

Section Three: Translation Activities

A. Translate the following passage into Persian.

E-Mail Etiquette

As a knowledge worker, you may spend an hour or more each day composing or responding to e-mail. E-mail is now as much a part of the business world as the paycheck. How we present ourselves in our e-mails can play a role in how effective we are in business and what people think of us. You can leave a good or bad impression with your correspondents depending on what you say in your message and how you say it. During face-to-face conversations we use vocal inflections or body movements that clarify words or phrases. E-mail is just words, leaving the door open for misinterpretation of our intended message. Anyone composing e-mail should be aware that it's electronic and could be easily forwarded, printed, and even broadcast to others. Broadcasting sensitive information could be very embarrassing to you and to others. Every e-mailer should be careful what he or she writes and follow the basic tenets of e-mail etiquette. For example, you should inform senders when forward their e-mail. A good e-mail message includes a Subject, has a logical flow, and concludes with a signature (name , association , and contact information)