– English for Web Developers –

Présentation:

- Prénom
- Ce que vous faisiez avant
- Vos hobbies, vos passions
- Votre ressenti face à l'anglais

– Useful tools –	– How can I improve?--
- Google Traduction - Reverso - **DeepL** - Wordreference - Linguee - Dictionnary.com - Merriam Webster - Duolingo	- **Motivation** - **Fréquence** - Speaking with native people - Video-games - Video, movies, series in VO or VOSTFR - Music and Lyrics - Reading (Bilingual books exist) - Traveling

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– Emails and Email writing –

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1. Introduction

a. Which medium of communication do you know?
Quels moyens de communication connaissez-vous?

- **Emails**   **=>**   **Courrier électronique**
- Letters / **mail**   **=>**   **Courrier manuscrit**
- Social Network
- Telephone
- Cellphone
- Computer
- SMS
- Instant messages
- Newspaper

b. What differences can you make between emails and oral communication?
Quelles différences pouvez vous faire entre les emails et la communication orale?

- Emails may be formal, Oral communication may be common
- Speaking is more spontaneous
- Emails are more structured than oral communication
- Emails leave a trail
- By email, you have time to think about your answer

c. What differences can you make between emails?
Quelles différences pouvez vous faire entre les emails?

- Professional emails vs personal emails
    - The way you write
    - **Formality Formal Language / Informal language**
    - Email address
    - Structure

2. Formality in English

a. Linguistic rule

The more direct you are   =   the less polite you are
The less direct you are   =   the more polite you are

Imperative

Ouvre la fenêtre!
Open the window!

You can soften the sentence by adding 'please'

Ouvre la fenêtre, s'il te plaît
Ouvrez la fenêtre, s'il vous plaît
Open the window, please

I
You
He/She/it
We
You
They

You ask someone if he has the possibility to do something

Can you open the window?
Peux-tu ouvrir la fenêtre?

You ask someone if he would have the possibility to do something

Could you please open the window
Pourrais-tu ouvrir la fenêtre s'il te plaît

        b. Modal verbs

- Verbs that have no meaning, but function
- They are auxiliaries
- They are invariables
- They are followed by the 'verbal base'
    - e.g. "I **can** open the door"

Can
Could
May
Might
Must
Shall
Should
Will
Would

❖ **Can** | **Cannot / can not / can't**

Ce qu'on est capable de faire = e.g. I can speak English

Ce qui est permis = e.g. I can access this room

Ce qu'on est incapable de faire = e.g. I can not go this way

Ce qu'il est interdit de faire = e.g. You can not smoke here

❖ **Could** | **Could not / couldn't**

Ce que je pourrais faire = I could hang out, if it wasn't raining

Le passé de can = I could open the window yesterday

❖ **Must** | **Must not / mustn't**

Ce qu'on a l'obligation de faire = I must ride my bicycle
Je dois rouler sur ma bicyclette!

= The show must go on!
Le spectacle doit continuer!

Ce dont on est quasiment sûr = It must be 12 already

Interdiction = You must not text and drive

❖ **Will / 'll** | **Will not / won't**

Exprimer le futur = I will survive!
Je survivrai
We will rock you!
Nous allons vous secouer
I will always love you
Je t'aimerai toujours

Servir à traduire un interdiction = I won't let you hang out
Je ne te laisserai pas sortir avec tes amis

❖ **Would / 'd | Would not / wouldn't**

Servir à traduire un conditionnel =   I would do anything for love
                                                                    Je ferais n'importe quoi par amour

(Meatloaf)

❖ **Should | Should not / shouldn't**

Utilisé pour donner un conseil,   = e.g.   Should I stay or should I go
ce que l'on devrait faire   *Devrais-je rester ou devrais-je partir ?*

Ce qu'on ne devrait pas faire   = e.g.   You shouldn't push that button
                                                                    Tu ne devrais pas appuyer sur ce bouton

3. The emails in English

a. Structure of an email

Opening phase	Content	Closing phase
Dear Mr XXXX, **Dear Ms XXXX,** Mister XXXX, Miss XXXX, Madam, Sir, Madam, Sir, Hello FIRSTNAME, Hi, Good morning Good afternoon Good evening ~~To whom it may concern,~~	**Short introduction:** - I am sending you this email to … - I am writing with regard to …[1] **If you give information:** - I am writing to let you know that …[2] - I regret to inform you that … - I am delighted to inform you that …[3] **You need to answer:** - I am writing in response to … [4] - I am writing in answer to … [4] - Regarding your previous email … [5] - Following our phone call - As agreed, … **You need to ask something:** - Could you please … - Would it be possible to … - I need you to … - I would like you to …	Do not hesitate to contact me for more information.[6] Thank you for reading, Thank you kindly, **Please find attached to this email …[7]** Thank you in advance, I am looking forward to your answer, I am looking forward to hearing from you, ――――― **Best regards,** Kind regards, Warmest regards, Regards, Sincerely, Best wishes, Best, Have a nice day, Bye, See you, Cya,

