

**MOVE** *agri*

*Le réseau des étudiants  
et élèves qui bougent à l'étranger*



**FAIRE UNE LETTRE**

# **L'en-tête** (de l'expéditeur)

En haut à gauche

- Mr./ Mrs./Miss / Ms.
- First name - FAMILY NAME
- Address / postcode / country
- Tel.number / fax
- E-mail address

# Le destinataire

Sur la droite...

To..

- Mr. D. Harving
- Mrs./ Miss / Ms. Ann Harving  
*Title, ex:Manager, ...*

# La date

31st March

March 31st 2010

22nd March

March 22nd 2010

3rd April

April 3rd

15th May

May 15th

22 / 03 / 07



U.S: 03/ 22/ 07

9 /11 (le 11 Septembre)

# La formule de politesse du début

- Dear Madam,
- Dear Sir,
  
- Dear Ms. Harving,
- Dear Mr. Harving,

# Le début de la lettre

- Your company was recommended to me by...
- Following this year presentation of students who went to a foreign country...
- I happened to find the name of your company on the Internet and I am writing to you in the hope of ...(*PING : Préposition + verb ing*)
- I was wondering if you could provide me with some information (*Je me demandais si vous pouviez me donner des informations...*)

# Se présenter

- Who / what / where /

As a first year student in fish farming/water management (*En tant que...*)

After studying ...

At LEGTA... in.....

- What for?

I would like to :

- find a job as..
- Have a training period in...
- Be in a position to practise and improve my English

# Montrer que l'on est intéressé

- Your company is involved (*impliqué*) in ...which is of real interest for me...
- Your activity is particularly interesting for me because ...
- I am interested in knowing more about...



# Formuler une demande

- Could you please...? (*Pourriez-vous...?*)
- I would therefore be grateful if you could... (*Je vous serais reconnaissant is vous pouviez...*)
- I was wondering if you could... (*Je me demandais si vous pouviez...*)
- Would it be possible for you to...?
  - .Take me as a trainee...(*me prendre en tant que stagiaire*)
  - .Let me know if...(*Tenez moi au courant si...*)

# Finir la lettre

- I hope to hear from you in the near future
- I look/am looking forward to
  - . your reply
  - . hearing from you soon

# Finir la lettre

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# La formule de politesse de la fin

- Yours faithfully
- Yours sincerely
  
- Regards
- Best regards
  
- All the best (plus familier)
- Take care (très familier)
- Keep in touch (très familier)