

French *ab initio* Writing Formats

French Department

This booklet is a resource to help you learn proper formatting for a variety of written tasks. Please use this when completing your weekly written work, unit tests and of course, Paper 2 in your final year.

To better understand the assessment criteria for written work, please familiarize yourself with the rubrics embedded in the course and the Rubric Booklet found in the resource section of the course. If you have any questions, please ask your instructor.

Section A: Short Written Tasks

Courrier électronique formel

Courrier électronique informel

Carte Postale

Brochure/Annonce/Publicité

Section B: Long Written Tasks

Article du journal

Journal intime

Lettre Informelle

Lettre Formelle

Présentation orale ou Discours

Blog

Rapport

Courrier électronique formel

1. **Tips:** In the *ab initio* Course Activities and in the Written Assessments remember to always include the following items in an email (formal or informal):

- a. Email address of the receiver (in French)
- b. Email address of the sender (in French)
- c. Subject (in French and relevant to the task)
- d. Date, if you are asked to include it (in French format: le 3 mars 2015)
- e. Opening line and name of the person in French
- f. Short Introduction
- g. Body
- h. Closing line
- i. "Farewell" line
- j. Name or signature of person writing the email (in French)
- k. **Note:** If the instructions specify that any other information should be included, make sure you include it.

****** The email format is similar to the letter format, but remember emails are usually much shorter and precise.

Sample email & explanation below!

2. Email Sample:

À richard@yahoo.fr	← To
De: annick@orange.com	← From
Date: le 3 mars 2015	← Date
Sujet: Absent samedi prochain	← Subject

Opening Line → Monsieur Leclerc,

Introduction { J'espère que tout va bien pour vous en ce moment.

Body { Je vous écris ce message pour vous informer que je ne peux pas travailler samedi prochain.....
.....
.....
.....

Closing Line → Veuillez m'excuser pour ce désagrément.

Farewell Line → Cordialement,

French Name → Annick Feraud

3. Alternatives for Formal Emails:

- a. **À (To):** choose any email address; just make sure you include a visible name in French.
- b. **De (From):** choose any email address; just make sure you include a visible name in French.
- c. **Opening line:** In more formal situations, you can simply write Monsieur X or Madame X. You can use abbreviations as well. When you write Monsieur/Madame it must be followed by a **last name** (not a first name). Again choose one and use it always.
****Note:** When you don't know the name of the person you are writing to (i.e: when you write to a company) you address the company in plural: "Messieurs"
- d. **Introduction:** formal emails should be written using the "*vous*" form (throughout the entire letter: greetings, verbs, pronouns, etc). Remember it should be a much shorter introduction than that you would use in a letter.
 - i. Je vous écris...
 - ii. Je vous écris ce message...
- e. **Body:** if the instructions ask you to include specific information, make sure you include it. In the question prompt, be sure to underline what you must include so you won't forget.

f. **Closing line:** some formal options are (choose one and use it always):

- i. Merci beaucoup pour votre attention.
- ii. J'attends votre réponse.

g. **Farewell line:** some formal options are (choose one and use it always):

- i. Veuillez recevoir, Monsieur/Madame, mes salutations distinguées
- ii. Je vous prie d'agréer, Monsieur le Directeur, l'assurance de ma considération distinguée.
- iii. Veuillez accepter Messieurs (or Monsieur or Madame) mes salutations distinguées.
- iv. Croyez Cher Monsieur (or Chère Madame), en l'expression de mes sentiments les meilleurs.

****Note: All names included in the letter should be in French!**

Courrier électronique (informel)

1. **Tips:** In the *ab initio* Course Activities and in the Written Assessments remember to always include the following items in an email (formal or informal):

- a. Email address of the receiver (in French)
- b. Email address of the sender (in French)
- c. Subject (in French and relevant to the task)
- d. Date, if you are asked to include it (in French format: le 8 mars 2015)
- e. Opening line and name of the person in French
- f. Short Introduction
- g. Body
- h. Closing line
- i. "Farewell" line
- j. Name or signature of person writing the email (in French)
- k. **Note:** If the instructions specify that any other information should be included, make sure you include it.

