

Copyright

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, or mechanical, including photocopy, recording or otherwise without the permission of the publisher.



**Chachu Sewoenam
Jatoo-Kaleo Baba Abraham
Sallah Cephas Appollin**

**Department of French
University of Ghana**

© Copyright reserved



Published by Institute of Continuing and Distance Education (ICDE), University of Ghana, Legon. February, 2013.

E-mail iae@ug.edu.gh

Website: www.ug.edu.gh

Tel: (233) 030 2 501789

Fax: (233) 030 2 500931

Module Titles

Unit 1	Le présent de l'indicatif – Expressing habitual and ongoing actions
Unit 2	L'imparfait et le conditionnel - The Imperfect and conditional tenses
Unit 3	Le futur – Expressing Future Actions
Unit 4	Le passé composé – Expressing past actions
Unit 5	Formal writing 1
Unit 6	Formal writing 2

Editorial Board

Prof. Yaw Oheneba Sakyi
Rev. Prof. Elom Dovlo
Prof. W.A. Asomaning
Prof O. A.T. Frimpong Kwapong
Dr. D. Oduro-Mensah
Dr. S.K. Badu-Nyarko
Dr. Michael Tagoe
Ms. Clara Benneh
Kenneth Adda
Nathanial Anibra

Typesetting

Irene Boakye-Yiadom
Michael Ntiamoah

© Copyright reserved



Acknowledgement

The Department of French wishes to thank all those who contributed to the development of this instructional material.



Contents

Course Overview

Unit 1 Le présent de l'indicatif – Expressing habitual and ongoing actions

Introduction	2
Section 1 Personal Pronouns	3
Section 2 Avoir and Être	6
Section 3 “ER” Verbs	11
Section 4 “IR” Verbs	15
Section 5 “RE” Verbs	18
Section 6 “OIR” Verbs	21
Assignment 1	23
Unit summary	25

Unit 2 L'imparfait et le conditionnel - The Imperfect and conditional tenses

Introduction	27
Section 1 The Usues of the Imperfect Tense	28
Section 2 Forming the Imperfect Tense of “er” Verbs	30
Section 3 Forming the Imperfect Tense of Regular << i r>> Verbs	32
Section 4 Forming the Imperfect Tense of << re >>Verbs	34
Section 5 Irregular Verbs	36
Section 6 Formating the Present Conditional Tense Le Conditional Présent	39
Assignment 2	43
Unit summary	44

Unit 3 Le futur – Expressing Future Actions

Introduction	45
Section 1 Forming the “Immediate Future” Tense – le future proche	47
Section 2 Forming the Simple Futute Tense of “er” Verbs	49
Section 3 Forming the Future Tense of “ir” Verbs	51
Section 4 Forming the Future Tense of “re” Verbs	53
Section 5 The Irregular Verbs in Future Tense	55
Assignment 3	57
Unit summary	58



Unit 4	Le passé composé – Expressing past actions	
Introduction		84
Section 1	Elements of the “Passé Composé”- Auxilliary Verbs and Past Participles	85
Section 2	Forming the “Passé Composé” Using the Verb “être”	87
Section 3	Forming the Perfect Tense “Passeé Composé” of Reflexive Verbs	91
Section 4	Forming the “Passé Composé” Using the Verb “Avoir”	93
Section 5	Negating Simple Sentences	
Assignment 4		
Unit summary		
Unit 5	Formal Writing 1	
Introduction		108
Section 1	Office Memos I – the Components of the Memo	109
Section 2	List of Common Expressions and Sample Memo	114
Section 3	Text Messaging	118
Section 4	Sending and Electronic Mail Envoyer un Courrier électronique	121
Assignment 5		126
Unit 6	Formal Writing 2	
Introduction		130
Section 1	Elements of a Formal Letter	131
Section 2	Vocabulary and Expressions in formal Letter Writing	134
Section 3	Samples of Formal Letters (Application Letters/Letters of Interest	139
Section 4	French Résumés or CVs- Le CV Français	144
Assignment 6		149
Unit summary		149



Course Overview

Considering the fact that Ghana is surrounded by Francophone countries and that there is a quest for regional integration in the West African sub-region, it has become necessary for every business man or woman to have some functional knowledge of the French Language. The aim of this course is to equip students of the University of Ghana Business School with basic communication skills in Business French to enable them perform in the business field.

This course is intended for students who have taken UGBS 103 in the first semester. This semester, the course focuses on an introduction to basic French grammar as well as formal writing in business French. You are advised to possess a bilingual dictionary (French-English or English-French) such as Robert & Collins or Harraps. You may also get a good grammar and conjugation book such as Le nouveau Bescherelle, L'art de la conjugaison. Other simple readers in French will also be of great help in your communication skills.

This course is divided into six units

- Unit 1 Le présent de l'indicatif – Expressing habitual and ongoing actions
- Unit 2 L'imparfait et le conditionnel - The Imperfect and conditional tenses
- Unit 3 Le futur – Expressing Future Actions
- Unit 4 Le passé composé – Expressing past actions
- Unit 5 Formal writing 1
- Unit 6 Formal writing 2

Objectives

After going through this course, you should be able to

- identify some tenses that exist in French grammar
- adequately and appropriately use selected tenses in French in your communication.
- undertake certain types of formal writing in French such as office memos, application letters, emails, CVs, etc.



Unit

1

**Le Présent de l'indicatif-
Expressing habitual and
ongoing actions**



Le Présent de l'indicatif-Expressing habitual and ongoing actions Introduction

Introduction

In this unit, you are going to learn about the present tense. This tense is used to indicate actions or activities taking place or being executed. We will start our study with a quick look at personal pronouns and then the verbs "avoir" and "être". This shall be followed by verbs which end with "ER" and "IR", "RE", "OIR" and some special verbs. This unit consists of six sections:

Section 1	Personal Pronouns
Section 2	"Avoir" and "Être"
Section 3	« ER » Verbs
Section 4	« IR » Verbs
Section 5	« RE » Verbs
Section 6	« OIR » Verbs

Objectives

By the end of this unit, you should be able to

- identify and use personal pronouns
- form sentences with the verb "avoir"
- form sentences with the verb "être"
- use the correct form of regular "er" verbs with the appropriate pronouns/nouns
- use the correct form of regular "ir" verbs with the appropriate pronouns/nouns



Section 1 Personal Pronouns

Introduction

Welcome to the first section of unit 1. You are about to discover a series of interesting units and sections that will help you interact better with other French speakers. The lessons are simplified such that independently, you can learn and do the activities, with little help or supervision. We hope you are saddled up for the exciting lessons you are about to discover. This section will look at the various personal pronouns we have in French and how they are used.

Objectives

By the end of this section, you should be able to

- identify the personal pronouns that exists in French
- tell the differences underlying the use of the various pronouns to replace nouns
- use the pronouns appropriately in simple sentences, respecting the gender and the number of the subject

It is important to treat the topic of personal pronouns before proceeding to the conjugation of verbs because these pronouns determine the nature of the conjugation. Just as in English we have personal pronouns like I, You, He, She, We, You(pl) and They, we have personal pronouns in French and the particular personal pronoun used will determine the endings of the various conjugations.

The following are the personal pronouns used in French:

Je	I
Tu	You (sg.)
Il	He/It
Elle	She
On	It/we/they*
Nous	We



Vous	You (pl.)
Ils	They (masc./both)
Elles	They (fem.)

These personal pronouns can replace proper and improper nouns just as they are used in English. For example,

Ama est ma soeur. / ***Elle*** est ma soeur.

Ama is my sister/ She is my sister

Les garçons sont beaux / Ils sont beaux.

The boys are handsome / They are handsome

Can you try some other examples on your own?

* "On" is a special pronoun that has the value of third person singular and is used ***either***

- to express an action done by an unknown subject:

E.g. On a trouvé le cahier - *The book has been found/*

-or

to indicate multiple subjects that are not specified. In this case, it is equivalent to they.

E.g. On dit qu'il est malade - *They say he is sick.*

-In some cases, it can even mean "we".

E.g. On veut partir - *We want to leave.*



Activity 1.1

Fill in the gap with the appropriate personal pronoun.

Ma mere aime mon pere / aime mon père.

Les enfants mangent des bonbons / mangent des bonbons.

Kofi et moi allons au cinema / allons au cinema.



Ama et toi travaillez bien en classe / travaillez bien en classe.

Moi, vais a paris.

Toi, es gentil.

Les femmes achètent un ordinateur / achètent un ordinateur.

M. Abraham est mon professeur / est mon professeur.

Les filles et les garçons jouent au football / jouent au football.

Madame Zola a trois enfants / a trois enfants.



Summary

In this section, you have learnt about the use of personal pronouns. Try and use them when talking to your friends or when you meet a francophone speaker.



Section 2 Avoir and Être

Introduction

Hello again! We hope you enjoyed the previous section. This section is no less different from the first in terms of its simplicity. Get ready to master two interesting and widely used verbs in French. You will learn to conjugate two important verbs in French; "avoir" – to have and "être" – to be. These are the most commonly used verbs in the French language. As a learner of the the French language, it is indispensable that you know how to conjugate these verbs in order to help you form simple sentences.

Objectives

By the end of this section you should be able to

- Conjugate the verb "être"
- Conjugate the verbe "avoir"
- Use the two verbs correctly to form your own sentences

The verb “être” – To be

The verb “être” is a verb of state. It is used to describe how a person or something is; the condition or situation in which a person finds himself.

Qui êtes-vous?

Who are you?

Jean: Je m'appelle Jean. Je **suis** étudiant à l'Université du Ghana. Et vous, qui **êtes**-vous ?

(My name is John. I am a student at the University of Ghana. And you, who are you?)

Professeur: Je **suis** professeur de à l'Alliance française de Tema. Qui **est** votre professeur de français ?

(I am a teacher at Alliance Française, Tema. Who is your French teacher?)

Jean: Il s'appelle Monsieur Mensah, il **est** très aimable. Il nous aime parce que nous **sommes** travailleurs. À l'Alliance française, comment **sont** les étudiants ?



(His name is Mensah, he is very friendly. He likes us because we are hardworking. What is the attitude of the students at Alliance Française?)

Professeur: Ils **sont** très sérieux.

(They are very serious with their studies).

In the sentences above, the verb “ être” has been used with different pronouns. Learn how to use it in the present tense by reading and repeating the following sentences. Let your tutor help you with the pronunciation.

Singular

Plural

Je suis	I am	Nous sommes	We are
Tu es	you are	Vous êtes	You are
Il est	He is	Ils sont	They are
Elle est	She is	Elles sont	They are



Activity 2.1

Read the following sentences and translate them into English

1. Je suis étudiant à l'Université de Ghana.
2. Vous êtes professeur à l'Alliance française.
3. Il est généreux.
4. Nous sommes respectueux.
5. Qui es-tu ?
6. L'Alliance Française est une école.
7. L'Alliance française et l'université de Ghana sont des écoles.



Activity 2.2

Translate the following sentences into French. Show it to your tutor for correction.

1. We are intelligent
2. They are lazy and impolite
3. You are the President of the association
4. The bank is behind the market
5. I am sick and tired of assignments
6. You are all adolescents
7. He is hardworking and disciplined
8. The doctors are on strike

The verb “Avoir” – To have

The verb “Avoir” indicates ownership or possession. If something belongs to you, the easiest verb to use to express it is “avoir”.

Qu'est-ce que tu as ?

J'ai trois stylos. Tu en as combien ?

- Nous avons une très belle maison.
- Ils ont une assurance vie.
- Vous avez une voiture ?
- Elle a un ordinateur portable.
- Il a un ipad.
- Les filles ont de jolies robes.

What do you have?

I have three pens. How many do you have?

- We have a very beautiful house.
- They have a life insurance policy.
- Do you have a car?
- She has a laptop.
- He has an ipad.
- The girls have beautiful dresses.



As with the verb « être », the verb « avoir » is conjugated with the various personal pronouns in the present tense. Read the following phrases aloud and write them down.

Singular		Plural	
J'ai	I have	Nous avons	We have
Tu as	you have	Vous avez	You have
Il a	He has	Ils ont	They have
Elle a	She	Elle ont	They have



Activity 2.2

Read the following sentences and translate them into English

1. J'ai un rendez-vous à 18 heures.
2. Nous avons assez de temps pour parler avec toi.
3. Est-ce que tu as le document ?
4. Les employés ont de bons salaires.
5. Les vendeuses ont une bonne relation avec leurs clients.
6. Vous avez une administration compétente.



Activity 2.3

Read the sentences below and translate them into French.

1. We have two managers in our company.
2. I have a health insurance card.
3. They have seventeen buses and nine trains.
4. She has three bank accounts abroad.
5. He has a lot of factories.
6. The woman has three children.