——---- formel

——---- informel

——---- S'il y en avait un à retenir …

Phrasal verbs = Verbes à particules

To look	=	Regarder
To look for	=	Chercher
To look after	=	S'occuper de
To look forward	=	Être dans l'attente de
to give	=	Donner
to give up	=	Abandonner
to throw	=	Lancer
to throw out	=	Jeter
to throw up	=	Vomir
to throw down	=	Se battre
to f***	=	Rapport sexuel expliqué de manière vulgaire
to f*** up	=	Merder
to f*** with someone	=	Chercher des emmerdes à quelqu'un

What you should do	**What you shouldn't do**
☐ Use politeness formulas ☐ Do not forget the subject (objet) ☐ Do not forget the attachment (pièce jointe) ☐ Use paragraphs ☐ Write short and easy sentences ☐ Use numbers and bullet points (nombres et puces) ☐ Use a simple grammar ☐ Sum up the most important idea(résumer)	☐ Do not use familiar words or sentences ☐ Do not use abbreviations / acronym (e.g. FYI = For your information) ☐ Avoid misspelling (éviter les fautes) ☐ Do not exclamation marks (point d'exclamation) ☐ Do not use capital letters for full sentences (majuscules pour des phrases complètes) ☐ Do not use smileys ☐ Use contractions(i'd, i've, i'll, don't, can't) ☐ Don't speak about irrelevant subject(de hors-sujet)

b. Email examples

Dear Mr Jones,
I'm a university student from Finland and I'm writing to get some information about your language courses this summer. I've got a few questions:

1. Do you do a course for university students, which helps them with their essay writing skills?
2. How many hours a week are the courses?
3. What sort of accommodation do you offer?
4. What after-school activities are there?
5. Do you do any trips to other towns in the UK?

I'm hoping to come over in June, so if you can get back to me as soon as possible, it would be great. Thanks for your help.

Best regards,

Jaana Nikkinen

Subject: Hello!

Hi Jack!!!

My name's Jaana and I'M FROM FINLAND!!! I bet you haven't had students from here B4 ;-) ;-) That's probably coz we're so amazing at languages, that we don't need any xtra help?except me – I need all the help I can get!! FYI: the problem really started when I was in primary school, and my parents, who had been arguing non-stop since I was a little baby, got divorced and decided that I should be adopted as they couldn't decide who should have custody of me. If I had been in their situation, I think I probably wouldn't have known either!! Anyway, this was all a bit traumatic, so all my school subjects suffered, especially English. HAHAHAAA ONLY JOKING!!!! :-) (Actually, don't tell anyone, but I'm actually quite a good student?but if anyone found out, my reputation would be ruined, so shhhhhh!) BTW do u do courses for uni students? How many lessons/week? Is there any extra stuff after school, SO I CAN MEET SOME COOL PEOPLE? How about trips? Give me all the info you can, man.

Jaana (although all my mates call me Jakki!!)

a. Why would you send an email as a web developer?
Pourquoi enverriez-vous un email en tant que dev web

- To apply for a job or an internship
  Pour candidater à un emploi ou un stage
- To **look for** a job or an internship
  Pour chercher un emploi ou un stage
- To create specification with a customer
  Pour créer un cahier des charges avec un client
- To set an appointment
  Pour fixer un rendez-vous
- To get more information from a customer or a colleague
  Pour avoir plus d'information de la part d'un client ou d'un collègue
- To ask for a client's feedback or point of view
  Pour demander un retour ou le point de vu d'un client
- To get help from a foreign colleague
  Pour demander de l'aide à un collègue étranger

4. Exercise

Send me an email at pro.darras.corentin@gmail.com or on discord

- Should not be longer than 6-7 lines
- You can get inspiration from part **3.a** of the course
- You can work by two
- You can use translators
- You can ask for help
- You can add humour

England	=	Country
Great Britain (G.B)	=	England, Scotland, Wales
United Kingdom (U.K)	**=**	**England, Scotland, Wales, Northern Ireland**
British Isles	=	England, Scotland, Wales, Northern Ireland, Republic of Ireland

Commonwealth