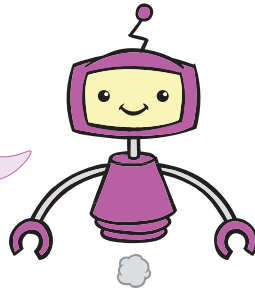


More correspondence

Peter and Anna got through a load of correspondence in this Learning Object. However, Peter told me afterwards that he may have been a little hasty in drafting his email to the Board of Directors of the Mitza. Luckily, it is still in his 'Drafts' folder, so no harm has been done. Sit down, Peter, and listen to the advice of your old friend Zak. Together, we'll write a formal email that will really impress everyone.



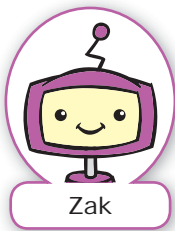
LINKS TO:

Stage 3, Module 7
Learning Object 3: *I can't wait*

PRIOR LEARNING:

Stage 2
Module 10 Work Sheet 5: *Thanks for everything*

1 Let's see if we can improve on this



Peter! The email below would be suitable if you were accepting an invitation to a school function, but you seem to have lost all sense of the occasion! Your entry in the competition to design the new Mitza has been Highly Commended in a field that included entries from international architects and construction companies. The function is taking place in one of Jakarta's newer 5-star hotels — not the school auditorium! I have to be frank with you, Peter; this email just doesn't cut it!

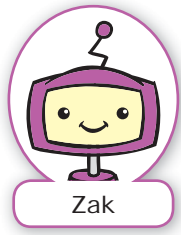
To...	mitzaboard@mitzamusement.com.id
CC...	
Subject	Malam Penghargaan

Dengan hormat,

Terima kasih untuk surat Anda. Saya gembira sekali menerima penghargaan ini. Saya pasti akan hadir di Malam penghargaan itu. Saya akan hadir dengan Ibu, Bapak dan saudara kembar saya.

Hormat saya,

Peter Smart



Come on, Peter. You can write a brilliant formal letter of appreciation if you set your mind to it! Remember the letter that you and Anna wrote to Pak Hassan last year after he introduced the two of you to Jacki Top? Now that was something of which you could be proud! As usual, I have it all at hand. Here it is:

Jakarta, 20 Pebruari 2011

Hal: Ucapan Terima Kasih
Yth. Bapak Hassan Tobing
Presiden Direktur
PT Oz-Indo Logistik
Jalan Puri Emas 123A
Jakarta Barat 11610

Dengan hormat,

Atas nama keluarga kami, Peter dan saya ingin mengucapkan terima kasih atas undangan Bapak ke acara makan malam di restoran Gloria hari Sabtu malam. Senang sekali rasanya bisa bertemu Bapak dan Ibu Tobing dan menikmati santapan yang sangat enak itu.

Peter dan saya sudah lama menjadi penggemar Jacki Top dan kami sangat gembira bisa bertemu dengannya. Terima kasih karena Bapak sudah memperkenalkannya kepada kami. Kami akan selalu menghargai tandatangan dan foto bersama dengannya. Kami berdua juga sangat berterima kasih atas karcis bioskop yang Bapak berikan untuk menonton film Jacki Top yang terbaru. Kami sudah melihat film itu, dan sangat menikmatinya

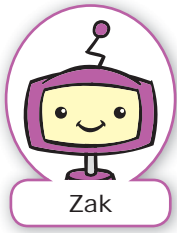
Sekali lagi, terima kasih atas segala-galanya, Pak.

Salam hormat,

Anna dan Peter Smart

Note:

Peter and Anna wrote this letter after learning the generic structure of a formal letter of appreciation in Stage 2, Module 10, Work Sheet 5, *Thanks for everything*.



I told you that all is not lost! Let's take a deep breath, and recall some of the things we've talked about previously.

Remember that, before accepting an invitation, you need to consider a few things.

- Who sent the invitation? What is their position?
- How was the invitation issued? Was it by post, email, telephone or in person?
- What is the occasion? Where will it be hosted?
- What kind of language is used in the invitation? Are the salutation and complementary close formal or informal?

A formal opening

Peter's invitation from the managing director of the Mitza is very formal. Therefore, when accepting this invitation, Peter will need to mirror the formality of the invitation from the opening sentence.

➡ For example:

Dengan senang hati saya menerima undangan Anda untuk menghadiri Malam Penghargaan.
I was delighted to receive your invitation to attend the Awards Evening.

Terima kasih banyak atas ucapan selamat Anda.

Thank you very much for your congratulations.

Much appreciated!

Peter has been honoured by his inclusion in the awards and his invitation to attend the ceremony. The letter is a good place for Peter to express his gratitude for such an honour in writing.

➡ For example:

Merupakan kehormatan besar bagi saya bahwa rancangan saya dipilih sebagai yang 'Sangat Terpuji' oleh panitia.

It is a great honour that my plan was voted as Highly Commended by the committee.

Saya akan dengan senang hati menghadiri acara Malam Penghargaan itu.

I would be honoured to attend the Awards Evening ceremony.

A fine conclusion

The final paragraph of Peter's acceptance letter is a great place to indicate how much he is looking forward to attending the Awards Night.

➡ For example:

Saya sangat menantikan kesempatan untuk bertemu dengan Anda.

I am looking forward to the opportunity to meet you in person.

Saya dan keluarga sangat menantikan acara Malam Penghargaan itu.

My family and I are looking forward to attending the Awards Night.

Saya sangat menantikan kesempatan untuk melihat rancangan/disain yang memenangkan kompetisi pemugaran Mitza itu.

I am looking forward to the opportunity to see the design that won the competition for the restoration of the Mitza.

Saya tidak sabar untuk mengunjungi atraksi dan wahana permainan di Mitza yang baru.

I can't wait to visit the attractions and rides at the new Mitza.