Summary

In this section, you have seen the verbs 'être' and 'avoir' and how they are conjugated. In order to remember them, try thinking aloud by making a list of the things you possess using the verb 'avoir'. You may start as follows: '*J'ai une* You can also so try writing about who you are using the verb 'être'. You may use the expression '*Je suis*



Section 3 "ER" Verbs

Introduction

Welcome to this section. In French, verbs are categorized according to how they end. In this section, we shall take a look at one category of verbs – “er” verbs and how they are conjugated in the present tense.

Objectives

By the end of this section, you should be able to

- identify some regular and irregular “er” verbs
- conjugate most regular and some irregular “er” verbs
- appropriately use them in simple sentences.

In French, verbs have two parts: a stem and an ending. For example, the verb "parler" – to speak can be put into two parts. The first part; stem is "parl" and the second part is "er". The ending determines how it is conjugated.

To conjugate an “ER” verb in the present tense is to take off the “ER” and add the following endings (e) (es) (e) (e) (ons) (ez) (ent) (ent) to the stem of the verb according to the choice of subject or personal pronoun as indicated above . Here are some examples :

The verb “parler”

Pronoun	stem, <i>parl</i>	Ending	Derivation	Meaning
Je	parl-	-e	Je parle	I speak/I am Speaking
Tu	parl -	-es	Tu parles	you speak/you are speaking
Il	parl-	-e	Il parle	He speaks/he is Speaking
Elle	parl-	-e	elle parle	She speaks/she is speaking
Nous	parl-	-ons	Nous parlons	We speak/we are speaking



Vous	parl -	-ez	Vous parlez	You speak/you are speaking
Ils	parl-	-ent	Ils parlent	They speak/they are speaking
Elles	parl-	-ent	elles parlent	They speak/they are speaking

travailler – to work

Pronoun stem, <i>parl</i>	Ending	Derivation	Meaning
Je	travail-	-e	Je travaille I work/I am Working
Tu	travail-	-es	Tu travaille you work /you are working
Il	travail-	-e	Il travaille He work /he is Working
Elle	travail-	-e	Elle travaille She work/she is Working
Nous	travail-	-ons	Nous travaillons We work /we are Working
Vous	travail-	-ez	Vous travaillez You work /you are working
Ils	travail-	-ent	Ils travaillent They work /they are working
Elles	travail-	-ent	Elles travaillent They work /they are working

The verb aller, which is an "er" verb is an exception to this rule and is conjugated differently from the others. Below is the conjugation for this verb:

Je vais	I go/I am going
Tu vas	You go/You are going
Il va	He goes/He is going
Elle va	She goes/She is going
Nous allons	We go/We are going



Vous allez You go/You are going

Ils vont They go/They are going

Elles vont They go/They are going



Activity 3.1

Conjugate the verbs listed below in the present tense and read them aloud to a course mate.

Donner jouer envoyer

Aimer changer aider

Laver regarder préparer



Activity 3.2

Find the meaning of the verbs above and form as many sentences as possible with them.



You shall find, below, a list of more 'er' verbs in French. You may learn them and try conjugating them on your own. Good luck.

Verb	Translation in English
Chanter	To sing
couper	To cut
arriver	To arrive
créer	To create
crier	To shout
dessiner	To draw
dominer	To dominate
effacer	To clean/to wipe
insérer	To insert
insister	To insist
manipuler	To manipulate
nager	To swim
pleurer	To cry
collaborer	To collaborate
discuter	To discuss
disputer	To dispute (over)
contempler	To contemplate
fonctionner	To function
marcher	To walk
sauter	To jump
vérifier	To check/ to verify
tourner	To turn
finaliser	To finalize
résumer	To summarize
garder	To keep
considérer	To consider



Summary

In this section, you have learnt about the characteristics of 'ER' verbs and how they are conjugated. This means that you have encountered about 80% of regular French verbs since they make the majority of verbs in the language. Pick any story book in French and try writing down as many 'ER' verbs as you may find. Go ahead! It could be fun.



Section 4 "IR" Verbs

Introduction

Welcome to section 4. We hope you had a lot of fun conjugating 'er' verbs. In this section, we shall look at yet another category of verbs 'ir' verbs, and how they are conjugated in the present tense.

Objectives

By the end of this section, you should be able to

- identify some regular and irregular "ir" verbs
- conjugate most regular and some irregular "ir" verbs
- appropriately use them in simple sentences.

To conjugate an "ir" verb in the present tense, take off the "ir" and add the following endings (is) (is) (it) (it) (issons) (issez) (issent) (issent) to the stem of the verb according to the choice of subject or personal pronoun as indicated above. But this rule applies only to regular 'ir' verbs. Here is an example: *finir* – to finish

Pronoun	Ending	Add ending to stem	Meaning
		e.g. fin-	
Je	-is	je finis	I finish – I am finishing
Tu	-is	tu finis	you finish – you are finishing
Il	-it	il finit	he finishes – he is finishing
Elle	-it	elle finit	she finishes – she is finishing
Nous	-issons	nous finissons	we finish – we are finishing
Vous	-issez	vous finissez	you finish – you are finishing
Ils	-issent	ils finissent	they finish – they are finishing
Elles	-issent	elles finissent	they finish – they are finishing



There exist another group of irregular "ir" verbs comprising verbs like venir, tenir, maintenir, devenir, convenir, prévenir, entretenir, obtenir, etc. These are conjugated as follows:

Pronoun	Ending	Add ending to stem	Meaning
			e.g. - v (<i>take out -enir</i>)
Je	-iens	je viens	I come – I am coming
Tu	-iens	tu viens	you come – you are coming
Il	-ient	il vient	he comes – he is coming
Elle	-ient	elle vient	she comes – she is coming
Nous	-enons	nous venons	we come – we are coming
Vous	-enez	vous venez	you come – you are Coming
Ils	-iennent	ils viennent	they come – they are Coming
Elles	-iennent	elles viennent	they come – they are coming

Try and use the formula above to conjugate the other verbs in this group. Show it to your tutor for correction.



Activity 4.1

Write the verbs listed below in the present tense and read them aloud to a course mate.

Grandir	réussir	polir	franchir
Refléchir	trahir	choisir	
Grossir	bénir	rougir	



Verb	Translation in English
venir	to come
tenir	to hold
maintenir	to maintain
devenir	to become
convenir (à)	to befit, to be convenient to
prevenir	to warn
entretenir	to keep/to maintain
obtenir	to obtain
dormir	to sleep
courir	to run
servir	to serve
mourir	to die
choisir	to choose



Activity 4.2

Find the meaning of the verbs above and form as many sentences as possible with them.



Summary

In this section you have seen another category of verbs 'IR' verbs, and how they are conjugated. You saw that some are regular and some are not. Enjoy discovering more 'IR' verbs in your personal readings.



Section 5 "RE" Verbs

Introduction

Welcome to section 5! Take a deep breath in-out and sit up for the next lesson. You are gradually on your way to identifying all the different categories of verbs in French. This section will look at another category that exists; 'IR' verbs.

Objectives

By the end of this section, you should be able to:

- identify all existing 'RE' verbs in French
- conjugate these verbs correctly
- use some of the verbs to make your own sentences

To conjugate an "re" verb in the present tense, you need to take off the "re" and add the following ending (s) (s) (-) (d) (ons) (ez) (ent) (ent) to the stem of the verb according to the subject or personal pronouns as indicated above. Here is an example : vendre – to sell

Pronoun	Ending	Add ending to stem, Meaning	e.g. vend-
Je	-s	je vends	I sell – I am selling
Tu	-s	tu vends	you sell – you are selling
Il	-	il vend	he sells – he is finishing
Elle	-	elle vend	she sells – she is selling
Nous	-ons	nous vendons	we sell – we are selling
Vous	-ez	vous vendez	you sell – you are selling
Ils	-ent	ils vendent	they sell – they are selling
Elles	-ient	elles vendent	they are – they are selling



However, there exists another category of "re" verbs which are irregular. Here are some examples.

Faire dire lire

Boire Croire prendre and its morphological derivatives
(apprendre, comprendre etc.)

Écrire rire sourire

For example:

Prendre	Faire	Dire/lire	Écrire
Je prends	Je fais	Je dis	J'écris
Tu prends	Tu fais	Tu dis	Tu écris
Il prend	Il fait	Il dit	Il écrit
Elle prend	Elle fait	Elle dit	Elle écrit
Nous prenons	Nous faisons	Nous disons	Nous écrivons
Vous prenez	Vous faites	Vous dites	Vous écrivez
Ils prennent	Ils font	Ils disent	Ils écrivent
Elles prennent	Elles font	Elles disent	Elles écrivent

NB : The following verbs are conjugated in the same way as the verb « prendre » above. (comprendre, surprendre , reprendre, apprendre, etc)

Below is a table of more "re" verbs

Verb	Translation in English
Traduire	To translate
Connaître	To know
Joindre	To join
Conclure	To conclude
Plaire	To please
Mettre	To put/to place
Naître	To be born
Suivre	To follow
Vivre	To live
battre	To beat



Use your dictionary to help you conjugate the rest of the irregular "re" verbs.



Activity 5.1

From the example above, conjugate the following verbs in the present tense

Entendre comprendre apprendre

Prendre attendre répondre

Render confondre prétendre



Activity 5.2

Look up the verbs above in the dictionary and form at least three sentences with each.



Summary

This section has looked at the various 'RE' verbs that exist in French. You have seen how they are conjugated and why some of them are dubbed 'regular' and others dubbed 'irregular'. Try your hands on more of the irregular verbs in this category in order to completely master them.



Section 6 " OIR " Verbs

Introduction

You are finally welcome to section 6, the last of this unit. We hope you have pretty much grasped the concepts of personal pronouns and conjugation of verbs in the preceding sections. This section will treat yet another category of verbs 'OIR' verbs.

Objectives

By the end of this section, you should be able to

- identify the various regular and irregular 'oir' verbs in French
- conjugate these 'oir' verbs
- use them appropriately in forming sentences

Most of the verbs in this category are irregular. There are three subgroups. The first subgroup comprises verbs like pouvoir-to be able to, vouloir-to wish/to want, falloir-to have to/to be necessary to, valoir-to be worth. This can be conjugated as follows:

Pronoun	Ending	Add ending to stem	Meaning
			e.g. p-
Je	-eux	je peux	I can – I am able to
Tu	-eux	tu peux	you can – you are able to
Il	-eut	il peut	he can – he is able to
Elle	-eut	elle peut	she can – she is able to
Nous	-ouvons	nous pouvons	we can – we are able to
Vous	-ouvez	vous pouvez	you can – you are able to
Ils	-euvent	ils peuvent	they can – they are able to
Elles	-euvent	elles peuvent	they can – they are able to



NB: The verb "vouloir" can also be conjugate in the same way as "pouvoir". But the verb "valoir" and falloir may change slightly.

Pronoun	Ending	Add ending to stem	Meaning
			e.g. p-
Je	-aux	je vau	I can – I am able to
Tu	-aux	tu vau	you can – you are able to
Il	-aut	il vaut	he can – he is able to
Elle	-aut	elle vaut	she can – she is able to
Nous	-alons	nous valons	we can – we are able to
Vous	-alez	vous valez	you can – you are able to
Ils	-alent	ils valent	they can – they are able to
Elles	-alent	elles valent	they can – they are able to

NB: The verb "falloir" is an impersonal verb whose conjugation exists only in the third person singular (il – il)

Thus we conjugate Il faut – it is necessary to

The next subgroup of "oir" verbs comprises verbs like "voir" – to see and its morphological derivatives – devoir , revoir, prévoir, etc. Their conjugation is done as follows:

Pronoun	Ending	Add ending to stem	Meaning
			e.g. v-
Je	-ois	je vois	I can – I am able to
Tu	-ois	tu vois	you can – you are able to
Il	-oit	il voit	he can – he is able to
Elle	-oit	elle voit	she can – she is able to
Nous	-oyons	nous voyons	we can – we are able to
Vous	-oyez	vous voyez	you can – you are able to
Ils	-oient	ils voient	they can – they are able to
Elles	-oient	elles voient	they can – they are able to



The last subgroup of "oir" verbs comprises verbs recevoir and its morphological derivatives (decevoir, concevoir, etc.) Their conjugation is done as follows:

Pronoun	Ending	Add ending to stem	Meaning
			e.g. -
Je	-çois	je vois	I can – I am able to
Tu	-çois	tu vois	you can – you are able to
Il	-çoit	il voit	he can – he is able to
Elle	-çoit	elle voit	she can – she is able to
Nous	-evons	nous voyons	we can – we are able to
Vous	-evez	vous voyez	you can – you are able to
Ils	-çoient	ils voient	they can – they are able to
Elles	-çoient	elles voient	they can – they are able to

Use your dictionary to help you discover other verbs and how they are conjugated.