******The email format is similar to the letter format, but remember emails are usually shorter and precise.

Sample email & explanation below!

2. Email Sample:

À: nicolas@yahoo.fr	← To
De: julie@orange.com	← From
Date: le 8 mars 2015	← Date
Sujet: Le cinéma?	← Subject

Opening Line → Cher Nicolas,

Introduction { Comment ça va? Moi, ça va bien. Je suis occupée avec mes devoirs en ce moment.

Body { Le nouveau film de X passe au Ciné Royal ce weekend. Penses-tu que tu auras le temps d'y aller avec moi ce samedi ?
.....
.....

Closing Line → J'espère te voir samedi.

Farewell Line → Bises,

French Name → Julie

3. Alternatives for Informal Emails:

- a. **À (To):** choose any email address; just make sure you include a visible name in French.
- b. **De (From):** choose any email address; just make sure you include a visible name in French.
- c. **Opening line:** it goes according to the gender of the person you are writing to (**Chère Laura**, **Cher Papa**). Again choose one and use it always.

- Cher Muhammad (Chers copains)
- Chère Mado (Chères amies)
- Salut X

- d. **Introduction:** informal emails should be written using the “tu” form (throughout the entire letter: greetings, verbs, pronouns, etc)
 - i. If you are writing to one person: Comment vas-tu?
 - ii. If you are writing to more than one person: Comment allez-vous?
- e. **Body:** define which verb tense(s) you should be using (present, past, future). If the instructions ask you to include specific information (i.e.: “mentionnez vos coordonnées” “mentionnez la

description des choses que vous aimeriez acheter", "mentionnez comment il faut s'habiller", etc), make sure you include it. Underline what you must include so you won't forget.

Also, make sure you include questions to interact with the receiver. Remember it is a friendly letter, so you are writing to someone you know.

f. Closing line: the following options are all for different occasions, so please keep them in mind to use when appropriate:

- i. Je t'embrasse.
- ii. Cela m'a fait plaisir d'avoir des nouvelles.
- iii. À très bientôt

g. Farewell line: some informal options are (choose one and use it always):

- i. Amitiés
- ii. Amicalement/ Bien amicalement
- iii. Bien à toi (informal)/ Bien à vous (plural)
- iv. À bientôt
- v. Tendrement
- vi. Bises / Grosses bises
- vii. Bisous

These first four expressions are semi-formal and may be used in a wide variety of situations. The last three are very informal and should only be used for close, personal communication.

****Note:** All names included in the email should be in French!

Carte Postale


Sometimes in section A you will be asked to write a Carte Postale. Postcards are very similar to informal letters as you normally send them to someone you know well and they are often sent from a holiday destination. Here are some points to remember and an example.

1. **Address of who you are writing to on right hand side of postcard**
2. **Place and date you are writing from in top left corner**
3. **Greeting**
 - i. Salut/Bonjour Philippe
 - ii. Cher Philippe (masculine name)
 - iii. Salut/Bonjour Sophie
 - iv. Chère Sophie (feminine name)
 - v. Chers amis (plural masculine)
 - vi. Chères amies (plural feminine)
4. **Content**
 - i. Must match the question prompt given. Write about what they ask for in the question.
 - ii. **OFTEN:** where you are, who you are with, what you are doing, what the weather is like, what activities you did/do, will do, what you think of the place, when you will return, etc.
5. **Tenses**
 - i. Pay close attention to the question as it may guide you to which tense to use. Read carefully.
 - ii. If not, decide which tense you want to use: past, present, future. You can use more than one tense if you use time indicators.
 1. Aujourd'hui
 2. Hier
 3. Demain
 4. La semaine dernière
 5. La semaine prochaine

6. Closing

- i. Informal-sometimes you would mention that you miss the person or wish they were there with you.
1. Tu me manques (I miss you)
 2. Vous me manquez (I miss you - more than one person)

