

Writing polite formal letters and emails

French 4 (high school) · Test

Name: _____ Date: _____ Class: _____ Score: ____ / 20

Level: French 4 (high school, ACTFL Intermediate Mid) · **Standards:** ACTFL Intermediate Mid, WL 1.2 Interpretive, WL 1.3 Presentational, WL 4.1 Language Comparisons, WL 2.1 Cultural Practices

Time: 45 minutes · 8 questions · Total: 20 points · No dictionary

Question 1 Greeting and closing pairs (2 points)

Write the greeting and the closing for each situation.

- a. A letter to a director whose name you do not know. (1 point)
- b. A letter to Monsieur le Maire. (1 point)

Question 2 Make it polite (2 points)

Rewrite each sentence as a polite request with vous.

- a. Donne-moi le prix. (1 point)
- b. Tu peux confirmer ma réservation ? (1 point)

Question 3 Conditional forms (2 points)

Complete with the conditional.

- a. Nous ____ (souhaiter) réserver une salle. (1 point)
- b. ____-vous (avoir) un moment pour me répondre ? (1 point)

Question 4 Read the email (3 points)

À : Service clients
Objet : casque reçu cassé (commande 4821)

Madame, Monsieur,
Le 3 février, j'ai commandé un casque de ski. Je l'ai reçu hier :
la boucle est cassée.
Je vous demande de bien vouloir me l'échanger.
Dans l'attente de votre réponse, je vous prie d'agréer,
Madame, Monsieur, mes salutations distinguées.
Ibrahima Sy

An email to read.

- a. Explain the problem in English. (1 point)
- b. What does the writer request? (1 point)
- c. Copy the sentence that is the closing formula. (1 point)

Question 5 Correct the formula (2 points)

Each line has one mistake. Rewrite it correctly.

- a. Chère Monsieur le Directeur, (1 point)
- b. Je vous prie d'agréer, Madame, mes salutation distinguées. (1 point)

Question 6 Translate into French (3 points)

Translate into formal French.

- a. I would like to receive more information. (1 point)
- b. Could you confirm the date of the interview? (1 point)
- c. I am writing to complain about my order. (1 point)

Question 7 Soften the tone (2 points)

Rewrite each blunt sentence in a polite, formal tone.

- a. Je veux mon argent maintenant. (1 point)
- b. Vous n'avez jamais répondu ! (1 point)

Question 8 Write an email (4 points)

You are an exchange student in Lausanne. Write an email of 5 to 6 sentences to the school

office asking about a bus pass. Include a subject line, a greeting, a polite request, a thank-you and a closing.