

Writing notes, postcard, messages

Class Objective:

I will be able to write notes, postcards, and messages in Dutch.

Concept A: Opening and closing Salutations to be used for writing notes, postcards, messages

- Geachte heer (achternaam) => Dear Mr (Surname)
- Geachte mevrouw (achternaam) => Dear Ms (Surname)
- Beste <voornaam> => Dear <first name>
- Hallo <voornaam> => Hello <first name>
- Met hartelijke groeten, (With warm regards,)
- Met vriendelijke groet, (singular instead of plural, Kind regards,)
- Groeten, (Kind regards,)
- Groetjes, (a very informal form of 'Kind regards')

Concept B: Common messages in Dutch

- Bijgaand ontvangt u het verslag van onze meeting van gisteren.
Enclosed you will find the report of our meeting yesterday.
- Graag wil ik reageren op de vacature voor medewerker Client Services.
I would like to respond to the vacancy for Client Services Employee.
- Uw presentatie over <onderwerp> tijdens <event> was zeer interessant.
Your presentation on <subject> during <event> was very interesting.
- Heb je een fijn weekend gehad?
How was your weekend?
- Ik hoop dat het goed met je gaat.
I hope you're doing well.

Concept C: Examples of notes

Dear, Do not forget your dentist appointment at 5 pm this evening. Be on time. I will wait for you in front of his clinic. Good luck!	Lieve, Vergeet uw tandarts niet afspraak om 17.00 uur vanavond. Wees op tijd. Ik zal binnen op je wachten voorkant van zijn kliniek. Succes!
--	---

1. **Introduction**

2. **Background**

3. **Method**

1. **Study Design**
2. **Participants**
3. **Intervention**

4. **Results**

1. **Baseline Characteristics**
2. **Primary Outcome**
3. **Secondary Outcomes**

5. **Conclusion**

1. **Summary**

6. **References**

7. **Appendix**

8. **Supplementary Materials**

9. **Notes**

1. **Key Words**
2. **Abbreviations**
3. **Conflicts of Interest**

10. **References**

1. **Introduction**

2. **Background**

3. **Method**

1. **Study Design**
2. **Participants**
3. **Intervention**

4. **Results**

1. **Primary Outcome**
2. **Secondary Outcome**
3. **Subgroup Analysis**

5. **Conclusion**

1. **Summary**

6. **References**

7. **Appendix**

8. **Supplementary Materials**

9. **Notes**

1. **Notes**
2. **Notes**
3. **Notes**

10. **References**