- I've attached a file and it is ...
- I don't understand how to do it. Do you?
- I wanna talk about several things.

# Слишком формально – тоже плохо

- *With due respect I would like to draw your attention that...*
- *I am highly interested in ...*
- *I am sending herewith my bio-data in favor of your kind consideration ...*
- *I am eagerly looking forward to your generous suggestion.*

*With warmest regards.*

*Sincerely yours*

**Письмо-запрос должно быть  
сформулировано таким  
образом, чтобы убедить  
адресата помочь вам**

## Структурированность



Текст разбит на абзацы, важные моменты выделены

## Мотивация



Что было предпринято, почему требуется содействие, какой может быть интерес у самого адресата

## Внешний вид



Отсутствие ошибок, слова используются в соответствии с их прямым значением

# Один вопрос – один абзац

Dear Secretariat

Please can you answer the following questions:

1. How can I register for the 5th XTC Ph.D. Symposium?
2. Can I pay by credit card?
3. Where can I download the preliminary program?

Best regards

# Комбинируйте разные форматы

Dear Ms Jackson,

I just wanted to update you on my progress with getting all the documents ready.

- DS 20-19 form: see attached.

- Passport: I am attaching a jpg of my passport; however, tomorrow I will apply for a new electronic passport in order to comply with the US foreign passport requirements.

- Visa: I made the application three weeks ago, I hope to have some news by the end of this week.

Just a couple of other things: 1) Do you have any suggestions for finding accommodation within walking distance of the department? 2) Did you manage to complete the XTC poster?

Best regards

# Объясните, почему ваш запрос важен

Dear Katie

Would you mind reading through the paper and making corrections using 'Track Changes' on Word?

Best regards,

Natacha

- I am writing to you in the hope that you may be able to help me.
- Please could you ...
- I was wondering if by any chance you ...
- I wonder if you might be able to help me.
- I would be extremely grateful if you could ...
- Would you have any suggestions on how to ...
- It would be very helpful for me if I could pick your brains on ...
- I would like to ask your advice about ...



# Покажите, что цените время адресата

- I know that you are very busy but ...
- Sorry to bother you but ...
- Any feedback you may have, would be very much appreciated.
- I have an urgent problem that requires your expertise.
- If it wouldn't take up too much of your time then I would be very grateful if you could ...
- Clearly, I don't want to take up too much of your time but if you could ...

# Общие вопросы

- Hi, I have a couple of simple requests:
- Could you please tell me ...
- I would like to know ...
- Could you possibly send me ...
- I have some questions about
- Would it be possible for you to send me a bit more information on ...
- Could you please describe what is included in the ...

# Ответы на запрос

- Regarding your queries about ...
- In response to your questions:
- Here is the information you requested:
- As requested, I am sending you ...
- Below you will find the answers to your questions ...
- With reference to your request for ...
- Following our previous conversation about ...

# Иногда понадобятся уточнения

- Before I can answer your questions, I need further details on the following:
- Before I can do anything, I need ...
- Could you tell me exactly why you need ...

- Please note that ...
- I would like to point out that ...
- As far as I know ...
- I'd also like to take this opportunity to bring to your attention ...
- May I take this opportunity to ...

# Завершаем на позитивной ноте

- Please let me know if this helps.
- I hope to be able to give you a definite answer soon.
- Once again, thank you for contacting me.

# English for Academic Correspondence

By Adrian Wallwork

ENGLISH FOR ACADEMIC RESEARCH

Adrian Wallwork

## English for Academic Correspondence

*Second Edition*

ENGLISH FOR ACADEMIC RESEARCH

Adrian Wallwork

## English for Academic Research: Grammar, Usage and Style