7. Sample: La Carte Postale

<p>Biarritz, le 12 juin 2016 ← Ville et Date</p> <p>Chers Papa et Maman, ← Greeting</p> <p>J'espère que vous allez bien. Moi, je m'amuse bien à Biarritz. Il fait beau et la mer est à 22 degrés, c'est super ! Hier j'ai commencé mon cours de surf, c'est difficile mais amusant. Demain nous allons visiter la ville et nous mangerons des fruits de mer dans un restaurant typique. J'ai rencontré une fille sympa qui s'appelle Christine et qui aime le surf aussi. Nous allons faire des excursions ensemble dans le pays Basque. Nous restons à l'Hôtel de la Plage, c'est un deux étoiles assez confortable et surtout pas trop cher!</p> <p>Je rentrerai à la maison le 24 juin et je vous téléphonerai de la gare.</p> <p>Vous me manquez beaucoup... Gros bisous ← Closing</p> <p>Sophie</p>	<div style="text-align: right;">  </div> <p style="text-align: center;">← Address</p> <p><u>Eloise et François Bonapart</u> <u>157 rue du Ruisseau</u> <u>65301 Paris</u> <u>FRANCE</u></p>
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Brochure/Annonce/Publicité/Poster/Affiche

Brochures need to give practical information and/or specific facts. They do not give opinions. They are focused on giving information to readers who need to know everything. Even if you don't know the specific information, you can make it up! Be creative.

Posters and announcements or advertisements are clear communications with a specific purpose usually announcing or advertising events or items. Again, this is an opportunity to be creative. Usually in Section A on Paper 1, the question prompt will be very specific as to what information you are to include in the message. Read the instructions carefully.

1. Language

- i. **Register:** Do not use JE. It isn't a personal opinion piece. It is destined for a general public. Use "Vous".
- ii. **Impératif:** It is common to find verbs in the Imperative to motivate readers to do something.
 1. Venez visiter l'incroyable Cathédrale de Rheims.
 2. Amenez vos enfants pour qu'ils apprennent l'histoire dans ce site merveilleux.
 3. Mangez au restaurant traditionnel de la Tour...
- iii. **L'heure:** a.m. and p.m. do not exist in French. In brochures and other formal information situations French uses the 24 hour clock.
 1. Heures is abbreviated to h.
 2. Le monument est ouvert de 9h à 17h

2. Title

3. Subtitles

- i. Information in separate and short paragraphs.

4. Columns/Images

5. Closure

- i. Include information on where to get more information: telephone number, website, email, street address, etc.

6. Sample Brochures

Most Tourist Offices and Travel Agencies now have Brochures online that you can read or download. Check out a few to get a feel for the style and what they should include:

<http://www.chamonix.com/brochures,87,fr.html>

<http://www.finisteretourisme.com/feuilletez-nos-brochures-et-guides-touristiques>

<http://www.brochuresenligne.com/docs/look-voyages-2016/>

7. Sample Publicité

Colocataire recherché ← Titre

Je m'appelle Antoine et je suis étudiant en maths, je propose une colocation de 2 personnes dans un appartement près de l'université. ← Introduction

Je suis quelqu'un de très calme et je travaille beaucoup à la maison. Je préfère un coloc non-fumeur...

L'appartement a

- 2 chambres
- 1 salle de bain
- etc
-
-

← Information as asked for in prompt. Can be in point form.

N'hésite pas à me contacter par mail ou téléphone. ← Closing

Antoine 05.35.78.87.14
antoine@uni.fr ← Contact Details

Article (du journal)

1. **Tips:** In the *ab initio* Course Activities and in the Written Assessments remember to always include the following items in an article:
 - a. Title
 - b. Introduction
 - c. Body
 - d. Conclusion
 - e. Catchy closing line
 - f. Name of author (in French)
 - g. **Note:** If the instructions specify that any other information should be included, make sure you include it.

Sample article & explanation below!