Summary

In this section, you have seen how the regular and irregular 'oir' verbs are conjugated in French. Try using and re-using the verbs you have seen in this section to make sentences. In order to make its use more practical, communicate with your colleagues using some of these verbs.



Assignment 1

Fill in the gaps below with the appropriate personal pronouns.

..... allons au marché.

..... ont vint ans.

..... est étudiant.

.....suis comptable.



.....achetez des stylos.

.....travailles au bureau

Use the correct form of the verbs "avoir" or "être" to fill in the gaps.

Les fillesdans la salle de classe.

Jetrois enfants.

Vouscombien de voitures?

Ilsabsents.

Nousagents commerciaux.

Tu.....un passeport?

M. Sallahune belle femme.

Les jumelles.....quinze ans.

On du riz sur le menu.

Kofi.....du riz

Transform the verbs in bracket to the correct form of the present tense

1. Les jumeaux (travailler) bien en classe.
2. Le responsable (venir) à huit heures.
3. Nous (choisir) une chemise blanche.
4. Il (vendre) des marchandises au marché.
5. Vous (aller) au parc les samedis.
6. Tu (vouloir) du thé ou du café?
7. Qu'est-ce que vous (dire)?
8. Les hommes (boire) du jus d'ananas.
9. Cet ordinateur (valoir) 600 GHS.
10. Les étudiants (écrire) un article.



Unit Summary

Bravo! You have successfully completed the first unit of this series. So far, you have looked at personal pronouns in French and how they are used. You have also seen how the verbs 'être' and 'avoir' are conjugated and used. And then you have seen the pleasure of going through each of the categories of verbs that exist in French ; 'er', 'ir', 're' and 'oir'. These verbs were presented in well classified and simplified forms such that learning them is more interesting than complicated. In order to make the knowledge acquired your own, try using all that you have learnt to talk about yourself to your friend(s) and listen to them talk to you as well. This will help you easily remember them. Now take a few minutes to relax before proceeding to the next series of lessons. You may listen to any interesting French music to entertain yourself.



Unit

2

**L'imparfait et le conditionnel -
The Imperfect and conditional
tenses**



Unit 2 L'imparfait et le Conditionnel - The Imperfect and Conditional Tenses

Introduction

Welcome to Unit 2. We hope you have enjoyed learning about the present tense and have started using it. In this Unit, we shall move on to a form of the past tense known as l'Imparfait in French and the Imperfect in English. We will also learn to use the simple conditional tense in French. This unit comprises the following sections:

- | | |
|-----------|---|
| Section 1 | The uses of the imperfect tense |
| Section 2 | Forming the imperfect tense of "er" verbs |
| Section 3 | Forming the imperfect tense of "ir" verbs |
| Section 4 | Forming the imperfect tense of "re" verbs |
| Section 5 | Irregular verbs |
| Section 6 | Forming the conditional tense |

Objectives

By the end of this unit, you should be able to

- identify the imperfect tenses of various verb forms
- form the imperfect tense of various verb forms
- identify the conditional tense of various verb forms
- form the conditional tense of various verb forms



Section 1 The Uses of the Imperfect Tense

Introduction

Welcome to Section 1 of Unit 2. This section introduces you to the first of the two tenses we shall look at in this unit; the imperfect tense. In French, it is not only considered one of the most interesting tenses, but one of the easiest to use. This is a descriptive past tense that will help you express activities and habits in the past.

Objectives

By the end of this section, you should be able to

- identify the characteristics of the imperfect tense
- tell how the imperfect tense is used in french
- describe simple past habits using the imperfect tense

Let us start by taking a look at the various uses of the imperfect tense

I. To talk about habitual actions or states of being in the past

For example:

Quand j'étais petit, j'allais à la plage chaque semaine.
When I was young, I used to go to the beach every week.

L'année dernière, je travaillais avec mon père.
I worked with my father last year.

II. To give physical and emotional descriptions: time, weather, age, feelings

Il était midi et il faisait beau.
It was noon and the weather was nice.

Quand il avait cin ans, il avait toujours faim.
When he was five, he was always hungry.

III. Actions or states of an unspecified duration

Je faisais la queue parce que j'avais besoin de billets.
I stood in line because I needed tickets.



Il espérait te voir avant ton départ.
He was hoping to see you before you left.

VI. Conditions in « si » clauses

Si j'avais de l'argent, j'irais avec toi.
If I had some money, I would go with you.

S'il voulait venir, il trouverait le moyen.
If he wanted to come, he would find a way.



Summary

In this section, you have learnt about the imperfect tense and how it is used. In order to remember, think of **the its** equivalent in English and try to form ideas in the past that could be appropriately **described** using the imperfect tense.



Section 2 Forming the Imperfect Tense of “er” Verbs

Introduction

Welcome to Section 2 of Unit 2. Remember that in section 2 of Unit 1, you learnt about how 'er' verbs are conjugated in the present tense. In this section, you shall learn about how 'er' verbs are conjugated in the imperfect tense.

Objectives

By the end of this lesson, you should be able to

- conjugate 'er' verbs in the imperfect tense
- use the 'er' verbs identified to form sentences in the imperfect tense

To be able to form the imperfect tense of “er” successfully you will use the stem of the verb as for the present tense and add the correct ending depending on the personal pronoun used

Pronoun	Ending	Add to stem	Meaning
		e.g. lav-	(laver) to wash
Je	-ais	je lavais	I was washing
Tu	-ais	tu lavais	you were washing
Il	-ait	il lavait	he was washing
Elle	-ait	elle lavait	she was washing
Nous	-ions	nous lavions	we were washing
vous	-iez	vous laviez	you were washing
ils	-aient	ils lavaient	they were washing
elles	-aient	elles lavaient	they were washing



Activity 1.1

Conjugate the following verbs in the imperfect tense

Chanter, décider, dessiner.

Let your tutor check it for you.



Summary

In this section, you have learnt about how 'er' verbs are conjugated in the imperfect tense. To help you commit this into memory, make a list of familiar 'er' verbs and use them to describe some of your past habits. Tell them to a friend and listen to them tell you about theirs.



Section 3 Forming the Imperfect Tense of Regular « ir » verbs

Introduction

Welcome to section 3. We hope you enjoyed learning about how 'er' verbs are conjugated in the imperfect tense. In this section, you shall look at how 'ir' verbs are conjugated in the imperfect tense form.

Objectives

By the end of this section, you should be able to

- Conjugate 'ir' verbs in the imperfect tense
- Use the verbs you shall identify to make sentences in the imperfect tense

Let us look at the table below to see how to form the imperfect tense of 'ir' verbs:

Pronoun	Ending	Add to stem e.g.fin- (finir)	Meaning to finish
je	issais	je finissais	I was finishing
tu	issais	tu finissais	you were washing
il	issait	il finissait	he was finishing
elle	issait	elle finissait	she was finishing
nous	issions	nous finissions	we were finishing
vous	issiez	vous finissiez	you were finishing
ils	issaient	ils finissaient	ils finissaient
elles	issaient	elles finissaient	elles finissaient



Activity 3.1

Conjugate the following verbs in the imperfect tense.

Choisir, grandir, réussir.

Let your tutor check this for you.



Summary

In this section, you have learnt about how 'ir' verbs are conjugated in the imperfect tense form. Apply the verbs you have learnt to yourself. Use them to describe some of your habitual actions in the past.



Section 4 Forming the Imperfect Tense of « re » Verbs

Introduction

Welcome to yet another section on the imperfect tense. We hope the previous section was interesting. This section will look at how 're' verbs are conjugated in the imperfect tense.

Objectives

By the end of this section, you should be able to

- Conjugate 're' verbs in the imperfect tense form
- Use simple 're' verbs in forming sentences using the imperfect tense

To be able to form the imperfect tense of “re” successfully you will use the stem of the verb as for the present tense and add the correct ending depending on the personal pronoun used. These endings are the same as for “er” verbs.

Pronoun	Ending	Add to stem	Meaning
e.g. appren- (apprendre) to learn			
je	-ais	j'apprenais	I was learning
tu	-ais	tu apprenais	you were learning
il	-ait	il apprenait	he was learning
elle	-ait	elle apprenait	she was learning
nous	-ions	nous apprenions	we were learning
vous	-iez	vous appreniez	you were learning
ils	-aient	ils apprenaient	they were learning
elles	-aient	elles apprenaient	they were learning



Activity 4.1

Conjugate the following verbs in the imperfect tense:

Comprendre, prendre, reprendre



Summary

In this short section, you have learnt how to conjugate some 're' verbs in the imperfect tense. Try using the verbs you have conjugated to think about your family. Write down some interesting ideas each member used to do in the past, using some of the 're' verbs in this section.



Section 5 Irregular Verbs

Introduction

Welcome to section 5 of Unit 2. This is another short section that talks about the irregular forms of verbs and how they are conjugated in the imperfect tense. We shall look at several verbs and their irregular forms in the imperfect tense.

Objectives

By the end of this section, you should be able to

- identify the base of some irregular verbs
- conjugate the irregular verbs identified in the imperfect tense
- use the verbs identified to form simple sentences on your own

As you may have realized by now, some verbs in French are termed irregular because their conjugation style slightly differs from that of other verbs. In the imperfect tense, this principle applies. In this section, we shall provide you with a list of some of these verbs conjugated in the imperfect tense.

In the table below, a table of irregular verbs is provided, with their base/stem. The first person singular and plural forms are provided. Use the same format to complete the conjugation tables for these verbs.

As has already been mentioned, the following verbs have different conjugation styles from one another. The base of each verb however, is provided in order to help you recognize their imperfect forms.



Verb in the infinitive	Base	Verb in the imperfect tense
		Je, tu, il/elle, nous, vous, ils/elles
aller	all	Allais, allais, allait, allions, alliez, allaient
venir	ven	Je ven...tu ven...
partir	part	Je part....il part.....
sortir	Sort	Je sort...vous sort.....
Descendre	descend	Je descend.....elles descend....
étendre	Etend	J'étend....ils étend....
attendre	Attend	J'attend....tu attendais....
Vendre	Vend	Je vend....elle vend....
Entendre	entend	J'entend....nous entend.....
Voir	Voyvoy...tu voyais,....voyait...
Boire	buv	Je buv....vous buv....
Devoir	devdevais,Il dev..ils dev....
Conduire	Conduis	Je conduis....elle conduis...
réduire	réduis	...réduis.....,tu reduces.....
Pouvoir	pouv	Je pouv...il pouv....
vouloir	voul	Je voul....elle voul.....



Activity 5.1

Conjugate the following verbs in the imperfect tense and use them to form your own sentences: **pouvoir, boire, voir, partir, vouloir.**

Show this to your tutor for correction.



Summary

In this section, you have seen several irregular verbs and how they are conjugated in the imperfect tense. We hope the activity on completing the conjugation table was fun. Look for more irregular verbs in French story books, magazines, etc and have fun conjugating them.



Section 6 Forming the Present Conditional Tense Le Conditional Présent

Introduction

Welcome to the last section of unit two. We hope the journey has been smooth so far. How about a quick look at another tense to round it up. This section will focus on the use of the conditional tense. We shall also take a look at how verbs are conjugated in the conditional tense. The interesting fact about the conjugation of verbs in this tense is that, a majority of the verbs (including the usually irregular ones) are regular, in that they follow a general simple conjugation style. Sit up and get ready for this last section.

Objectives

By the end of this section, you should be able to

- identify the characteristics of the the conditional tense
- conjugate the various categories of verbs ('er', 'ir', 're', 'oir', etc) in the conditional tense form
- use the verbs identified to make correct simple conditional sentences

One other important tense that you will need is the present conditional tense in French. It is used to express ideas or actions that would happen given certain conditions. To conjugate the present conditional tense, you will need to add the endings of the imperfect tense (refer to section 4 above) to the infinitive of the verb. This rule is applicable to all regular verbs, 80% of which are "er" verbs.

Thus, you will have the endings : *ais, ais, ait, ions, iez, aient*. You only add them to the verb to form the present conditional tense.



Here are some examples.

Verb in the infinitive	Endings (-ais, ais, ait, ions, iez, aient)	Conditionnel présent
Parler	je, tu, il/elle, nous, vous, ils/elles	parlerais, parlerais, parlerait, parlerions, parleriez, parleraient
Arriver	same as pronouns above	arriverais, arriverais, arriverait, arriverions, arriveriez, arriveraient
Regarder	" " "	regarderais, regarderais, regarderait, regarderions, regarderiez, regarderaient
Partir	" " "	partirais, partirais, partirait partirions, partiriez, partiraient
Finir	" " "	finirais, finirais, finirait, finirions, finiriez, finiraient
Travailler	" " "	travaillerais, travaillerais, travaillerait, travailleriez, travailleraient



However, as mentioned earlier, this rule is not applicable to the irregular verbs in French. This means that the 'base' for these verbs changes in the conditional tense. But once the base is derived, all the other forms are conjugated by adding the endings. Here are some examples.

