

Possible writing tasks (Media & Communications)

Task 1

While on work experience at a large cinema complex you are asked to design an area of the website for French speaking visitors.

You will need to include the following:

- an index page
- details of opening hours and location
- summary page of films showing this week with showing times
- reviews of the films linked to the summary page
- refreshments available
- any special offers.

Task 2

While on work experience at a multimedia superstore, you are asked to design a brochure in French on the range of products sold.

It should include the following:

- opening hours and location of the store
- range of products with prices
- a review of the features of one or two of the products
- special offers.

Task 3

You are asked to write a review of a programme or film (real or imaginary) to appear on a French language website. You should include details of the following:

- the characters in the film/programme
- your favourite character and why
- a summary of the plot
- your opinion of the film/programme.

Task 4

You are applying for a holiday job in newspaper 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 of this type of work
- your interests.

Ask about:

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

Task 5

You have been asked to write a letter of complaint in French by the manager of the company where you are on work experience. S/he has purchased some products from a multimedia superstore and has had some problems with them.

Include the following:

- products purchased and date of purchase
- the problems he/she has had with the products
- a suggested solution to the problem.

Remember your letter will need to be a formal letter and will need to begin and end in an appropriate manner.

Task 6

You are on a work experience placement at a French magazine. You have travelled with other learners from your school/college. You are asked to write an article in French for the newspaper about the trip.

Mention

- your travel details and details of your party
- where other learners are working and what they have been doing
- the impressions of the group of so far
- when you will be returning home and how the trip will be followed up.

Task 7

Write an article in French for a French radio/television station's 'employee news' intranet. The article should relate to your recent work experience there and should include the following but you may add other details.

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

Task 8

You are working for your local newspaper and have been asked by the town's twinning association to design and produce a French language PowerPoint presentation about an important forthcoming town festival.

You should include:

- dates and times of the events
- an overview of the different events planned for all age groups
- some comments from visitors to the festival last year
- details of how to book or obtain further information.