

## **Possible writing tasks (Business)**

### **Task 1**

While on work experience at a conference centre you have been asked to email confirmation of arrangements in French about a forthcoming conference to a French company who have organised an event.

You will need to include details on:

- facilities reserved and number of delegates
- dates of conference
- accommodation reserved
- other facilities available with prices
- leisure activities on offer in town.

### **Task 2**

While on work experience an office in your town you have been asked to produce a PowerPoint presentation/brochure in French about the company.

It should include the following:

- location of the company and travel links
- number of employees and history of the company
- range of products offered
- interviews with satisfied customers including why they purchased the product and why they are so pleased
- plans for the future.

### **Task 3**

You are on work experience in a company in the UK and you are asked by your manager to write a letter of complaint in French to a hotel in France where he/she stayed during a recent business trip.

You should include:

- dates of the visit
- problems with the room
- problems with the restaurant
- problems with the staff
- a proposed solution to the problems.

#### **Task 4**

You are applying for a holiday job in an office/hotel/restaurant in France. You have already had some experience of this type of work in your local town.

Write a letter of application in French mentioning the following:

- where you've seen the job advertised
- why you want the job
- when you are available
- what experience you have
- your interests

Ask about:

- the pay
- the hours of work
- accommodation in the town.

#### **Task 5**

You are asked to write an account of your work experience placement in a company in France for their website. The account must be written in French and you should include the following but you may add other details as appropriate.

- where the placement was
- how long you worked for
- the hours of work
- describe the centre
- mention some of the jobs you did
- what you thought of the place and the people you worked with.

#### **Task 6**

You are working in an office in the UK and have to organise a business trip to your local area for a group of French speaking colleagues from Lyon. Write a letter in French outlining:

- travel information
- accommodation arrangements during their stay
- meetings planned
- social activities proposed, giving various possibilities.

Request a reply to your letter with their reactions to your suggestions.

### **Task 7**

You are working for a sportswear and equipment outlet in the UK and are asked to place an order for some clothing and equipment with a French company.

Write a fax or email in French giving the following information:

- full details of the products you wish to order
- delivery and shipping instructions
- a request for quantity discount.

You should also refer to an order placed previously which has not yet arrived and/or a product ordered from them which has a fault and suggest a solution to this.

### **Task 8**

You are working for a fast-food outlet in the UK which is interested in setting up a chain of outlets in France. You are asked to prepare a brochure on the company in French.

You should include:

- company information (number of employees, location of branches, when founded)
- range of products and the type of customers you have
- special events which have been organised this year in your restaurants
- environmental awareness of the company (recycling etc)
- fundraising efforts/charity support the company has been involved in
- plans for future development.