



Multibhashi



Formal letter 2



Class Objective

I will be able to write formal letters
in German.



Concept A. Rules to remember while writing a formal letter.

- Avoid using slangs.
- Always use the formal 'Sie'.
- Sound polite while making a request or a suggestion.
- Always give the reason for writing the letter.
- Give a good introduction.



Concept A. Rules to remember while writing a formal letter.

- Salutation is necessary.
- Always remember to conclude. Don't leave the letter after just saying your needs.
- Remember to add a friendly greeting at the end.



Concept B. Phrases used while writing a letter

Salutation

- Sehr geehrter Herr....,
- Sehr geehrte Frau...,
- Sehr geehrte Damen und Herren,

Introduction oder Begrüßen

- ich schreibe Ihnen weil...
- ich nehme Bezug auf Ihr Schreiben vom...
- ich habe folgendes Anliegen...



Concept B. Phrases used while writing a letter

Main Body oder Beschreiben:

- Wir würden uns sehr freuen, wenn Sie uns ausführlichere Informationen über ... zusenden könnten.
- Ich wäre Ihnen sehr dankbar, wenn Sie ... könnten..
- Wir sind an ... interessiert und würden gerne wissen,
- Leider müssen wir Ihnen mitteilen, dass...
- Wir sind daran interessiert, ... zu beziehen/erhalten...
- Ich möchte Sie fragen, ob...
- Wir wären Ihnen dankbar, wenn...

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EECS 441: COMPUTER SYSTEMS
LECTURE 1: INTRODUCTION

1.1. THE COMPUTER SYSTEMS

1.2. THE COMPUTER SYSTEMS

1.3. THE COMPUTER SYSTEMS

1.4. THE COMPUTER SYSTEMS

1.5. THE COMPUTER SYSTEMS

1.6. THE COMPUTER SYSTEMS

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EECS 441: DIGITAL SIGNAL PROCESSING
LECTURE 10: DISCRETE-TIME FOURIER TRANSFORM

1.1. DISCRETE-TIME FOURIER TRANSFORM

1.2. DISCRETE-TIME FOURIER TRANSFORM

1.3. DISCRETE-TIME FOURIER TRANSFORM

1.4. DISCRETE-TIME FOURIER TRANSFORM

1.5. DISCRETE-TIME FOURIER TRANSFORM

1.6. DISCRETE-TIME FOURIER TRANSFORM

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EECS 440: ADVANCED TOPICS IN SIGNAL PROCESSING
LECTURE 1: INTRODUCTION TO ADVANCED TOPICS

TOPIC 1: ADVANCED TOPICS IN SIGNAL PROCESSING

TOPIC 2: ADVANCED TOPICS IN SIGNAL PROCESSING

TOPIC 3: ADVANCED TOPICS IN SIGNAL PROCESSING

TOPIC 4: ADVANCED TOPICS IN SIGNAL PROCESSING

TOPIC 5: ADVANCED TOPICS IN SIGNAL PROCESSING

TOPIC 6: ADVANCED TOPICS IN SIGNAL PROCESSING

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