

WRITING AN EMAIL IN SERBIAN



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1. Match the given phrases with a formal or informal type of email:

Poštovani

Srdačan pozdrav

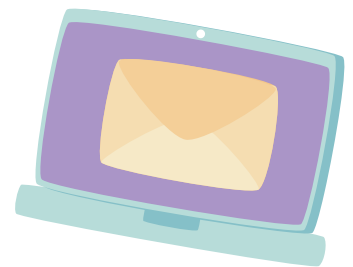
Dragi moj

S poštovanjem

Javi se

FORMALNI MEJL

NEFORMALNI MEJL



2. Are these statements true or false?

"Sve najbolje" is a formal opening email line.

T / F

When addressing someone in opening line we should use their name in Vocative.

T / F

"Čujemo se" is a phrase typical for closing an informal email.

T / F

If you don't know the name of your contact, you can start a formal email with "Pozdrav".

T / F

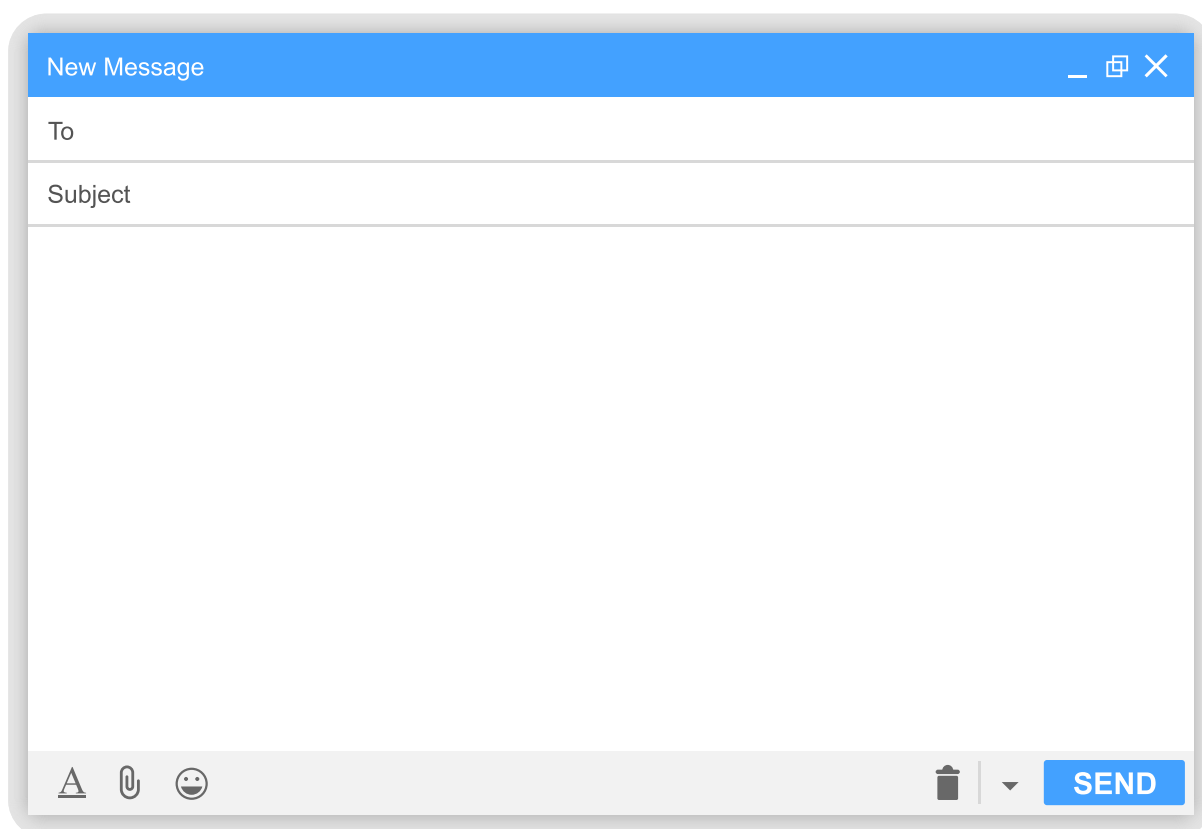
3. Fill in the missing words. You don't have to change their forms, they are already given in the right form.

ZAHVALAN, SUSRETU, RAZUMEVANJU, PRILOGU, VEZI

- Pišem Vam u sa Vašom idejom.
- Hvala Vam na
- Radujem se našem
- U Vam šaljem dokumenta za konkurs.
- Bio bih Vam ako biste mi odgovorili što pre.

4. Write an informal email, in which you are inviting a Serbian friend to a party. Follow these guidelines:

- tell them about the party, when and where is it going to be
- explain to them how to get to your address
- tell them to feel free to bring somebody with them, if they want to



The image shows a screenshot of an email composition window. The title bar is blue and contains the text "New Message" and three window control icons (minimize, maximize, close). Below the title bar, there are two input fields: "To" and "Subject". The main body of the email is a large, empty white area. At the bottom, there is a toolbar with icons for text formatting (underline, bold), attachments, emojis, a trash can, and a blue "SEND" button.

KEY

1.

Poštovani	FORMALNI MEJL
Srdačan pozdrav	FORMALNI MEJL
Dragi moj	NEFORMALNI MEJL
S poštovanjem	FORMALNI MEJL
Javi se	NEFORMALNI MEJL

2.

"Sve najbolje" is a formal opening email line. **F** It's closing line.

When addressing someone in opening line we should use their name in Vocative. **T**

"Čujemo se" is a phrase typical for closing an informal email. **T**

If you don't know the name of your contact, you can start a formal email with "Pozdrav". **F** We should start it with "Poštovani"

3.

- Pišem Vam u **vezi** sa Vašom idejom.
- Hvala Vam na **razumevanju**.
- Radujem se našem **susretu**.
- U **prilogu** Vam šaljem dokumenta za konkurs.
- Bio bih Vam **zahvalan** ako biste mi odgovorili što pre.