

CORRESPONDANCE

Writing a letter (*écrire une lettre*), a personal letter (*personnelle*), a business letter (*d'affaires*), a post-card (*une carte postale*), a greeting(s)-card (*une carte de vœux*).
 I must drop him/her a line (*lui mettre un mot*), send a telegram (*envoyer un télégramme*)
 The address (*l'adresse*), the addressee/reader (*le destinataire*), the sender (*l'expéditeur*)
 You have to put the letter in an envelope (*dans une enveloppe*), put a stamp on it (*l'affranchir*),
 post it at the post-office (*à la poste*), in a letter-box/mail-box (US) (*dans une boîte à lettres*)
 Registered post/mail (*recommandé à valeur déclarée*), recorded delivery (*avec accusé de réception*)
 Send by special delivery/special handling (US) (*exprès*); the postmark (*le cachet de la poste*)
 Please enclose an s.a.e. (a stamped addressed envelope) (*joindre une enveloppe timbrée*),
 an international reply coupon (*un coupon-réponse international*)

The date: 8th September 19..., 8 September 19..., September 8 th, 19.. (US)
 Your name on the top right (*en haut à droite*), the reader's name on the left (*à gauche*)

	Formal (<i>officiel</i>)	Informal (<i>informel</i>)
Opening salutation:	Dear Sirs Gentlemen (US) Dear Sir/Madam	Dear Mr Sweet Dear Mrs/Ms Sweet Dear Jim
Closing salutation:	Yours faithfully (Very) truly yours (US)	Yours sincerely Cordially yours (US) With best/kind regards (+ familier)

Marilyn Baker
5 place du Port
06600 ANTIBES

25 September 19...

Funfair Holiday Ltd
215 Old Rectory Road
Portsmouth 906 1AT

Dear Sir

I read your advertisement in the Guardian of 20 September and I wish to apply for the position of receptionist in your company.

As you will see from the enclosed curriculum vitae, I have a diploma from a well-known catering school and I am currently working in a hotel on the French Riviera, where I have contacts with tourists from all over the world.

I wish to work in England and I am looking for a position where I could make use of my knowledge of languages. I speak fluent French, English and German and I have a basic knowledge of Spanish.

I shall be available from 15 October onwards. I hope that you will consider my application favourably.

Yours faithfully

[Signature]

191 Holland Rd
Amphill
Beds. MK25

20th June

Dear Cathy,
I'm sorry I haven't written before but I've been busy taking my exams. Now they are over, I'm looking forward to spending my holidays with you in the South!
This is just to confirm that the train arrives in Marseilles at 8 p.m. on Tuesday, 2nd July. I'll make sure you can meet me there.
Lots of love,
Karen

LETTER-WRITING

Invitations (Invitations)

We shall be very happy /It will be a pleasure for us to welcome you (de vous recevoir)
 We are very grateful for your kind invitation (nous vous remercions vivement de votre aimable invitation), Sarah will be delighted to stay with you (sera ravie d'aller chez vous)

Greetings (vœux) and congratulations (félicitations)

Best wishes (meilleurs vœux) for your birthday (pour votre anniversaire), many happy returns (joyeux anniversaire), Merry Christmas (Joyeux Noël), Happy New Year (Bonne Année)
 I wish you every happiness (tous mes vœux de bonheur), all the (very) best (tous mes vœux)
 Congratulations /I congratulate you on your success (félicitations pour votre succès)

Hotel reservations (réserver une chambre d'hôtel)

I am looking for (je cherche), I wish to book/reserve (je désirerais réserver...) a single/double room (une chambre pour une/deux personne(s)) with a double bed (grand lit), twin beds (deux lits), with/without bath (avec/sans bains), a medium-priced room (à prix modéré)
 (Would you) please quote the inclusive price (veuillez m'indiquer le prix tout compris) for bed & breakfast (la nuit et le petit déjeuner), half/full board (demi-pension/pension complète)
 Please let me know if you require a deposit (veuillez me faire savoir si vous voulez des arrhes)
 I am writing to confirm/cancel my reservation (pour confirmer/annuler ma réservation)

Job applications (demandes d'emploi)

I wish/should like to apply for the position of... advertised in... (poser ma candidature à l'emploi de... publié dans...). I would be interested in working as a... (j'aimerais travailler comme ...).
 For the past two years/since 1984, I have worked as a... (depuis deux ans/1984, je travaille comme...). I studied ... as my main subjects/I majored in... (mes matières principales étaient...)
 I feel that I have the right qualifications and experience (je pense avoir les diplômes et l'expérience requis). I have a driving-licence (j'ai mon permis de conduire)
 I enjoy team-work (j'aime le travail en équipe), ... being given responsibilities.
 Please find enclosed my curriculum vitae (vous trouverez ci-joint mon C.V.)
 with personal details (état civil), qualifications (diplômes), and previous work experience (expérience professionnelle).

Business letters (lettres d'affaires)

We thank you for your letter of... (nous vous remercions de votre lettre du...)
 With reference/In reply/Further to your letter of... (en référence/en réponse/suite à...)
 Following our (telephone)-conversation... (suite à notre conversation (téléphonique)...) We are pleased/happy to inform you that... (nous avons le plaisir de vous informer que...)
 We would be grateful if you could... (nous vous serions reconnaissants de...)
 Please send us brochures/your latest catalogue/samples (des brochures/votre dernier catalogue/des échantillons)
 Please give details of prices and delivery dates (veuillez préciser vos prix et dates de livraison)
 I wish to subscribe/renew my subscription to... (je désirerais m'abonner/me réabonner à...)
 We are (very) sorry not to be able to deliver the goods you ordered (livrer les marchandises commandées)

End of the letter (fin de la lettre)

I look forward to meeting you/hearing from you (dans l'attente de vous rencontrer/de vos nouvelles).
 We would appreciate an answer/a reply by return of post (par retour de courrier)
 Kind(est) regards to... (mes salutations à...), please remember me to... (mon bon souvenir à...)