R1.10 : Anglais

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How to write an e-mail :

Formal : for a business, a boss, or someone that I don’t know

Dear : Mrs(misses) Hinton-West

Mr(mister)

Ms(Miz) quand on s’adresse une personne inconnue feminine

Blablablablallkrkfrjfjrfjqensekjnsnf

Knfsenvjsbvsbvbsjvsjn

Yours sincerely,

Yours faithfully,

…………………………………………………………………………………………………………………………

Informal : to friends, to family, colleagues

Dear Hi/Hey

Blblallekef,sefsnf

Skensngsokngs

See you soon.

Regards, Love

Take care

Exercise 1 :

1) Informal 3) Formal 5) Formal

2) Formal 4) Formal 6) Formal

2 :

1) Hi

2) Dear Mr

;

Exercise 2 :

1) I look forward to hearing from you 5) I would like to apologize for any inconvenience

2) I find it most unsatisfactory 6) I can confirm that your order was dispatched

3) Thank for your email regarding 7) I regret to inform you

4)I would be grateful 8) I am writing to draw your attention

Exercise 3 :

1) Dear Sir,

I am writing to inform you about the conference centre you booked for the end of May. I regret to inform you for the fact that the conference centre is overbooked. I would like to apologize because we do not have any alternate day due to the refurbishment of the conference centre. I sincerely apologize for the inconvenience.

Yours faithfully,

Rachel

The passive

How to use it :

Used to focus on an action

We don’t know who does the action

We don’t care who does the action

It’s obvious

Get/ be + past participate, by someone/somebody

Examples :

* The cacao beans are crushed, by the machine
* The car has been used, by me
* The paper is being made, by the workers

Exercise 2 :

1) Passive, brought up 2) Active, did you change it

3) Passive, were taken 4) Passive, is locked

5) Passive, is closed 6) Passive, was stolen

7) Active, steal 8) Active, drive

9) Passive, was drive

Exercise 1 :

1) The bread is made, by flour and water

2) I didn’t see you at the party because I was not invited

3) The office is cleaned by the janitor every morning.

4) Nobody knows when the book was written

5) john was taught French at school when he was a child

6) Did you hear the accident this morning ? fortunately, only two people were hurt.

7) The burglar didn’t find Janet’s jewellery box because it was hidden under her bed.

Language

Exercise 1b:

1 Introduce myself

2 give a statistic to catch people’s attention

3 Include the audience by asking them a question

4 Tell a short anecdote

5 Go through the four main point of the presentation

6 Give a concluding summary of the ideas

7 Invite the audience to ask questions

Exercise 2c:

1 False

2 False

3 False

4 True

5 True

6 False

Exercise 3a:

1) along 2) about 3) show 4) free 5) an 6) with

7) on 8) Turning 9) thing 10) give 11) up 12) concludes

Exercise 3b :

1) ~~for~~, by 2) ~~yourself~~ 3) ~~put~~ or put a 4) ~~true~~, real 5) ~~draw~~, illustrate

6) ~~on~~  7) ~~put~~, give 8) ~~recapitulate~~, recap

Describing trends

Exercise 1:

1) H /2) G / 3) C /4) B /5) D /6) E

7) A /8) F

Vocabulary exercises :

Exercise 1 :

1) c /2) g /3) f /4) a /5) b /6) ~~d

7) h /8) e /9) /10) /11) /12) ~~

13) /14) /15) /16)

Exercise 2 :

1) b) Sales increase to 3M€

2) a) There was a decrease of 10%

3) a) Prices fell by 15$

4) b) There was a rise from 30%

Business communication :

Exercise 1 :

1 : a) 3 b) 2 c)1

2 : a) 2 b) 3 c) 1

Exercise 2 :

1) 37.5% China, 27.6% Americas.

2) 35.8%, 36.5%

3) 5 cities, 3000

Exercise 3 :

a) 1

b) 3

c) 2

d) 3

e) 1

f) 1

g) 1

Exercise 4 :

1) This diagram summarizes, This graph shows, This pie chart gives you.

2) Note that, The important things here is, notice that, As you can see.

Business communication v2:

Exercise 1 :

Last year started the year at 250 millions euros. They rose to 250 million in the first quarter from 275 million euros in the second quarter. In the next three months, they then increased by 225 million to 500 million euros. Unfortunately they then fell by 100 million euros to a final of 400 million euros in the last three months of the year.

Exercise 2 :

As I said before, our sales *rose/~~declined~~* to 500 million euros in the third quarter of last year. Why did they go up so dramatically ? This was thanks to the successful launch of our new sports drink ‘Vitality’. But as you know, we then had that problem with the contaminated drinks can, and our sales *grew/~~dropped~~* in the final quarter to 400 million euros.

That contamination incident continued to have a negative effect on our reputation at the beginning of this year. As a result, sales *decreased/~~increased~~* by 50 million euros in the first quarter. They then *remained stable/~~grew~~* at 350 million euros for the next three months. However, since June our reputation has improved and our sales have *risen/~~fallen~~* every month, *increasing/~~decreasing~~* to reach 500 million euros at the end of this fourth quarter.

Extension task :

Exercise 4 :

|  |  |
| --- | --- |
|  | - -------------------------------------------------------------------------------------------> + |
| Adverb Verb | Grow slightly, go up sharply, improve significantly, shoot up dramatically |
| Adjective + Noun | Slight increase, moderate growth, considerable improvement, sudden surge |