Verb	Base derived	Endings(ais, ais,ait, ions,iez,aient)	Conditional Tense
Être	serr	je,tu,il/elle,nous,vous, ils/elles	serrais, serrais, serrait,,
Avoir	aur	" " "	aurais, aurais, aurions,,
Faire	fer	" " "	ferais,,ferait,....., feriez,.....
Voir	ver	" " "	verrais,,
Prendre	prendr	" " "	verrions,.....,....., prendrais, prendrais,,,.....
Dire	dir	" " "	dirais,.....,
Venir	viendr	" " "	dirions,,.....,, viendrait viendrions,,
Aller	ir	" " "	irais, irais,, irions,,



Activity 6.1

Below are some more examples of some regular and irregular verbs in the present conditional tense. Complete the table and let your tutor correct it for you.

Verb in the infinitif	Base	Verbe in the present conditional
REGULAR VERBS		
Marcher	marcher	Marcherais, marcherais, marcherait,.....
manger	manger	Mangerais, mangerai,
aimer	aimer	aimerais,;.....
adorer	adorer	Adorerais, adorerais, adorerait,
préférer	préférer	Préfèrerais,, préférerait,
IRREGULAR VERBS		
Savoir	saur	Saurais, saurais,.....
Vouloir	voudr	Voudrais, voudrais, voudrait,
pouvoir	pourr	Pourrais, pourrais, pourrait,
.....;.....
.....;.....



Summary

In this section, you have learnt about the conditional tense. You have also looked at how the various verbs are conjugated in the present conditional tense. In order to help you remember, think of all the things you would do if something else happened or some conditions were given. Write out your ideas in simple sentences using the present conditional tense and then show them to your course mate. Go ahead, you have the right to dream.



Assignment 2

Transform the verbs in bracket into 'l'imparfait'

Les travailleurs (être)..... en grève.

La compagnie n' (avoir) pas beaucoup d'employés.

Ton père et toi (aller)..... au champs ensemble.

Nous(rendre)visite à ma grand'mère chaque mois.

Je ne (comprendre).....pas son raisonnement.

Il (venir)..... de terminer la course.

Vous (réfléchir).....à ce moment-là.

Tu (savoir).....que la fille mentait.

Ja (manger)..... Au restaurant.

Ils (faire).....du ski.

Transform the verbs in bracket into 'le conditionnel'

1. Je (devoir)..... voyager à la campagne.

2 .Nous (lire).....un livre chaque mois.



3. Elle (vendre).....au marché les samedis.
4. Vous (connaître).....parfaitement la leçon.
5. Tu (obéir)..... à tes parents
6. Nous (trouver).....son comportement ridicule.
7. Nous (pouvoir).....continuer le travail jusqu'à 18 heures.
8. L'enfant (dormir).....avant mon arrivée.
9. Adjoa et toi (grandir).....vite.
10. Ils (boire).....beaucoup d'alcool.



Unit Summary

How did you find this Unit? Are you ready for greater challenges? Stick with us as we move to the next Unit in which we will learn about the future tense.



Unit

3

The Future Tense Le futur



The Future Tense Le futur

Introduction

Just like in English, you will need to express actions that will take place later in a future tense. The French language, presents two possibilities of doing this. In this Unit, we shall take a look at how we can express the future tense in French. We hope you will enjoy this Unit. This Unit is made up of four sections, namely:

- | | |
|-----------|--|
| Section 1 | Forming the “immediate future” tense |
| Section 2 | Forming the simple future tense of “er” verbs |
| Section 3 | Forming the simple future tense of “ir” verbs |
| Section 4 | Forming the simple future tense of “re” verbs |
| Section 5 | Forming the simple future tense of “oir” verbs |
| Section 6 | Negating Simple sentences |

Objectives

By the end of this Unit, you should be able to

- identify the various means of expressing a future action in French
- adequately express in French an activity that will take place in the future



Section 1 Forming the “Immediate Future” Tense – le future proche

Introduction

Often you will find yourself in a situation where you would like to express or indicate an action that is about to take place or will take place within a short period. The tense used under this condition is “the immediate future”. This is called “le futur proche” in French.

Objectives

By the end of this section you should be able to

- identify the “futur proche” when it is used in a sentence
- express an action you are about to carry out using the “futur proche” tense

This tense is formed with the present tense of the verb “aller” and the infinitive form of the action verb. This means that you need to go back and revise the conjugation of the verb “aller” in the simple present tense. Once you have mastered this, you just need to add the noun or pronoun to the corresponding form of the verb aller and add the infinitive of the verb that expresses the action you wish to undertake.

Let us look at the example below:

<i>Je vais manger</i>	I am going to eat
<i>Tu vas manger</i>	you are going to eat
<i>Il va manger</i>	He is going to eat
<i>Elle va manger</i>	she is going to eat
<i>Nous allons manger</i>	we are going to eat
<i>Vous allez manger</i>	you are going
<i>Ils vont manger</i>	they are going to eat
<i>Elles vont manger</i>	they are going to eat



Activity 1.1

1. Form sentences of your own in French expressing five (5) actions you will carry out within the next thirty (30) minutes.
2. Translate the following sentences into French
 - The secretary is going to write a letter.
 - You are going to take breakfast.
 - We are going to buy a computer.
 - I am going to do my assignment.
 - They are going to watch a football match.
 - The work will start in soon.
 - The class is going to end in ten minutes.
 - The students are going to talk to the principal.



Summary

We hope you have enjoyed this section. In short, we can say that, the immediate future is used to express an action that will take place within a short time and it is formed with the present tense of the verb “aller” and the infinitive form of the action verb. In subsequent sections, we will look at other ways of expressing future actions.



Section 2 Forming the Simple Future Tense of “er” Verbs

Introduction

In this section we will look at the future tense. This tense is used to express an action that will take place or an event that will happen. It can be within the shortest possible time or after a long period of time. We shall start with “er” verbs.

Objectives

By the end of this section you should be able to

- Conjugate “er” verbs in future tense
- Appropriately use the tense in simple sentences

To form the future tense in French you take the infinitive of “er” verb add the correct ending to the verb depending on the personal pronouns. These ending are the forms of the verbs “avoir” in the present tense.

Pronouns	Ending	Add to infinitive e.g. donner	Meaning to give
je (j’)	-ai	je donnerai	I will give
tu	-as	tu donneras	you will give
il	-a	il donnera	he will give
elle	-a	elle donnera	she will give
nous	-ons	nous donnerons	we will give
vous	-ez	vous donnerez	you will give
ils	-ont	ils donneront	they will give
elles	-ont	elles donneront	they will give



Activity 2.2

Conjugate the future tense of the following verbs.

1. Travailler – voyager – demander – chercher – trouver
2. Look for more regular « er » verbs, at least ten, and form sentences with them.

Show the work to your tutor.



Summary

How did you find this section? We hope you can now talk about things you hope to undertake. Are you ready to continue with this grammatical adventure? In the next section, we shall look at forming the future tense of “ir” verbs.



Section 3 Forming the Future Tense of “ir” Verbs

Introduction

Welcome to section 3. We hope you can conjugate ‘er’ verbs. In this section, we shall look at yet another category of verbs ‘ir’ verbs, and how they are conjugated in the future tense.

Objectives

By the end of this section you should be able to

- conjugate “ir” verbs in future tense
- appropriately use the tense in simple sentences

To form the future tense in French you take the infinitive of “ir” verb add the correct ending to the verb depending on the personal pronouns. These ending are the forms of the verbs “avoir” in the present tense.

Pronouns	Ending	Add to infinitive e.g. finir	Meaning to finish
je (j’)	-ai	je finirai	I will finish
tu	-as	tu finiras	you will finish
il	-a	il finira	he will finish
elle	-a	elle finira	she will finish
nous	-ons	nous finirons	we will finish
vous	-ez	vous finirez	you will finish
ils	-ont	ils finiront	they will finish
elles	-ont	elles finiront	they will finish



Activity 3.1

1. Look for five “ir” verbs and conjugate them in future tense.
2. Put the verbs in brackets into future tense
 - Kofi et moi (finir).....le devoir demain.



- Vous (choisir).....la couleur rouge.
- Elle (partir).....la semaine prochaine.
- Les plantes (grandir).....vite.
- Je (remplir).....la fiche d'inscription.



Summary

Congratulations! You have come very far on this grammatical journey. Let us look at forming the future tense of “re” verbs.



Section 4 Forming the Future Tense of “re” Verbs

Introduction

Welcome to section 4. We hope you can conjugate ‘ir’ verbs. In this section, we shall look at yet another category of verbs ‘re’ verbs, and how they are conjugated in the future tense.

Objectives

By the end of this section you should be able to

- conjugate “re” verbs in future tense
- appropriately use the tense in simple sentences

To form the future tense in French of “re” you take the infinitive of the verb without “e” and add the correct ending to the verb depending on the personal pronouns. These ending are the forms of the verbs “avoir” in the present tense.

Pronouns	Ending	Add to infinitive e.g. attendre	Meaning
je (j’)	-ai	je attendrai	I will wait
tu	-as	tu attendras	you will wait
il	-a	il attendra	he will wait
elle	-a	elle attendra	she will wait
nous	-ons	nous attendrons	we will wait
vous	-ez	vous attendrez	you will wait
ils	-ont	ils attendront	they will wait
elles	-ont	elles attendront	they will wait



Activity 4.1

Conjugate the following verbs in the future tense.

1. Apprendre – comprendre – prendre – entendre – attendre
2. Put the verbs in brackets into future tense
 - Je (rendre).....le dossier au directeur.
 - Nous (tendre).....une piège.
 - Les boutiques (vendre) à bas prix.
 - Il ne (confondre).....pas les choses.
 - Vous (répondre)..... aux questions.



Summary

We hope you enjoyed this section. Let us move on to the last section of this Unit. We will be looking at conjugating irregular verbs in the future tense.



Section 5 The Irregular Verbs in Future Tense

Introduction

Welcome to section five. We hope you can easily conjugate 're' verbs in future tense. In this section, we shall look at irregular verbs and how they are conjugated in future tense.

Objectives

By the end of this section you should be able to

- conjugate irregular verbs in future tense
- appropriately use the irregular verbs in simple sentences.

There are some verbs which do not use their infinitive as stem or change form in future tense. Examples are *être* (to be), *avoir* (to have), *faire* (to do/to make), *aller* (to go) et *venir* (to come).

Être	Meaning	Avoir	Meaning
Je serai	I will be	j'aurai	I will have
Tu seras	you will be	tu auras	you will have
Il sera	he will be	il aura	he will have
Elle sera	she will be	elle aura	she will have
nous serons	we will be	nous aurons	we will have
vous serez	you will be	vous aurez	you will have
ils seront	they will be	ils auront	they will have
elles	they will be	ells auront	they will have



Faire	Meaning	Aller	Meaning
Je ferai	I will do	j'irai	I will go
Tu feras	you will do	tu iras	you will go
Il fera	he will do	il ira	he will go
Elle fera	she will do	elle ira	she will go
Nous ferons	we will do	nous irons	we will go
Vous ferez	you will do	vous irez	you will go
Ils feront	they will do	ils iront	they will go
Elles feront	they will do	elles iront	they will go

Appeler – to call

J'appellerai	I will call	nous appelleront	we will call
Tu appelleras	you will call	vous appellerez	you will call
Il appellera	he will call	ils appelleront	they will call
Elle appellera	she will call	elles appelleront	they will call

**Activity 5.1**

Find the correct form of the future tense of the verbs below

- Devoir – pouvoir – vouloir – écrire – lire
- Put the verbs in brackets into future tense
 - Les étudiants (aller).....à l'école.
 - Nous (dire).....la vérité.
 - Elle (savoir).....la leçon.
 - Tu (voir).....le patron.
 - Vous (pouvoir).....la nourriture.



Assignment 3

1. Write the correct form of the verb in the present tense

2. Rewrite the sentences below in the “futur” proche

- Elle ne (vouloir)..... pas partir sans me voir.
- Je (apprendre)..... le français à l’Alliance française.
- Il me (dire).....pourquoi il ne peut pas venir.
- Vous (faire)..... un bon devoir.

Nous (choisir).....la voiture bleue.

Tu (venir).....avec moi si tu veux.