2. Article Sample:

Title → **Aidez les enfants sans parents!**

Introduction

C'est très facile de rendre quelqu'un heureux. Nous aidons les orphelins de St. Benedict.....

Body

Le groupe des élèves en 11e organise une collecte de jouets pour l'orphelinat

Conclusion

Closing Line

Aidez-nous à partager le bonheur ! C'est très facile!

Name of author

Écrit par: Jean-François Pinot

3. Alternatives for Articles:

- a. **Title:** interesting, catchy title related to the article you have to write.
- b. **Introduction:** short paragraph introducing what you will be talking about in the body of the article. Make sure you identify the verb tense in which you must write and in which person (*Je, Nous*, etc.)
- c. **Body:** two or three paragraphs containing all the information you must provide (given in the instructions of the task). Make sure you use the verb tense in which you must write and in which person (usually you should continue with the one you started with).
- d. **Conclusion:** short paragraph concluding the information given above. Make sure you use the verb tense in which you must write and in which person (usually you should continue with the one you started with).
- e. **Closing Line:** catchy line (phrase) to leave the readers thinking about what you wrote.
- f. **Name of Author:** any name is valid preceded by the phrase:
- *Écrit par:* (written by)

****Note:** All names included in the letter should be in French!

Journal Intime

1. **Tips:** In the *ab initio* Course Activities and in the Written Assessments remember to always include the following items in a diary entry:
 - a. Date (in French format: le 3 mars 2015)
 - b. Opening line
 - c. Introduction (short, precise, informal, personal, in first person)
 - d. Body (informal, personal, in first person)
 - e. Closing line (informal)
 - f. "Farewell" line (informal)
 - g. Name or signature of person writing the entry (in French)
 - h. **Note:** If the instructions specify that any other information should be included in the entry, make sure you include it.
 - i. The overall tone is personal as you are sharing personal experiences. Your language should be expressive and descriptive in terms of how you feel about the event(s). You should be using expressive language and exclamations.

****Diary entries should always be informal, personal and written in first person (*Je*). They should include personal information, express emotions and be subjective. ****

Diary Entry Sample & explanation below!

2. Diary Entry Sample:

le 28 décembre 2015 ← Date

Opening Line → Cher Journal,

Introduction → C'est l'hiver et la période des fêtes. Noël était génial, alors je vais parler un peu de mes vacances.

Body → J'adore Noël, c'est ma fête préférée.

Closing Line → Je crois que c'est tout pour ce soir.

Farewell Line → À la prochaine,

French Name → Camille

3. Diary Entry Alternatives:

a. **Date:** French format.

b. **Opening line:** some informal options are:

- Cher Journal,
- Bonjour Journal,
- Bonjour/Bonsoir/Salut

- c. **Introduction:** a short informal sentence describing what you are going to talk about in the "body". Written in first person. Make sure you decide if it should be written in past tense, present tense or future tense or a combination of two (i.e: present and past).
- d. **Body:** informal, mostly in first person (unless you have to describe something you did in a group or with someone). Include all the information that instructions are telling you to include. Make sure you decide if it should be written in past tense, present tense, future tense or a combination of two (i.e: present and past).
- e. **Closing line:** some informal options are (choose one and use it always):
- i. Je crois que c'est tout pour l'instant.
 - ii. Alors, c'est comme ça que j'ai terminé ma journée.
 - iii. Alors, c'est comme ça que j'ai terminé ma journée. Quelle horreur!
 - iv. Alors, c'est comme ça que j'ai terminé ma journée. Génial!
- f. **Farewell line:** some informal options are (choose one and use it always):
- i. À la prochaine,
 - ii. À plus,
 - iii. À bientôt,
 - iv. Au revoir,

****Note: All names included in the entry should be in French!**

Lettre formelle

1. **Tips:** In the *ab initio* Course Activities and in the Written Assessments remember to always include the following items in a letter (formal or informal):
 - a. Address of the receiver in French (preferably of a French country)
 - b. Date (in French format: le 8 mars 2015)
 - c. Opening line and name of the person in French
 - d. Introduction of letter
 - e. Body
 - f. Closing line
 - g. "Farewell" line
 - h. Name or signature of person writing the letter (in French)
 - i. **Note:** If the instructions specify that any other information should be included in the letter, make sure you include it.

