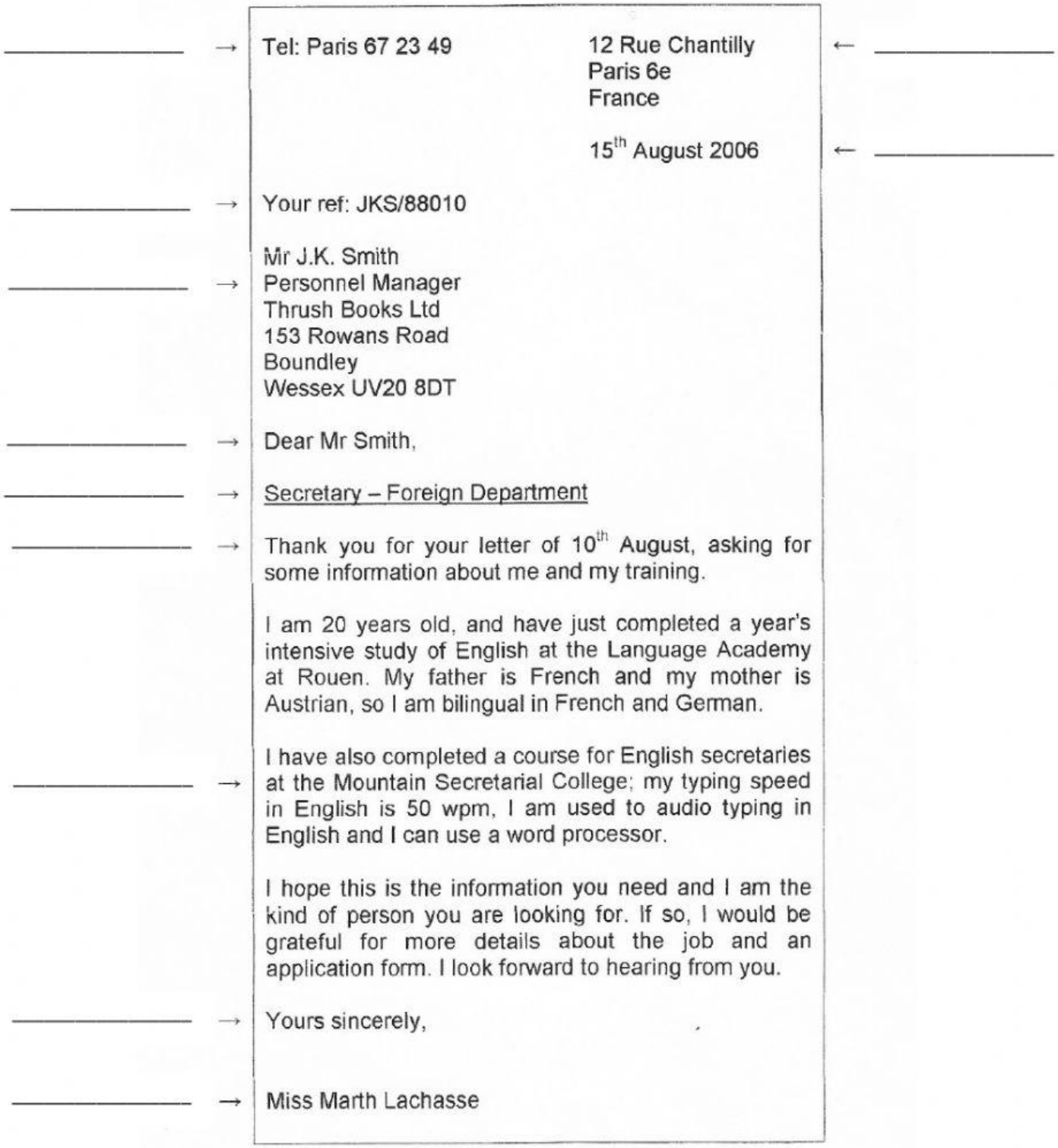
What are the different parts of a (cover) letter? Choose the correct names next to the arrows:



Tel: Paris 67 23 49

12 Rue Chantilly
Paris 6e
France

15th August 2006

Your ref: JKS/88010

Mr J.K. Smith
Personnel Manager
Thrush Books Ltd
153 Rowans Road
Boundley
Wessex UV20 8DT

Dear Mr Smith,

Secretary – Foreign Department

Thank you for your letter of 10th August, asking for some information about me and my training.

I am 20 years old, and have just completed a year's intensive study of English at the Language Academy at Rouen. My father is French and my mother is Austrian, so I am bilingual in French and German.

I have also completed a course for English secretaries at the Mountain Secretarial College; my typing speed in English is 50 wpm, I am used to audio typing in English and I can use a word processor.

I hope this is the information you need and I am the kind of person you are looking for. If so, I would be grateful for more details about the job and an application form. I look forward to hearing from you.

Yours sincerely,

Miss Marth Lachasse

Vocabulary

50 mots par minute

50 words per minute

a course

a piece of information

avoir besoin de

bilingue (en français et allemand)

chercher qqch/qqn

Dear

être habitué à qqch

I need information about you

information

I've just completed my studies

J'attends de vos nouvelles avec impatience

Je serais honoré.e

J'espère être le type de personne que vous cherchez

Je vous prie d'agréer, Madame, Monsieur, mes sincères salutations

le formulaire de candidature

le stage

le traitement de texte

terminer

the cover letter

to take up a course

utiliser

➔ _____

the training

to complete

➔ _____

bilingual (**in** French and German)

➔ _____

the typing speed

50 wpm = _____

to be used to sth

to use

word processing

to need

➔ _____

to look for sth/sb

I hope I am the kind of person you are looking for

I would be grateful

the application form

I look forward to hearing from you

Yours faithfully = Yours sincerely

Cher...

la lettre de candidature

des informations

➔ une information

➔ Je viens de terminer mes études

---

un cours

➔ prendre un cours de...

la vitesse pour taper (à l'ordi)

➔ J'ai besoin d'informations sur vous

Exercises

1. Complete these words with vowels so as to form words from the different vocabulary lists in this unit. Then, translate these words in French.

a) ppl c nt = _____

b) mpl = _____

c) nt rv w = _____

d) gr t f l = _____

e) p rch s ng p w r = _____

2. Choose the name that fits to the following pictures.



_____



_____



_____



_____



_____



_____



_____



_____