Vous (adorer).....la musique.

Nous (aimer)..... la natation.

Les élèves (écouter).....le professeur.

Est-ce que tu (étudier).....en France.

3. Write the verbs in bracket in the future tense

- Le ministre (venir).....demain.
- Nous (attendre).....les résultats.
- Vous (aller)à l’école demain.
- Kofi et moi (voyager).....en France.
- Les candidats (finir)..... Les examens dans trois jours.
- Elles (partir).....la semaine prochaine
- Je (devoir).....gagner



- Le voleur se (rendre)..... à la police.
- Tu (comprendre).....la leçon un jour.
- J' (avoir)vingt-deux en juin.



Unit Summary

In this unit we looked at the future tense. This tense is used to express an action that will take place or an event that will happen. It can be within the shortest possible time or after a long period of time. The future tense is formed by the help of the verb “avoir” in the present tense. Hopefully, you have mastered the main rules to help you in your conjugation.



Unit

4

Expressing past actions

Le passé composé



Expressing Past Actions Le passé composé

Introduction

We hope you have enjoyed your lessons in the first three Units. We are now going to look at another tense in French that can be used to express either the past tense or the present perfect tense. This Unit is made up of 6 sections namely:

- | | |
|-----------|--|
| Section 1 | Elements of the “passe compose” – auxiliary verbs and past participles |
| Section 2 | Forming the “passé compose” using the verb “etre” |
| Section 3 | Forming the “passé compose” using the verb “etre” |
| Section 4 | Forming the “passé compose” of reflexive verbs |
| Section 5 | Forming the “passé compose” using the verb avoir |
| Section 6 | Negating simple sentences |

Objectives

By the end of this section, you should be able to

- identify the verbs that use avoir or etre for forming the “passé composé”
- write and use the correct form of the past participle of most verbs
- adequately form and use the passé composé form of most verbs



Section 1 Elements of the “Passé Composé” – Auxiliary Verbs and Past Participles

Introduction

Welcome to this section. We are going to look at the two main verbs that are combined with the past participle to form the passé composé.

Objectives

By the end of this section, you should be able to

- identify the two verbs that are used to form the passé composé
- form the past participles of some verbs

Unlike the simple tenses – present, imperfect and future – the which are made up of just one word. For instance, *je lave*, *tu finissais* or *il apprenait*. The perfect tense has two parts: the present of the verb *avoir* or *être* and a part of the main verb called the past participle. You need to revise the present tense of the verbs *avoir* and *être* if you do not remember how to form them.

Être

Je suis

Tu es

Il est

Elle est

Nous sommes

Vous êtes

Ils sont

Elles sont

Avoir

J'ai

Tu as

Il a

Elle a

Nous avons

Vous avez

Ils ont

Elles ont



The Past Participle

Le participe passé

This is a form of the verb that expresses a past action. In English, examples are the 'en' and 'ed' form of some verbs eg. I have eaten, They have danced.

In French, the past participle of most “er” verbs is formed by taking away the last 'r' and putting an accent aigu on the last 'e'. eg. Danser – dansé, tomber – tombé, aller – allé etc.

The past participle of most “ir” verbs is formed by taking away the last “r” eg. Finir – fini, partir – parti, sortir – sorti etc.

The past participle of most “re” verbs is formed by taking away the “re” and replacing it with “u” eg. Descendre – descendu, vendre – vendu etc.

However, there are some exceptions which you have to memorize:

eg. Boire – bu

Lire – lu

Prendre – pris

Naître – né

Mourir – mort etc.



Activity 1.1

Take your Bescherelle or any conjugation book and look for the past participle of the following verbs:

parler, croire, venir, faire, voir.



Summary

In this section, we have looked at the auxiliary verbs for forming the passé composé and also some past participles. In subsequent sections, we will look at how to put them together to form the passé composé.



Section 2 Forming the “Passé Composé” Using the Verb “être”

Introduction

Welcome to section 2. In this section, we shall consider how to combine the auxiliary verb **être** and the past participles of selected verbs. We hope you are ready for this exciting adventure.

Objectives

By the end of this section, you should be able to

- identify the 16 verbs that use **être** as their auxiliary
- form the passé composé of the 16 verbs
- form the passé composé of reflexive verbs

Most verbs form their perfect tense with “avoir” but there are two main groups of verbs which form their perfect tense with “être”: All reflexive verbs e.g. *se lever* – to get up, *se réveiller* – to wake up. The second group of verbs are sixteen (16) verbs that describe either movement or state in French which take “être” in the perfect tense. The verbs are listed below. To make it easier for you to memorize, we will use an acronym - DR MRS VANDERTRAMP.

Infinitive	past participle
D evenir	devenu
R evenir	revenu
M onter	monté
R ester	resté
S ortir	sorti
V enir	venu
A ller	allé
N âître	né
D escendre	descendu
E ntrer	entré
R entrer	rentré



Tomber	tombé
Retourner	retourné
Arriver	arrivé
Mourir	mort
Partir	parti

Below are some examples of the the passé composé of some of the verbs listed above:

arriver

Pronoun	être	past participle	Meaning
Je	suis	arrivé	I arrived – I have arrived
Tu	es	arrivé	you arrived – you have arrived
Il	est	arrivé	you arrived – you have arrived
Elle	est	arrivée	she arrived – she has arrived
Nous	sommes	arrivés	we arrived – we have arrived
Vous	êtes	arrivés	you arrived – you have arrived
Ils	sont	arrivés	they arrived – they have arrived
Ells	sont	arrivées	they arrived – they have arrived

E.g. partir – to leave

Pronoun	être	past participle	Meaning
Je	suis	parti	I left – I have left
Tu	es	parti	you left – you have left
Il	est	parti	you left – you have left
Elle	est	partie	she left – she has left
Nous	sommes	partis	we left – we have left
Vous	êtes	partis	you left – you have left



Ils	sont	partis	they left – they have left
Elles	sont	parties	they left – they have left

Agreement of verbs that use “etre” as an auxiliary verb

When a verb takes être the past participle always agrees with the subject of the verb; that is, the endings change depending on number and gender (in the feminine and plural forms). For example, in a sentence like the:

Ils sont partis (They left)

La fille est tombée (the girl fell)

Elles sont arrivées (They have arrived)



Activity 2.1

Transform the following sentence into passé composé by using the appropriate form of the verb 'être' and the past participle

Le voleur (monter)..... sur l'escalier.

Tu (venir)..... ce matin.

Nous (aller)..... au bureau.

Elles (naître).....en juin.

La fille (descendre)..... par l'ascenseur.

Whitney Houston (mourir) cette année.

Nous (devenir).....des avocates.

M. Mensah (rentrer).....du bureau.

Mon mari (partir) tout seul.

Mme. Owusu (rester)à la maison.



Summary

How did you find the last section? We hope you have learnt how to express the past using the auxiliary 'être'. You should try using it the next time you meet your tutor or someone who speaks French.



Section 3 Forming the Perfect Tense “Passé Composé” of Reflexive Verbs

Introduction

Welcome to section 3 of this Unit. We shall look at forming the passé composé of a special group of verbs called reflexive verbs.

Objectives

By the end of this section you should be able to

- identify reflexive verbs
- use reflexive verbs to form sentence in perfect tense

A reflexive verb is a verb where the subject and object are the same, and where the action reflects back on the subject. A reflexive verb is used with a reflexive pronoun such as myself, yourself, himself. Let us now look at the perfect tense of the reflexive verbs “se blesser” (meaning to wound oneself).

Subject	reflexive pronoun	Present tense of être	Past participle	Meaning
Je	me	suis	blessé	I wounded myself
Tu	t'	es	blessé	you wounded yourself
Il	s'	est	blessé	he wounded himself
Elle	s'	est	blessée	she wounded herself
Nous	nous	sommes	blessés	we wounded ourselves
Vous	vous	êtes	blessés	you wounded yourself
Ils	se	sont	blessés	they wounded themselves
Elles	se	sont	blassées	they wounded themselves



Activity 3.1

Form orally sentences with the following reflexive verbs.

1. Se lever – se laver – se souvenir – se rappeler – se tromper
2. Write down the sentences of activity one above and give them to your teacher for marking.



Summary

How did you find the section? We hope you had fun while learning this. The next section, we shall look at how to form the passé composé using the verb “avoir”.



Section 4 Forming the “Passé Composé” Using the Verb “Avoir”

Introduction

Welcome to this section. As we have already learnt from previous sections, we use either “être” or “avoir” as auxiliaries to form the passé composé. In this section, we shall look at forming the passé composé using “avoir”

Objectives

By the end of this section, you should be able to

- identify verbs that use “avoir” as their auxiliary
- form the passé composé of some verbs using “avoir”

To form the passé composé using avoir, you just need to conjugate the verb avoir in the present tense and add the past participle. Unlike the verb être, you do not need to do any agreement in number and gender when you are conjugating the passé composé with the auxiliary “avoir”.

You will remember that we have already said that to form the past participle of regular “er” verbs you use the infinitive of the verb and replace the “er” at the end with “é”.

E.g.	infinitive	Take off « er »	Add “é”
	Chanter	chant	chanté
	Manger	mang	mangé

« er » verbs that form their perfect with avoir e.g. danser

Pronoun	avoir	past participle	Meaning
J’	ai	dansé	I danced – I have danced
Tu	as	dansé	you danced – you have danced
Il	a	dansé	he danced – he has danced
Elle	a	dansé	she danced – she has danced
Nous	avons	dansé	we danced – we have danced



Vous	avez	dansé	you danced – you have danced
Ils	ont	dansé	they danced – they have danced
Elles	ont	dansé	they danced – they have danced

To form the past participle of regular “ir” verbs you use the infinitive of the verb and replace the “ir” at the end with “i”.

E.g.	infinitive	Take off « ir »	Add “i”
	Finir	fin-	fini
	grandir	grand-	grandi

« ir » verbs that form their perfect with avoir e.g. réussir

Pronoun	avoir	past participle	Meaning
J’	ai	réussi	I succeeded – I have succeeded
Tu	as	réussi	you succeeded – you have succeeded
Il	a	réussi	he succeeded – he has succeeded
Elle	a	réussi	she succeeded – she has succeeded
Nous	avons	réussi	we succeeded – we have succeeded
Vous	avez	réussi	you succeeded – you have succeeded
Ils	ont	réussi	they succeeded – they have succeeded
Elles	ont	réussi	they succeeded – they have succeeded

To form the past participle of regular “re” verbs you use the infinitive of the verb and replace the “re” at the end with “u”.

E.g.	infinitive	Take off « re »	Add “u”
	attendre	attend-	attendu
	répondre	répond-	répondu



« re » verbs that form their perfect tense with avoir e.g. perdre – to lose

Pronoun	avoir	past participle	Meaning
J'	ai	perdu	I lost – I have lost
Tu	as	perdu	you lost – you have lost
Il	a	perdu	he lost – he has lost
Elle	a	perdu	she lost – she has lost
Nous	avons	perdu	we lost – we have lost
Vous	avez	perdu	you lost – you have lost
Ils	ont	perdu	they lost – they have lost
Elles	ont	perdu	they lost – they have lost



Activity 4.1

Tu.....expliqué le mot.

Nousréussi à l'examen.

Vous.....bien dansé.

Elle.....voulu travailler.

J'vu le president.

Transform the following sentence into passé composé by using the appropriate form the of the verb 'avoir' and the past participle.

Tu (donner).....le livre à la fille.

Je (voir)mon professor ce matin.

2.Les pirates (voler).....les marchandises.

Ils (acheter)..... L'ordinateur.

Elle (vendre).....la voiture.

Vous (commander).....2 sacs du riz.



Section 5 Negating Simple sentences

Introduction

Welcome to yet another section. This section treats how the '**Negation**' (the expression of not) is used in French. This is pertinent because as an elementary language user, you may need to express opinions that are opposite the opinions of other people. This section will help you choose the right expression to say exactly what you want to say in relation to negating other ideas, facts, opinions and declarations.

Objectives

By the end of this section, you should be able to

- identify the different expressions used to negate sentences in French
- give the negative forms of some given sentences
- use some words of negation to express their own ideas

Negation

La Négation

Negation, which is called *La négation* in French is the way of expressing the negative forms or versions of ideas that are otherwise expressed positively. In English, the expression '*not*' is usually used. Sometimes, we may also employ never, no more, no longer, never, neithernor, no one, nobody, nothing, only etc. In French, these expressions are equally used but the structure varies depending on the kind of negation expression you choose. Moreover, the grammatical structure and form of negation are different from the English style of usage. In the paragraphs below, we shall explain different negation expressions in different sentences and use them in sentences to show their structure and value.

