VOCABULAIRE

3. Correspondence – *La correspondance*

In Live Worksheets, the spelling must be exact.
If you misspell the word, it will be counted wrong.

Type the correct vocabulary word into the text box in each sentence. Some sentences have more than one text box. Be careful of your spelling!

Exercice 9 Les mots à connaître : *Correspondence*

Complétez les phrases avec tous les mots de l'encadré en les conjuguant ou en les mettant au pluriel si nécessaire.

1 If you receive mail for a previous tenant*, write "Return to ....." in red and put it in the mailbox. You don't have to pay ..... for this service.
2 Is there a ..... limit for a standard letter?
3 You'll find the information you need in a password-protected ..... in the HR folder.
4 The ..... must get a signature from the ..... for a registered letter.
5 Do you know what the ..... for Greenville is?
6 It says this e-mail contains an ..... , but I can't see it.
7 Has anyone seen my "Delco" ..... ? I need the files it contains for my lunch meeting.
8 I can't see your e-mail in my ..... , but it's possible that it's in my spam folder.
9 Could you stick* a ..... on this envelope and then post it for me, please?
10 Ask the office manager to order more ..... , as there are no more pens or ..... and there is hardly any paper left.
11 We received a ..... from Helen in Paris in our ..... today. It's on the ..... if you want to read it.
12 The CEO sent a ..... yesterday about the upcoming* merger*.
13 The deadline to ..... our report is next Monday.
14 How much ..... do you get every day?
15 According to a recent survey*, 79% of all respondents* throw ..... directly in the trash* without even looking at it.

Write the letter (ONLY the letter) of the correct response in the text box.

Exercice 10 Les familles de mots

Complétez chaque phrase avec le mot qui convient.

1 Please ..... these letters and put the stamps on.
Ⓐ weigh
Ⓑ weight
Ⓒ weightless
Ⓓ weighted

2 I've heard that you are ..... with our direct competitor.
Ⓐ correspond
Ⓑ correspondent
Ⓒ correspondence
Ⓓ corresponding

3 You will find my resumé ..... to this e-mail.
Ⓐ attach
Ⓑ attached
Ⓒ attaching
Ⓓ attachment

LIVEWORKSHEETS

4 Please take this ..... to the post office.
Ⓐ mail
Ⓑ e-mail
Ⓒ mailbox
Ⓓ junk mail

5 We have to send this ..... to all the company employees.
Ⓐ memorize
Ⓑ memorable
Ⓒ memorized
Ⓓ memorandum

6 Let's get some ..... with the company logo on it.
Ⓐ station
Ⓑ stationer
Ⓒ stationery
Ⓓ stationed

7 Is it true that they haven't ..... their project on time?
Ⓐ submit
Ⓑ submission
Ⓒ submitted
Ⓓ submissively

8 My application was ..... yesterday afternoon.
Ⓐ send
Ⓑ sent
Ⓒ sending
Ⓓ sender

9 I keep my ..... in the filing cabinet.
Ⓐ files
Ⓑ filing
Ⓒ filed
Ⓓ filings

10 ..... workers have requested a pay rise.
Ⓐ Postal
Ⓑ Poster
Ⓒ Posted
Ⓓ Postage

Exercice 11 Le vocabulaire

Choisissez le mot en gras qui convient pour compléter chaque phrase.

1 The **sender / recipient** did not pay for tracking.
2 Please find **attached / enclosed** the packing slip, along with the goods ordered.
3 I left your assistant a **memo / note** about ordering some red pens.
4 How much does the parcel **weigh / weight**?
5 Would you send me **a mail / an e-mail** to confirm?
6 A mail carrier got out of the **stationery / stationary** van.

Exercice 12 Les expressions courantes

Reliez un mot de chaque colonne pour former une expression courante, puis complétez les phrases avec un mot des expressions obtenues.

please •	• regards
look •	• forward to
further •	• find attached
to whom •	• it may concern
kind •	• to your request

1 Further to your ..... a pricelist has been attached to this letter.
2 Kind ..... , Jim Tanner.
3 To ..... it may concern.
4 Please find ..... my résumé and cover letter.
5 I look ..... to meeting you in person on Friday.

LIVEWORKSHEETS