Sample letter & explanation on next page.

2. Letter Sample:

The diagram shows a French letter with the following components and labels:

- Date:** Londres, le 8 mars 2015
- Address of Receiver:** Hotel "Au Bon Accueil", 5 rue Nationale, 86000 POITIERS, France
- Opening Line:** Monsieur Magnin,
- Introduction:** J'ai l'honneur de vous informer que j'ai bien reçu votre lettre du 28 février. C'est avec plaisir que j'accepte le poste de traductrice de votre site web.
- Body:** Je regrette de ne pas pouvoir commencer immédiatement. Je serai disponible à partir du 30 mars.....
- Closing Line:** En vous remerciant de la confiance que vous me témoignez, je vous prie
- Farewell Line:** d'agréer, Monsieur Magnin, l'assurance de ma consideration distinguée.
- French Name:** Julie Parienti

3. Alternatives:

- a. **Address:** you can write the full address or with abbreviations. There are some options below. The trick is to come up with an address of your choice and stick with it (use it always). You can research on the internet the name of a real place in a Francophone country and learn it.

English	French	Abbreviation
Avenue	Avenue	av.
Boulevard	Boulevard	blvd.
Street	rue	rue

- b. In more formal situations, you can simply write Monsieur X or Madame X. You can use abbreviations as well. When you write Monsieur/Madame it must be followed by a **last name** (not a first name). Again choose one and use it always.

****Note:** When you don't know the name of the person you are writing to (i.e: when you write to a company) you address the company in plural: "Messieurs"

- c. **Intro:** formal letters should be written using the "vous" form (throughout the entire letter: greetings, verbs, pronouns, etc)
- i. If you are writing to one person or many people: Je vous écris...

- d. **Body:** if the instructions ask you to include specific information (i.e.: "mentionnez les avantages..." "mentionnez vos opinions...", etc), make sure you include it. Underline what you must include so you won't forget.
- e. **Closing line:** some formal options are (choose one and use it always):
- i. Merci beaucoup pour votre attention.
 - ii. J'attends votre réponse.
- f. **Farewell line:** some formal options are (choose one and use it always):
- i. Veuillez recevoir, Monsieur/Madame, mes salutations distinguées.
 - ii. Je vous prie d'agréer, Monsieur le Directeur, l'assurance de ma considération distinguée.
 - iii. Veuillez accepter Messieurs (or Monsieur or Madame) mes salutations distinguées.
 - iv. Croyez Cher Monsieur (or Chère Madame), en l'expression de mes sentiments les meilleurs.

****Note: All names included in the letter should be in French!**

Lettre informelle

1. **Tips:** In the *ab initio* Course Activities and in the Written Assessments remember to always include the following items in a letter (formal or informal):
 - a. Address of the receiver in French (preferably of a French country)
 - b. Date (in French format: le 8 mars 2015)
 - c. Opening line and name of the person in French
 - d. Introduction of letter
 - e. Body
 - f. Closing line
 - g. "Farewell" line
 - h. Name or signature of person writing the letter (in French)
 - i. **Note:** If the instructions specify that any other information should be included in the letter, make sure you include it.

Sample letter & explanation on next page!

2. Letter Sample:

The diagram shows a letter with the following parts labeled on the left:

- Date:** Londres, le 8 mars 2015
- Address of Receiver:** 118 rue Vinolly, 84120 Pertuis, France
- Opening Line:** Chère Florence,
- Introduction:** Comment ça va? Cela fait si longtemps que l'on ne s'est pas contactées. Je te raconte un peu ma vie.
- Body:** Je continue avec mes études en Littérature à l'Université de Londres. Et j'aurai un stage en Provence, à Aix, du 15 juin au 15 août.....
- Closing Line:** Je t'embrasse.
- Farewell Line:** À bientôt,
- French Name:** Julie

The letter text is as follows:

118 rue Vinolly
84120 Pertuis
France

Londres, le 8 mars 2015

Chère Florence,

Comment ça va? Cela fait si longtemps que l'on ne s'est pas contactées. Je te raconte un peu ma vie.