NE/N' PAS (DO) NOT

In order to express "not" in French, we use the expression '*ne/n'....pas*'. The verb or main action being negated is conjugated and put in between '*ne*' and '*pas*'. Thus, we have a rule like:

Ne + Verbe + Pas. Any other object complement in the sentence would appear after the expression '*pas*'. For example:

Je mange. *when negated becomes* *Je ne mange pas.*



Il pleut.

Les professeurs sont en retards.

Elle est sûre.

NE/N' AUCUN/AUCUNE NO/ANY (NONE)

This is used to negate a sentence that expresses possession of something or a number of things. In other words, it is used to negate the fact of 'having'/owning. Again in this structure, the verb comes in between the expressions 'ne' ...(verbe).. 'pas'. The example below will give you a better explanation.

Il a **trois livres**.

Il **n'a aucun** livre.

He has three books.

He has no book.

Nous avons **beaucoup d'enfants**.

Nous **n'avons aucun** enfant.

We have a lot of children.

We have no child.

Il reçoit des prix.

Il **ne** reçoit **aucun** prix.

He is receiving prizes/He receives prizes.

He is not receiving any prize/He does not

receive any prize.

Ils prennent deux chaises.

Ils **ne** prennent **aucune** chaise.

They are taking 3 chairs.

They are taking no chair / They do not take any chair.

NB: You may notice that in negating the sentence, the plural noun is put in the singular form. This is rightly so because in the negative, we are saying that not even one of it exists. Thus we do not add an 's' to the nouns 'livre' and 'enfant.' You may also notice the elimination of 'e' in 'ne' in the expressions, 'n'a aucun' and 'n'avons aucun'. A final careful look at the last example will also show that the expression **aucune** has been used. This done when the noun that comes after the negated verb is feminine. For example, we say 'une chaise' – feminine and so, 'aucune chaise'.



Activity 5.2

Below are some more examples. With the help of your tutor, try negating them using the expression 'ne aucun/aucune'. Pay attention to the gender of the nouns.

J'ai deux amis italiens.

Les étudiants ont trois chats.

Elle prend deux bouteilles en plastiques.....

Nous avons cinq voitures.

Ma mère a deux maisons.

NE JAMAIS

NEVER

Ne Jamais is translated 'never' in English. In negating a sentence with never, you still put 'ne' before the verb and bring 'pas' right after it. Here is an example below.

Elles dansent. Elles ne dansent jamais.

They danse. /They are dancing. They never dance. /They are never dancing.

Tu chantes bien. Tu ne chantes jamais bien.

You sing well. /you are singing well. You never sing well.

Again in this structure, it is important to identify the verb first in order to put it in the right place when negating.

Ne jamais is also used to negate sentences that bear the word or the notion of 'sometimes-quelque fois/dès fois'. The same rules about the position of the verb applies; in between the 'ne' and 'pas'.

For example:

Il voyage quelque fois. Il ne voyage jamais.

He travels sometimes. He never travels.

Je dors dès fois à midi. Je ne dors jamais à midi.



In this situation, since 'jamais' (never) is replacing 'quelque fois' or 'dès fois' (sometimes), we do not write the latter expressions again when the sentence has been negated. If you look at the two examples above, you will realise that 'quelque fois' and 'dès fois' do not appear in the negated examples.

'Ne jamais' may also be used to negate the expression of 'always'(toujours) in a sentence. The expression 'toujours' has two meanings. Depending on the context, it may mean 'always' or 'still'. When 'toujours' is used in a context where it means still, then we can replace it by 'ne jamais'.

For example

- | | |
|-------------------------------|-------------------------------|
| Il arrive toujours en retard. | Il n'arrive jamais en retard. |
| He always arrives late. | He never arrives late. |
| Ils chantent toujours bien. | Ils ne chantent jamais bien. |
| They always sing well. | They never sing well. |



Activity 5.3

Negate the following sentences using 'ne..... jamais'. You may show your answers to your course mate and look at hers/his.

- Ils arrivent à l'heure.
- Mon père vient en voiture.
- Ma sœur travaille assez.
- Tu fais attention.
- Nous sommes seuls.
- Vous vous évaluez ma performance.
- Je lis dès fois.

**NE NI....NI****NIETHER NOR**

This expression is used to negate a sentence bearing or declaring a list of things. Again when negating in this struction, 'ne' is put right after the verb and then 'ni' preceeds the first noun, in the list followed by the noun, and then another 'ni' preceeds the second noun/item in the list followed by the noun. You may use as many 'ni' as number of nouns listed. Refer to the examples below for further expanation.

Il a un livre et un stylo.

Il n'a **ni** livre, **ni** stylo.

He has a book and a pen.

He has **niether** a book **nor** a pen.

J'ai une maison, une voiture et une femme. Je n'ai ni maison, ni voiture, ni femme.

I have a house, a car and a wife.

I have niether a house, a car nor a wife.

NB: The more nouns there are in the sentence, the more 'ni' you will add to negate them. Another important point to note is that, when using 'ni...ni' to form the negative, you need to take away the indefinate articles (un, une, des, de). But if you have a definate article, you should keep it.

Je cherche **la** voiture et **le** chauffeur.

Je ne cherche ni **la** voiture, ni **le** chauffeur.

I am looking for **the** car and **the** driver.

I am looking for niether the car nor the driver.

**Activity 5.4**

Its your turn. Now try your hands on the following sentences. Negate them using the expression 'ne ni .. ni'. Show your answers to your tutor to check for you.

Anna a une et un garçon.

Je mange du riz, du poisson et des légumes.

Il utilise le bus, la voiture et le vélo.

J'achète une télévision et une radio.

Vous vendez des bijoux et des chaussures.....



NE RIEN

NOTHING

The expression 'ne rien' is used to negate sentences that bear 'something'. Just as exists in English, the opposite of having something, is having nothing. In order to negate the sentence, 'ne' is put right before the verb and 'rien' is put after it. See the examples below for more explanation.

Example:

Ils achètent quelque chose.

Ils n'achètent rien.

They are buying something.

They are buying nothing.

Nous mangeons quelque chose ce matin.

Nous ne mangeons rien ce matin.

We are eating something this morning.

We are eating nothing this morning.

**Activity 5.5**

Now, try negating the following sentences. You may work with a friend.

Vous prenez quelque chose aujourd'hui ?.....

La femme vend quelque chose dans le magasin.....

Les parents achètent quelque chose pour les enfants.

Ma mère réserve quelque chose pour moi.

Je paie quelque chose pour cette robe.....

NE PLUS

NO MORE/NO LONGER

'Ne Plus is translated 'no more' or 'no longer' in English. It is used to negate sentences bearing the notion or word 'still' (toujours). Look at the examples below carefully.

Example

Il vient toujours en retard.

Il ne vient plus en retard.

He still comes late.

He no longer comes late.

Nous attendons toujours.

Nous n'attendons plus.



We are still waiting.

We are no longer waiting.

NB: What remarks can you make about the structure of the examples above?

A careful look at the examples will reveal that the position of the verb is still the same irrespective of where 'toujours' occurs in the positive sentence; it is put in between 'ne' and 'plus'. But the expression 'toujours' does not appear in the negated sentence. Can you tell why?

This is because 'ne plus'(no longer) is replacing 'toujours'(still) in the negated sentence and so there is no point in repeating it. Thus we have eliminated 'toujours' in the negated sentence. On the other hand, remember that the complement of the verb is retained. Therefore, in our examples, the expression 'en retard' (late) is retained in the negated sentence.

Work it out! Try your hands on the following sentences. Negate them by using the expression 'ne ... plus'.



Activity 5.6

Il pleut toujours.

Elle parle toujours très bien.

Nous montons toujours par l'escalier.

Vous descendez toujours la montagne.

Les membres arrivent toujours en retard.

PERSONNENE/N'

NOBODY/NO ONE

Personne ne/n' is translated 'nobody' or 'no one' in English. It is used to negate expressions bearing 'someone'(quelqu'un), just as exists in English. Read the examples below.

Quelqu'un ferme la porte.

Personne ne ferme la porte.

Someone is closing the door.

No one is closing the door.

Nous voyons quelqu'un.

Nous *ne* voyons *personne*.

We see somebody.

We see no one.

Araba salue quelqu'un.

Araba ne salue personne.



Araba is greeting someone. Araba is greeting no one.

You realise from the examples above that the rule of 'verb in between the negation expression slightly changes. In the first example, where 'quelqu'un' begins the sentence, the negation expression 'personne' also begins the sentence, and "ne" comes right after 'personne'. Thus where 'quelqu'un' is the subject of the sentence, 'personne' is also the subject of the negation sentence. However, in the second sentence, the old rule applies. Where a pronoun or a noun begins the sentence, then 'ne' comes right before the verb and 'pas' appears right after it.



Activity 5.7

Negate the following sentences using 'ne ...personne'. You may show the answers to your tutor to correct for you.

Il travaille avec quelqu'un.

Elle visite quelqu'un en ville.....

Quelqu'un appel le numéro.

Ils regardent quelqu'un.

Nous rencontrons quelqu'un ce matin.

NE QUE ONLY

Ne Que is translated 'only' in English. It is interesting to know that even though it carries a negation characteristic, 'ne', it has a positive meaning. It is used to express 'only' in a sentence.

For exemple :

J'ai deux livres. Je n'ai que deux livres.

I have two books. I only have two books.

Elle a une maison. Elle n'a qu'une maison.



Assignment 4

1. Write the verbs in brackets in passé composé

- Kate (écrire)..... une lettre en français.
- Nous (prendre).....le train.
- Ils (commencer).....l'examen.
- Je (dire).....la vérité.
- Tu (rester)..... au bureau ?
- Vous (venir).....à l'heure.
- Mon fils (partir).....en vacances au village.
- L'infirmière (arriver)..... rapidement.
- Kwame et Kwasi (punir).....les enfants impolis.
- Ils (être).....gravement malades.

2. Fill in the gaps with the appropriate form of the verb in 'passe compose'

- Hier, Je (rentre).....à la maison de bonne heure.
- Ils (enlever)..... la voiture.
- Nous (voir)le recteur.
- Vous (avoir)un accident.
- Tu (recevoir)un joli cadeau.
- Qui ne (comprendre).....pas la question ?



- Je (retourner)à la maison à 8 heures
- Elle (vendre)..... toutes les fleurs.
- Akwelé (faire)son devoir.
- Nous (sortir)à 17 heures

3. Negate the following sentences using the guides in brackets

- Je vais au restaurant (ne.....pas)
- Il travaille toujours ici (ne.....plus)
- Nous venons souvent au bureau (ne.....guère)
- Vous venez toujours chez moi (ne.....jamais)
- Tu vois quelqu'un? Non, Je(ne.....personne)
- Il veut quelque chose? Non, il (ne.....rien)
- Vous avez acheté la voiture. (ne.....pas)
- Ils voulaient venir chez moi (ne.....plus)
- Nous pourrions faire le devoir (ne.....pas)
- J'allais souvent à la plage (rarement).



Unit Summary

Félicitations! You have come to the end of the Unit. How did you find it? If you have taken this exercise seriously, you are now a guru in basic French grammar. You are now ready to use this to engage in serious writing.



Unit

5

Formal Writing 1



Formal Writing 1

Introduction

Welcome to the first part of formal writing. In this section, you are going to learn about writing office memos and text messages in French. This is important because the style for writing memos in French may slightly differ from the English style. And then of course, you will get the chance to use rich expressions which will guide you to work on your own by the end of this course. This Unit is made up of four sections:

Section 1	Office memos I – The components of the memo
Section 2	Office memos – sample office memos and useful expressions
Section 3	Text messaging
Section 4	E-mails

Objectives

By the end of this Unit, you should you be able to

- identify different types of formal writing
- undertake simple formal writing such as memos and e-mails and text messages



Section 1 Office Memos I – the Components of the Memo

Introduction

Welcome to this section! How has the journey been so far? We hope you are ready to tackle this most interesting part of your course. In this section, you will learn about the various components of an office memo. Note that an office memo is called **la note de service** in French.

Objectives

By the end of this section, you should be able to

- differentiate between a memo and an official letter
- identify the main components of a memo
- use some simple expressions to write your own memo.

In French, memos serve the same purpose as they do in English; communicating with work colleagues officially through a brief message. Some aspects of the memo may change slightly in French according to the degree of importance attached and the status of the sender and/ recipient. In order to simplify your work, we shall divide the memo into the following aspects.

Title / Sender/ Recipient/ Date/ Subject/ Content/ Signature*

Title

The title is the first element to indicate on any document so that recipients would know the nature of the document being sent. The right title shall be "*NOTE*" if the memo is being sent under less official circumstances. For example, this is appropriate if you are writing to colleagues of the same rank as you. You may also write "*NOTE DE SERVICE*" as the title if it's being sent to a highly respectable person or persons. The title is always put in CAPS, BOLD font and centralised.

