



## Correspondance facile : Modèles de lettres



**Call number/Cote:** 448/AFF/VER

**Authors:** Verdol, Jacques

**Publisher:** Paris: Hachette

**Year Published:** 1997

**Type:** Français de spécialité – Specialized French (FOS)

**Category:** Affaires – Business (AFF)

**Collection:** 100 Titles for Learners of French/Les 100 Titres pour le FLE (MERLIN)

**Language:** French

**Physical description:** 1 booklet (95 pages)

**Summary of Content:** This concise reference booklet gives, in simple, practical and illustrated ways, an overview of formal and informal correspondence. With the help of many samples, it presents a wide range of use of written French and its specific formula and phrasing for private, business, and administrative needs. The manual also contains a few exercises (“A vous!” Sections) and shorts texts that present some aspects of the French culture.

**Level:** Independent User (level 1): B1

**Public:** FLE learners, Adults

**Teaching suggestions:** This resource could suit the needs of intermediate and advanced students: the sample letters are not designed to be understood by beginners. Since the book is written entirely in French, it will be better used as a resource by the teacher.

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