Je continue avec mes études en Littérature à l'Université de Londres. Et j'aurai un stage en Provence, à Aix, du 15 juin au 15 août.....

.....

.....

Alors, raconte-moi un peu de tes nouvelles. Penses-tu pouvoir venir me rendre visite cet été?

Je t'embrasse.

À bientôt,

Julie

3. Alternatives:

a. **Address:** you can write the full address or with abbreviations.

There are some options below. The trick is to come up with an address of your choice and stick with it (use it always). You can research on the internet the name of a real place in a Francophone country and learn it.

English	French	Abbreviation
Avenue	Avenue	av.
Boulevard	Boulevard	blvd.
Road	Chemin	ch.
Street	Rue	rue
Apartment	Appartement	app.

b. **Opening line:** it goes according to the gender of the person you are writing to (**Chère Laura**, **Cher Papa**). Again choose one and use it always.

- Cher Muhammad (Chers copains)
- Chère Mado (Chères amies)
- Salut X

- c. **Intro:** informal letters should be written using the “tu” form (throughout the entire letter: greetings, verbs, pronouns, etc)
- i. If you are writing to one person: *Comment vas-tu? Comment ça va?*
 - ii. If you are writing to more than one person: *Comment allez-vous?*

- d. **Body:** define which verb tense(s) you should be using (present, past, future). If the instructions ask you to include specific information (i.e.: “*mentionnez vos coordonnées*”, “*mentionnez ce qu’il faut acheter*”, etc), make sure you include it. Underline what you must include so you won’t forget.

Also, make sure you include questions to interact with the receiver (as shown on the letter sample above). Remember it is a friendly letter, so you are writing to someone you know.

- e. **Closing line:** the following options are all for different occasions, so please keep them in mind to use when appropriate:
- i. *Écris-moi bientôt.* (Write soon)
 - ii. *Je t’écirai bientôt.* (I will write again soon)
 - iii. *À bientôt.* (Until next time)

- f. **Farewell line:** the following options are all for different occasions, so please keep them in mind to use when appropriate:
- i. *Je t’embrasse.*
 - ii. *Cela m’a fait plaisir d’avoir des nouvelles.*
 - iii. *À très bientôt*

g. Farewell line: some informal options are (choose one and use it always):

- i. Amitiés
- ii. Amicalement/ Bien amicalement
- iii. Bien à toi (informal)/ Bien à vous (plural)
- iv. À bientôt
- v. Tendrement
- vi. Bises / Grosses bises
- v. Bisous

These first four expressions are semi-formal and may be used in a wide variety of situations. The last three are very informal and should only be used for close, personal communication.

****Note:** All names included in the letter should be in French!

Présentation Orale/Discours

You need to be able to write the text of an oral presentation or a speech. Decide who your audience is (informal or formal).

1. Tips:

a. Examples of Greetings:

Informal Greetings	Formal Greetings
Bonjour à tous.	Mes chers camarades et Monsieur le directeur/Madame la directrice
Mes chers amis.	Chers collègues
Bonjour les enfants.	Mesdames et Messieurs

b. Introduce yourself and the topic of your speech:

- i. Je m'appelle...
- ii. Je suis ici pour vous parler de...
- iii. Je vous remercie d'être venus.
- iv. Je voudrais vous parler aujourd'hui de...

c. Appropriate style and grammar

Vous form: used to address a group as it is the plural, whether it is formal or informal.

d. Impératif (commands)

- i. Écoutez-moi bien!
- ii. Réagissez maintenant!
- iii. Arrêtez de polluer la planète!
- iv. N'attendez pas!