For example :

NOTE DE SERVICE



Sender

The person who is sending the memo is supposed to indicate his/her *full name* and *position*. These two elements are separated by a comma, and the first letter of the position is written in smaller case. The sender is translated by "*expéditeur/émetteur*" if it is a man sender and "*expéditrice/émettrice*" if its a woman sender. In either case, you may add an 's' if the memo is being sent by more than one person. If the memo is not being sent on a letter head of the organisation or departement, then it is necessary that the sender indicates their department as well.

For example,

Expéditeur : Eric Mercier, directeur *or*

Expéditrice : Sophie Bastier, secrétaire *or*

Expéditeurs: Tous les membres de l'Association CLEO (All the members of the CLEO Association

Recipient

Recipient is translated "*Destinataire*" for a single recipient and "*Destinataires*" for more than one recipient. The memo should be addressed to a person or a group of persons with their reference well indicated.

For example:

Destinataire: Le personnel de logistique (The logistics personnel)
or

Destinataires: Tous les personnel de UNILIVER

NB: The expressions "*à*" (to) and "*de*" (from) are not used when writing an official memo.

Date

Date is translated '*Date*' in French. If your question is whether the date is necessary on a memo, then the answer is a big yes. For the purposes of reference and archiving, you should write the date. Also, do not begin with "0" if the day is a one digit number. (5 and not 05). But remember that in French, and especially for the memo, you do not use any commas or capital letters when writing the date. You should also begin with "Le".



For example,

DATE : Le 5 novembre 2012

Subject

The subject is translated "OBJET" in French. The subject is the purpose for which you are writing the memo. It must be clear, precise and concise should not be more than ten words. It should capture the main intent of the sender such that the recipient has a good idea what he/she is going to read about. It is always written in bold font beginning with an upper case. Again, you must be careful not to write the translation "sujet" which may not necessarily mean 'goal', 'aim', or 'purpose' in English. "Sujet" and "Objet" are not synonymous. Thus the right thing to write for a good heading will be:

OBJET : Dépôt des clés (Submission of keys)

Content

The content is the body of the memo. At this point, you write the complete message you wish to communicate to your readers. Any form of greeting such as "Bonjour", "Salut", "Chers Collègues", etc. or civil titles such as "Monsieur" or "Madame" is not needed and must be avoided when you begin to write the message. You only go straight to the main point stating the action/responsibility, a short reason/explanation for the action and a polite "thank you" remark. The end of the message is also the end of the memo since you do not have to end it like you do formal letters. Expressions such as "Cordialement", "Bien à vous", "Veuillez agréer l'expression de mes sentiments distingués", etc. should not be used to end the memo.

The tone of your memo is also important. Your requests may be imperative but you should sound polite. If you are asking your recipient(s) to do something, you may rather sound inviting instead of commanding (for example, I invite you to/I entreat you to ...).

Here is an example of a message :

"On vous rappelle que vous devez déposer vos clés les vendredis à la réception au plus tard à 15 heures pour permettre aux femmes de ménage de nettoyer les bureaux.

Vous pouvez chercher les clés les lundis matins à 6 heures.

Merci de votre collaboration."



Signature

The signature may not always be necessary in writing a memo. For example, if the sender wrote his/her full name and position at the beginning of the memo, then after the message, they may or may not write the initials of their full name. In this case, a signature is not needed. But if the sender did not write the full name or position, then it is important to sign at the end of the message. This may be done in two ways: you may write your initials with your signature below the message, or you may simply write your full name and position. But depending on the protocol of the organisation or institution, you may or may not add your signature to a memo. For example, in some institutions with a long hierarchical organigram, the signature is important to certify the source and authenticity of the the memo.

Here are some examples on ways to end the memo :

EM 

or  **Eric Mercier, directeur**

Or **Eric Mercier, directeur**

Apart from these general requirements of the memo, some institutions may have various formats that change slightly according to their demands.

For example, in order for the memo to be rightly categorised, some institutions may state (as stated below) under which category to classify a particular memo. That is, is it a memo meant for the recipient to take some action upon, to plainly inform or to be archived? This may be created under the recipient space.

- Pour action (for action to be taken)
- Pour information (to inform)
- Pour archivage (for filing)



Activity 1.1

List the various elements of a memo in French. Show the list to your tutor for correction.



Summary

How did you find this section? I am sure by now, you can identify the various elements of a memo. Let us now move on to the next section, where we will look at a sample memo.



Section 2 List of Common Expressions and Sample Memo

Introduction

Welcome to section 2. We hope you have understood the various aspects of the memo what goes into each component. In this section, we shall look at some common expressions used in writing memos and some samples to help you write your own memos.

Objectives

By the end of this section, you should be able to

- grasp some simple expressions related to memo writing
- write your own simple memos

Here is a **list of some common expressions** you may use in writing memos in French.

Expressions	
French	English
On vous informe que	We are informing you that/I inform you that
On aimerait vous informer que	We would like to inform you that
On tient à vous informer que	we wish to inform you that
On vous rappelle que	we are reminding you that
On vous invite à	we invite you to
On vous prie de	we plead with you to
Je vous invite à éteindre vos ordinateurs après le travail	we invite you to shut down your computers after work
Vous devez	You must
Il paraît que	It appears that
Il semble que	It seems that
À la réception	At the receptionist
Au plus tard	Latest by
Merci de votre collaboration	Thank you for your cooperation
On vous remercie	We thank you
Merci bien	Thank you /very well
Pièce(s) Jointe(s)	Attached file(s)/document(s)



Aura lieu	Will take place
Technicien/technicienne	Technician
Personne-ressource	Resource person
Directeur/Directrice	Director
Secrétaire(m/f)	Secretary
Directeur des Ressources Humaines(DRH)	Human resource director(HRD)
Département de finance	Finance department
Département des logistiques	Logistics department
Département de service après-vente	After sales service department
Poste	Extension
Responsable des achats	Sales director
N'hésitez pas à	Do not hesitate to
Nous sommes désolés	We are sorry
Problème technique	Technical fault/problem
Pendant	for
Suite à	due to/owing to
À cause de	because of

On is a pronoun that is used to refer to the impersonal source "**we**" or "**one**". It is used often to prevent the sender from sounding personal by using forms like "**je**" or "**nous**".

Below is a sample memo. Look out for all the elements discussed

NOTE DE SERVICE

DESTINATAIRES: Gestionnaires du Bureau de la traduction

EXPÉDITEUR : Gilles Gagnon, Chef, Formation et
Évaluation Bureau de la traduction

DATE : le 6 mars 2012

OBJET: Séance d'information sur le Canadian
Oxford Dictionary

M^{me} Katherine Barber, de la Oxford University Press of Canada, donnera un exposé sur le Canadian Oxford Dictionary le mardi 12 mars à 10 h. L'exposé durera un peu plus d'une heure et aura lieu à la pièce C-2, Phase II, Place du Portage, 165, rue de l'Hôtel-de-Ville, à Gatineau.

Les personnes intéressées doivent confirmer leur participation auprès d'Anne Miron, au poste 819-997-4000 .

GG, Chef, Formation et évaluation

**Activity 2.1**

The memo in Activity 2.1 has 12 errors (expression, vocabulary, sentence structure, style, etc.). Read each line carefully and look for these errors and correct them.



Mémo

À : Tous le personnel de CLEO

DE : Jean-Guy Desmeules, Responsable des Ventes

DATE : Le 2, septembre, 2012

SUJET : Visite du directeur

On vous informe que le directeur va visiter tous les départements la semaine prochaine à partir du 8 le lundi, juin. Les détails sont indiqués dans un document attaché à cette note. Veuillez respecter les horaires indiqués.

N'hésitez pas à nous contacter si les heures indiquées ne vous conviennent pas.

Merci de votre collaboration.

Cordialement

Jean-Guy Desmeules



Activity 2.1

Write a memo as a secretary in your company, informing your colleagues about interruption in internet services for three days. Apologize for the inconvenience and thank them for understanding.



Summary

In this section, you learnt about writing a memo. We hope you enjoyed it. In the next section, we shall take a look at writing text messages.



Section 3 Text Messaging

Introduction

Welcome to this section. So far so good! I hope it is getting more and more interesting for you. Sit up for the this lesson. In this section you shall learn about sending text messages in French.

Objectives

By the end of this section, you should be able to

- write your own simple text messages
- use simple formal and informal expressions to communicate in short text messages

Sending text messages in French is not any different from sending them in English. And as you are already aware of, the choice of language may differ slightly depending on who you are sending it to. In formal situations, the language and style is the same as writing any short message. But under semi-formal and informal circumstances, the language may change. Below is a list of common expressions and their short forms used in sending quick messages in French.



Short form of expression (highly informal)	Right expression in formal writing	Translation in English
slt bnjr STP à + àuj + cher + grande - grande à tt koi koi 2 9	Salut Bonjour s'il te plaît à plus tard/ à bientôt aujourd'hui plus cher plus grande moins grande à tout de suite quoi quoi de neuf	Hi Good morning Please See you later/see you soon Today More expensive bigger less bigger I will be right back/ see you in a jiffy what whats up ? / whats new ?
à 2m1 bi1 G C gtapel + tard chui j't mr6 pr trp bi1 spr mlad vi1 gn' vi1 pas g'riv à kntn kdo	demain bien j'ai c'est je t'appelle je suis j'étais merci pour trop bien super malade viens je ne viens pas j'arrive à content cadeau	See you tomorrow Well/good I have It is/This is I will shall you later I am I was Thank you For too good (great) great/wonderful sick come I am not coming I will arrive at Happy gift

*It is important to note that these short forms of expressions are informal and may only be used when there is an appreciable level of familiarity between you and your recipient. And then, your recipient too should be familiar with the short forms in order to understand their use and meaning.



Activity 3.1

Now, try and transform the following short messages into full text and translate them into English.

Jn' vi1 pas auj. chuis mlad. /

English translation : Gtapel ce soir à 7h. à + /

English translation : Mr6 pr le kdo. C gentil. /

English translation



Activity 3.2

Now have fun writing your own short messages. Show them to your tutor for correction.

.....

.....

.....

.....

.....



Summary

We hope you enjoyed texting in French. Why don't you surprise a francophone friend with a text message?



Section 4 Sending an Electronic Mail

Envoyer un courrier électronique

Introduction

Welcome to section 4. How did you enjoy the last section? We hope you had fun. In this section, you shall discover another form of formal writing – the e-mail.

Objectives

By the end of this section, you should be able to

- understand and use simple expressions on an email page
- compose your own simple mails
- differentiate between formal and informal language

Electronic mails (e-mails) are a common thing in today's business world. Most people use them because of their numerous advantages. Usually, they are quicker to send and less time-consuming to write. In most work places, they serve as the main means of communication. It is therefore important for you to know some important expressions used in French in writing mails. You will also discover other expressions used on the internet in this section.

Here are some common points to note when sending an e-mail.

As you may remember, we said that in sending a memo, the translations "à" – "to" and "de" – "from" are not acceptable. But in sending e-mails, they are acceptable. They are used to denote the 'recipient' and 'sender' respectively.

You may also make use of the function "Cc" – "copie conforme" (courtesy copy).

When you begin writing the message, you may also have to address the person or the group of persons to whom the mail is being sent. The following expressions may be useful.

