

5. TIPOS DE ESCRITOS

Una vez que hemos visto cuál es el proceso para escribir una composición con los dos ejemplos anteriores, incluimos distintos tipos de escrito:

5.1. CARTAS FORMALES

Una carta consta de:

- **Direcciones:**

Dirección del remitente

En la esquina superior derecha de la carta

Dirección del destinatario

En el margen izquierdo, debajo de la dirección del remitente

- **Fecha:**

Puedes escribirla en el margen izquierdo o derecho, bajo la dirección del destinatario.

- **Saludo inicial:**

Dear Sir or Madam,

Si no conoces los apellidos de la persona a la que escribes

Dear Mr Jenkins,

Si sabes el apellido de la persona a la que escribes. Si nos dirigimos a una mujer, y no sabemos si está soltera o casada podemos usar Ms, que valdría para ambas.

- Una introducción en la que incluimos las razones por las que escribimos la carta
- El cuerpo en el que desarrollamos el tema a tratar.
- Una conclusión en la que resumimos el tema principal o expresamos el deseo de que se haga algo
- Un final apropiado:

Yours faithfully

Este es el final perfecto si empezamos la carta con "Dear Sir", es decir si desconocemos el apellido del destinatario

Yours sincerely

Lo usamos si empezamos la carta con "Dear Mr. Smith" or "Dear John, esto es, que conozcamos los datos del destinatario

Firma

5.1.1. CARTA AL DIRECTOR DE UN PERIÓDICO

Dirección del destinatario	56 Sunderbury Road West Heath Yorkshire YH3 4HD 3rd March 200-
Introducción	<p>The Editor The Daily News Lime Street Yorkshire YM9</p> <p>Saludo inicial</p> <p>Dear Sir/Madam,</p> <p>I am writing to you about the article on global warming which appeared in your newspaper last Saturday. It raised some basic issues which I feel very strongly about and I think all your readers need to consider them carefully.</p>
Cuerpo	<p>At the start of the article, the writer appears to claim that the situation with regard to global warming is hopeless. I am afraid I disagree. What is more, I think that if we fail to take action now, the consequences for our planet will be disastrous.</p> <p>In my opinion, we have to work together to persuade industry to cut emissions of gases from factories and power stations. However, this does not mean that we have to return to the 'dark ages'. It is possible to reduce the number of goods we manufacture without cutting production completely. On the other hand, I do feel the consumer society has gone too far. In our 'throwaway' society, things cost more to repair than to replace. This is all wrong. We need to make things that last. If we did this, it would automatically lead to a reduction in manufacturing.</p> <p>There are other ways we can tackle global warming, too. Industries could be persuaded to develop cleaner technologies. This has already begun in the car industry, where they are developing vehicles that do not bum petrol. Of course, public transport should be encouraged too, as it is a better alternative to the private car and causes less pollution.</p>
Conclusión	<p>In conclusion, I want to say that it is dangerous to suggest that all our efforts to tackle global warming are useless. We can and must do something about it. And moreover, we can do this without destroying our economy or altering our lifestyles completely.</p>
Firma	<p>Yours faithfully,</p> <p>Ending</p> <p>Jessica Burton</p>

Esta organización se aplica a todas las cartas formales.

5.1.2. CARTA DE RECLAMACIÓN

	Saludo inicial
Dear Sir/Madam,	
Introducci	I am writing to express my extreme dissatisfaction with the service I received when I rented one of your cars on 20th July.
Cuerpo	<p>Firstly, I had specifically requested a four-door model. However, I was given a smaller two-door version which, apart from being too small for my needs, was clearly in need of extensive repair. Despite my objections, your employees informed me that it was the only car available and assured me that it was in perfect order. Having no other alternative, I accepted the vehicle.</p> <p>Contrary to what I had been told there were, in fact, several things wrong with the car. Despite the fact that I had driven it for only one hour, I was forced to stop when the engine showed signs of overheating. Having added two litres of water to the radiator, I was able to continue, although during the course of my journey a knocking sound from the engine became increasingly persistent and the windscreen wipers stopped working.</p> <p>My subsequent journey was most uncomfortable. Not only did I have the worry of driving a car which was not roadworthy, but I also had to stop on three occasions to refill the radiator. Finally, I had no choice but to leave the car at your Oxford branch and continue my journey using public transport.</p>
Conclusión	<p>I feel that your employees acted irresponsibly in issuing a car which was not safe to drive, and I believe I am entitled to compensation for the interruption to my holiday. I therefore request that you send me the sum of £200 to compensate me for the cost of my train ticket and to make me feel better after the distress I was forced to suffer as a result of your negligence.</p> <p>I insist that you give this matter your urgent attention, otherwise I will be forced to take legal action.</p>
	Yours faithfully,
	Final
	S. Mallison
	Mr S. Mallison

5.1.3. CARTA TIPO SOLICITUD

1000 Terrace View Apts.
Blacksburg, VA 24060
(540) 555-4523
stevemason@vt.edu

March 25, 2010

Ms. Janice Wilson
Personnel Director
Anderson Construction Company
3507 Rockville Pike
Rockville, MD 20895

Dear Ms. Wilson:

I read in the March 24th *Washington Post* classified section of your need for a Civil Engineer or Building Construction graduate for one of your Washington, DC, area sites. I will be returning to the Washington area after graduation in May and believe that I have the necessary credentials for the project.

Introducción

Every summer for the last five years I have worked at various levels in the construction industry. As indicated on my enclosed resume, I have worked as a general laborer, and moved up to skilled carpentry work, and last summer served as assistant construction manager on a two million dollar residential construction project.

Experiencia profesional

In addition to this practical experience, I will complete requirements for my B.S. in Building Construction in May. As you may know, Virginia Tech is one of the few universities in the country that offers such a specialized degree for the construction industry. I am confident that my degree, along with my years of construction industry experience, make me an excellent candidate for your job.

Formación

The Anderson Construction Company projects are familiar to me, and my aspiration is to work for a company that has your excellent reputation. I would welcome the opportunity to interview with you. I will be in the Washington area during the week of April 12th and would be available to speak with you at that time. In the next week to ten days I will contact you to answer any questions you may have.

Conclusión

Thank you for your consideration.

Sincerely,
(handwritten signature)
Jesse Mason

5.2. CARTA INFORMAL

Dear Sharon,

How are you? Sorry I have taken so long to write, but I've been busy settling in. Anyway I thought I'd drop you a line to let you know how I'm getting on here.

Birmingham is a really exciting city with millions of things to do. There's so much to choose from, I sometimes find it hard to make up my mind where to go! Although I still haven't got used to the traffic, the noise and the huge crowds, I think it's a great city.

I like living here now, but I sometimes feel homesick as I miss lots of things about Gowrie. I'll never forget the beautiful countryside and the old stone cottages. Living in the city means I can't go for long walks by the sea, either. Most of all, I miss my friends - especially you, of course! We always had such a great time together, didn't we?

Well, that's all my news for now. Please write back and let me know what you've been up to since I heard from you last. Say "hi" to Tom and Joanna, too. I promise I'll come back and visit all of you as soon as I can.

Lots of love,

Angela