- e. **Exclamations: remember that your text is supposed to be told to an audience and it needs to be lively and engaging.**

Exclamations

Je ne suis pas d'accord!
On peut changer les choses!

Rhetorical Questions

Savez-vous que...?
Pensez-vous que...?
Est-ce que c'est normal que...?

- f. **Cohesive devices/Connecting words**

- i. D'abord
- ii. Premièrement, Deuxièmement
- iii. D'un côté
- iv. D'un autre côté
- v. Enfin
- vi. Pour finir
- vii. Pourtant
- viii. De plus

- g. **Make sure to have a conclusion and make it interesting.**

Thank the audience at the end of the presentation.

- i. Merci pour votre attention.
- ii. Merci de m'avoir écouté aujourd'hui
- iii. Merci d'être venus.
- iv. Avez-vous des questions?
- v. J'espère que je vous ai convaincu aujourd'hui.

Sample presentation on next page!

2. Sample Presentation

Greeting → Messieurs et Mesdames. Bonjour et merci d'être venus cet après-midi. Je voudrais vous parler des changements climatiques dans le monde d'aujourd'hui...

Introduction → D'abord, ... _____

Body-develop your ideas fully in multiple paragraphs → Deuxièmement, on constate que... _____

Conclusion → Savez-vous que... _____

Conclusion → Finalement, on voit... _____

Concluding statement inciting action → Alors, réagissez maintenant. Arrêtez de polluer notre monde!

Thank you → Merci pour votre attention.
 Julie

Blog

You need to be able to write the text of a blog post for Part B of the test which is the long written task section. A blog is usually lively and entices readers to find out more about the topic. Often entries are about a personal experience and continues with a reflection on the topic. Use exclamations, rhetorical questions or imperatives to talk to your readers and give them advice. The register is semi-formal, you will use vocabulary and expressions related to feelings and personal experience and opinions. The point of view is personal.

1. Address of the site

www.lesaventuresdepaulenfrance.com

www.monblogdevoyages.com

www.leblogdestephanie.com

2. Title of the entry - needs to be catching

Examples:

- i. Les secrets de la cuisine française
- i. Savez-vous danser le twist?
- ii. Une aventure terrifiante à Paris
- iii. Des vacances de rêves
- iv. Vous voulez apprendre le français en un mois?

3. Date of the post

Examples:

- i. Le 20 janvier 2016
- i. Mercredi 20 janvier 2016

4. Greet your readers (formal/informal) - your audience could be a group of friends, your family or an unknown audience but it is always a group. You therefore need to use the pronoun "vous".

Examples:

- i. Salut à tous! (informal)
- ii. Bonjour à tous (formal and informal)
- iii. Salut amis blogueurs! (informal)
- iv. Bonjour et bienvenue sur le Blog de Tim (formal)

5. Multiple Paragraphs

- i. You can have sub-titles to help you organize your ideas.
- ii. Use of cohesive devices
 - D'abord
 - Premièrement, Deuxièmement
 - D'un côté
 - D'un autre côté
 - Enfin
 - Pour finir
 - Pourtant
 - De plus

6. **Conclusion:** here you can summarise the experience you wrote about in your entry and/or write what you are planning to write in your next entry

Examples:

- i. J'espère que vous avez aimé l'histoire de mon séjour à Montréal
- ii. Je vous donne RDV la semaine prochaine pour mon Blog sur les secrets de la cuisine française
- iii. Merci de votre lecture et à très bientôt sur mon blog

7. Salutation

Examples:

- i. A bientôt les amis (informal),
- ii. Rendez-vous à mon blog de la semaine prochaine,
- iii. Je vous embrasse (rather formal),

8. Comments from the readers

Examples:

- i. Laissez vos commentaires.
- ii. Abonnez-vous à ma newsletter ici.
- iii. Lisez tous mes articles ici.

