

Possible writing tasks (Leisure & Tourism)

Task 1 (F)

While on work experience you have been asked to email arrangements in French about a forthcoming conference to a French colleague.

You will need to include details on:

- travel arrangements
- hotel room
- dining arrangements
- hotel facilities
- conference timings
- local leisure activities.

Task 2 (F & H)

While on work experience at the local tourist information bureau, you have been asked to produce a brochure in French for French speaking visitors about the town where you live.

It could include details on the following:

- sporting facilities
- shopping
- museums, galleries, places of historical interest in the town/area
- restaurants, local specialities
- location and transport connections
- relevant opinions of your own.

Task 3 (F)

You have been asked to send an email in French to make a reservation at a hotel for two colleagues from the firm where you are on work experience.

Include details on:

- room preferences
- length and dates of stay
- meal requirements.

They want to know about:

- leisure facilities in the hotel
- dining arrangements
- internet points in the rooms/hotel
- car parking.

Task 4 (F & H)

You are applying for a holiday job in a tourist information bureau/hotel/restaurant/holiday centre in France. You have already had some experience of this type of work in your home 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
- your accommodation in the town.

Task 5 (H)

You have been asked to write a letter of complaint in French by the manager of the company where you are on work experience. Two colleagues attended a conference last week at a large hotel in Paris. They were most dissatisfied with the hotel and the service.

Include the following:

- dates of the stay
- why they were there
- their complaints about the rooms, facilities and service in the hotel.

Ask/suggest what the hotel might do to make up for this.

Task 6 (F)

You have been asked to send an email in French to a company based in Geneva confirming the travel arrangements made for one of your work colleagues from the company where you work.

Mention

- time and date of arrival at the airport
- flight details.

Ask

- if someone can meet him/her at the airport
- them to let you know which hotel he/she will be staying at
- them to send you the website address of the hotel.

Task 7 (H)

You have been asked to send an email in French to a French holiday centre that was expecting a visit from one of your colleagues at work.

Explain that

- the colleague will not be able to come on the agreed date
- he/she has had an accident (brief details)
- he/she hopes to visit the centre next month (give dates).

Ask

- if they can reserve a room for the colleague
- them to confirm the new date for the visit.