

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	← _____
_____ →	Your ref: JKS/88010	15 th August 2006	← _____
_____ →	Mr J.K. Smith Personnel Manager Thrush Books Ltd 153 Rowans Road Boundley Wessex UV20 8DT		
_____ →	Dear Mr Smith,		
_____ →	<u>Secretary – Foreign Department</u>		
_____ →	Thank you for your letter of 10 th 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	_____	Cher...
50 words per minute	_____	la lettre de candidature
a course	_____	des informations
a piece of information	→ _____	→ une information
avoir besoin de	the training	_____
bilingue (en français et allemand)	to complete	_____
chercher qqch/qqn	→ _____	→ Je viens de terminer mes études
Dear	bilingual (in French and German)	_____
être habitué à qqch	_____	un cours
I need information about you	→ _____	→ prendre un cours de...
information	the typing speed	la vitesse pour taper (à l'ordi)
I've just completed my studies	50 wpm = _____	_____
J'attends de vos nouvelles avec impatience	to be used to sth	_____
Je serais honoré.e	to use	_____
J'espère être le type de personne que vous cherchez	word processing	_____
Je vous prie d'agréer, Madame, Monsieur, mes sincères salutations	to need	_____
le formulaire de candidature	→ _____	→ J'ai besoin d'informations sur vous
le stage	to look for sth/sb	_____
le traitement de texte	I hope I am the kind of person you are looking for	_____
terminer	I would be grateful	_____
the cover letter	the application form	_____
to take up a course	I look forward to hearing from you	_____
utiliser	Yours faithfully = Yours sincerely	_____

Exercises

- 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 = _____

- Choose the name that fits to the following pictures.