9. Links to REAL LIFE blogs en français

<http://www.leblogdesarah.com/>

<http://www.leblogdelilou.com/>

<http://www.decouvertmonde.com/road-trip-en-californie>

<http://quandnadcuisine.over-blog.com/>

<http://lesconseilsdenanoush.over-blog.com/>

Sample blog on next page!

10. Blog Sample:

<https://leblogdufrançais.edu> Web address of site

Écrire

- ☺ inviter un ami
- ✉ écrire un message
- ✉ envoyer à un ami
- 👤 inviter un groupe
- ☹ signaler un abus

● Commentaires :

● Messages récents :

● Photos récentes :

← Write

Rechercher:

← Editing Options

Sujet: Des professeurs inoubliables!

← Title

Le 9 janvier 2016
20:21 GMT

Date →

Greeting → Bonjour à tous !

Introduction { Aujourd'hui était ma première journée à mon nouveau lycée. Quelle expérience !

Body – multiple paragraphs { J'aimerais partager mes expériences et vous raconter des histoires des profs ici !
.....
.....
.....

Closing Line → J'espère que vous avez aimé l'histoire de mes profs et de ma journée inoubliable.

Farewell Line → À bientôt,

French Name → Jaques

11. **Writing a response to a Blog post:** this is a different task from writing a blog entry. You need to acknowledge that you read the post, make references to some of a content of an original blog post written by someone else and make clear if you agree or disagree with it. You can also add ideas, facts or state the way you feel about it. Decide if your answer is informal and uses the pronoun "tu" or formal and uses "vous".

Examples of useful starting sentences:

- i. J' ai beaucoup aimé lire ton/votre blog!
- ii. Merci pour cet article!
- iii. Merci d' avoir partagé ton/votre aventure, c' était super intéressant!
- iv. Dans ton blog tu dis/vous dites que ...
- v. Je suis d'accord avec toi/avec vous quand tu dis/vous dites que... parce que...
- vi. Je ne suis pas d' accord avec toi/avec vous quand tu dis/vous dites que... parce que...
- vii. J'ai quelques questions pour toi/vous + a few questions to interact with the blogger

Rapport

There are a wide variety of options for the reports that can appear on Paper 2. The content will vary but generally the format is more or less similar. You will adapt as you see fit according to the task.

1. Title

2. Objet

i. **Subject of task:** What is the report for?

1. Police report
2. Customer service report
3. Restaurant food quality survey/report
4. Etc.

3. Date

4. **Sections/Sous-titres:** You may have to divide your report into sub-sections. Use subtitles to help organize and clarify your information.

5. **Paragraphs:** Do not write one big chunk of a paragraph. Break up your information into smaller paragraphs grouping the similar ideas together.

6. Details/Information:

- i. **Quoi?** Type d'intervention: aggression, vol, accident, etc.
- ii. **Qui?** Qui est concernés? Témoins, victimes, etc.
- iii. **Quand?** Date et heure exacte des faits
- iv. **Où?** Lieu exacte des faits
- v. **Comment?** Les détails ***This is where you will show your ability to communicate your ideas in sentence level and paragraph level discourse.
- vi. **Avec quoi?** Objets découverts
- vii. **Mesures prises?** What steps were taken?

7. Register:

- i. Use of first person: Je, Nous if re-telling the event from your perspective.
- ii. Use of third person: Telling the story as an observer
- iii. Formal language.

8. Connectors or cohesive devices

- i. D'abord
- ii. Mais

- iii. Ensuite
- iv. Puis
- v. Enfin

9. Signature or Personal Info

10. Sample Police Report

	<p>Date → le 2 janvier 2016</p>
<p>Voiture volée ← Titre</p>	
<p>Objet: Voiture volée Nom: François Boutin Ville: Montréal, Québec</p>	<p>← Personal Information</p>
<p>Détails:</p> <p>Hier, on était au centre ville, près de la rue Sainte-Catherine. Quelqu'un a volé notre voiture. La voiture est bleue...</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">← More than one paragraph</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Signature: <i>François Boutin</i> ← Signature</p>	<p>Date → le 2 janvier 2016</p>