Bonjour tout le monde – Good morning everyone

Salut – hi/hello

Salut tout le monde – hi everyone



Bonjour monsieur – good morning sir

Bonjour madame – good morning madam

Chers amis – dear friends

Salut les amis – hi friends

Salut Albert – hi Albert

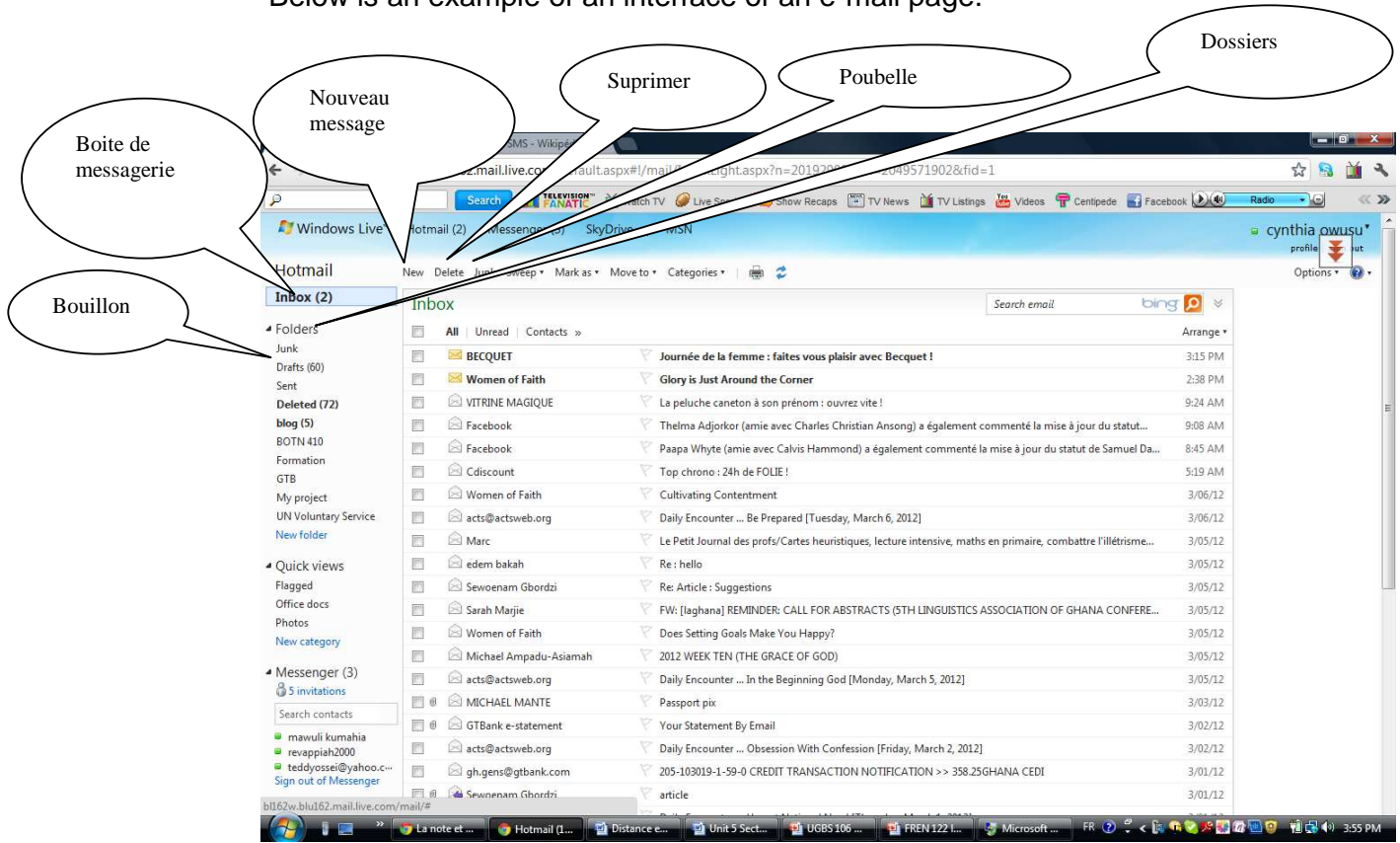
In writing your message, the tone and length will depend on the kind of relation that exists between you and the recipient. If it is formal, then you must conjugate all verbs addressed to them with the pronoun "vous". But if it is informal, then you can conjugate all verbs addressed to them with the pronoun "tu". However, you should note if the message you are composing is in an official setting (could be put on file), then you must use the official language 'vous'.

Here are some examples of the "vous" and "tu" forms.

Expression with "vous" (formal)	Expression with "tu" (informal)	Translation in English
Vous pouvez m'envoyer le document?	Tu peux m'envoyer le document?	Can you send me the document?
Envoyez –moi le document en pièce-jointe	Envoie – moi le document en pièce-jointe	Send me the document as an attached file
Vous devez venir à la réunion le lundi 11 juin.	Tu dois venir à la réunion le lundi 15 juin.	You must come to the meeting on Monday, July the 15.
Vous avez reçu mon dernier message?	Tu as reçu mon dernier message?	Have you received my last message?
Vous pouvez me contacter au 02-44-56-45-77	Tu peux me contacter au 02-44-56-45-77	You can contact me on 0244564577



Below is an example of an interface of an e-mail page.



Activity 4.1

From the diagram above, write down the English translations of the following expressions.

Inbox –

New mail –

Junk mail –

Delete –

Folders –

Drafts-



Here is a list of other common expressions you may see on an interface in French

Expression in French	Translation in english
Gras	Bold
Italiques	<i>Italics</i>
Souligner	<u>Underline</u>
Sous - titre	Subtitle
Annuler frappe	Undo typing
Répéter frappe	Redo typing
Paramètres	Settings
Envoyer	Send
Composer	Write message
Connexion	Log in / sign in
Déconnexion	Log out/sign out
Accueil	Home
Page d'accueil	Home page
Fond d'écran	Screen saver
Créer un compte	Sign up/create an account
Police	Font
Taille de police	Font size
Couleurs	Colors
Copier	Copy
Coller	Paste
Couper	Cut
Recherchez	search
Rechercher le web	search the web



Actualités	News
Évènements	Events
Mode	Fashion
Météo	Weather
Divertissements	Entertainment
Nom d'utilisateur	Username
Mot de passe	Password
Ouvrez	Open
Fermez	Close
Enregistrer	Save
Télécharger	Download
Sélectionner	Select



Activity 4.2

Translate the following sentences into English

- I am downloading the file
- The document is in my inbox
- The password is “church”
- My username is danny@yahoo.fr
- I want to search the web

2. Translate the following sentences into English

- Je vais créer un compte
- Nous lisons les actualités
- Ils envoient un courriel
- J'ai ma photo sur le fond d'écran
- Vous composez un message



Summary

In this section, you learnt how to write a memo, text messages and an email. We hope you enjoyed it. In the next section, you shall learn about formal letters and Cvs.



Assignment 5

Re-arrange the following components to make a good memo. You may eliminate the ones that do not apply to the memo. You may make the necessary changes.


NOTE

Le 7 avril 2011: DATE

NOM: Myriam ODAME

DATE DE NAISSANCE: Le 7 décembre 2000

EXPEDITEUR: ABBAN Esi

AE. 

Chef du département

AKON Eric: Destinataire

OBJECT: Date Du Séminaire

Bien à vous!

La date prévue pour le séminaire de présentation des budgets a été changée.

Je vous remercie.

La nouvelle date vous sera communiquée au plus tard lundi le 15 mars, 2010.

Monsieur,

.....

.....

.....

.....



save

folder

delete

underline

select

user name

password

Internet

download



Unit

6

Formal Writing 2



Formal Writing 2

Introduction

You are welcome to Unit 6. You have done well to have come this far from the beginning of this course. We are moving into the last segment of this module and this has to do with formal writing.

This Unit is made up of four sections:

- | | |
|-----------|---|
| Section 1 | Elements of a formal letter |
| Section 2 | Vocabulary and expressions in formal letter writing |
| Section 3 | Samples of formal letters (Application letters/letters of interest) |
| Section 4 | The Curriculum Vitae (CV) |

Objectives

By the end of this Unit, you should be able to

- undertake selected formal writing including application letters, letters of interest, etc.
- appropriately respond to formal letters received.
- write your own CV or resume in French



Section 1 Elements of a Formal Letter

Introduction

Welcome to section one of this Unit. We are going to look at formal letters in this section. You may need to write or reply to formal letters in French from time to time.

Objectives

By the end of this section, you should be able to

- identify the various elements of a formal letter in French
- know what goes into the various components of the formal letter in French

The format and content of formal letters in French are quite different from that of formal letters in English. It is important to be aware of these differences in order to avoid appearing ignorant when writing a formal letter in French.

Below are the basic elements needed for writing a formal letter:

Address

The position of the sender's address and recipient's address is different from the English norm. The sender's name and address should be in the top-left corner and the recipient's name and address should be underneath on the right hand side. Normally the addresses will not have commas at the ends of lines.

The sender's name should be without title (Kofi Mensah, not Mr. Kofi Mensah). However, the person you are addressing the letter to should have his title (Monsieur Kwesi Boateng, or in the case of certain professions Maître Kwesi Boateng).

The full title of the addressee should be used (Monsieur Kwesi Boateng, not M. Kwesi Boateng) on the letter, although abbreviations are acceptable on the envelope if there is insufficient room.

If the addressee has a title (in a business for instance), this should be placed on the line below his full name.



Eg. Madame Cynthia Chachu
Responsable commerciale

Normally, in French, the surname is written in capital letters. In some cases, the sender's name will be reversed and have the surname in capitals (MENSAH Kofi rather than Kofi Mensah). Note that in this case (unlike the English norm) there is no comma between the surname and the first name (MENSAH Kofi rather than MENSAH, Kofi).

Date

The date comes after the recipient's address, also on the right-hand side of the page. The day is preceded by "Le" and the names of months are not capitalized.

Subject

This is called "objet" in French. The subject captures the purpose of the letter and is usually not more than eight words. It is usually placed on the left hand side below the recipient's address. This may or may not be underlined and the font could be in bold phase.

Content

This is the main body of the letter that contains the message you want to communicate. It can be divided into three or four paragraphs. This comprises:

- a formal greeting,
- the main message,
- a pre-closing formula
- and a closing formula.
- We shall look at some examples of these in the next section.

Signature

This is the final part of a basic formal letter. Here, the writer appends his or her signature and adds his/her name in full, and in some cases, the position.



Activity

Write down the various components of a formal letter. Show them to your tutor for correction



Summary

We hope you have mastered the components of the formal letter. In the next section, we shall learn some vocabulary and expressions that we can use to write formal letters.



Section 2 Vocabulary and Expressions In Formal Letter Writing

Introduction

Welcome to this session. As you learnt from the previous section, the formal letter is made up of various elements. These elements combine to make up the letter. In this section, we are going to look at some vocabulary and expressions that are used in writing a formal letter.

Objectives

By the end of this section, you should be able to

- acquire selected vocabulary and expressions in relation to formal letter writing.
- apply some of the vocabulary and expressions to write your own letters.

Let us start with the greetings

Below are a sample of titles that could be used for the greeting part of your letter, known in French as salutations:

Salutations

Monsieur, Madame

A qui de droit

Messieurs

Monsieur

Madame

Mademoiselle

Monsieur le Directeur

Monsieur le Ministre

Monsieur/Madame le *Professeur

Greetings

Dear Sir/Madam

To whom it may concern

Dear sirs

Dear sir

Dear Madam

Dear Miss

Dear Director

Dear Minister

Dear Professor



Note that ***Cher/Chère+ salutation*** is used only if you know the person you are writing to. This is used for less formal letters.

Pour commencer la lettre**Beginning the Letter**

Je me réfère à votre annonce parue dans... With reference to your advertisement in...

Me référant à votre annonce... In reply to your advertisement...

Votre annonce parue dans ... Your a retenu toute mon advertisement which appeared in ... attention caught my attention

Je me permets de poser ma candidature pour le I wish to apply for the post of...poste de.../ au poste de...

Exposer vos motivations**Reasons for Applying**

Je suis désireux de travailler en France afin I am interested in working in France in order

de perfectionner.../ d'acquérir... to perfect... / to acquire...

J'aimerais changer de situation... I would like to change jobs...

J'aimerais pratiquer davantage... I would like to make better use of...

Ma formation de... My training as...

Mon expérience de... My experience in...

...m'incite(nt) à penser que je suis à même ...make(s) me particularly

de vous assurer une collaboration efficace suited to this position pour ce poste.

Parler d'expérience professionnelle**Talking about your work experience**

Comme l'indique mon CV... As you can see from my résumé

J'ai travaillé pendant 5 ans comme.../ dansI worked for 5 years as... /...in...



J'ai 3 années d'expérience en...	I have 3 years' experience as.../ in...
Je travaille depuis 2 ans comme.../ dans...	I've been working for 2 years as.../ in...
Je travaille actuellement dans...	I am currently working in the field of...
...ce qui m'a permis d'acquérir une connaissance approfondie de...	...during which I (have) acquired an in-depth understanding of...
Bien que je n'aie pas d'expérience dans...	Even though I have no experience in...
Je connais divers...	I am familiar with many...
Je parle couramment français.	I speak French fluently.
J'ai de bonnes connaissances en français.	I have a working knowledge of French.
Je lis le français.	I have a reading knowledge of French.

Pre-Closing Formulas

These are called "pre-closing formulas" because they are attached right in front of the closing formula, in the same sentence.

Dans l'attente de votre réponse, ...	Waiting for your response...
Comptant sur une prompt réponse....	Counting on a prompt response...
Dans l'attente de vous lire...	Waiting to hear from you...
En vous remerciant de la confiance que vous me témoignez...	Thanking you for your confidence...
Avec tous mes remerciements...	Many thanks...
Avec mes remerciements anticipés... En vous remerciant à l'avance...	Thanks in advance...



En attendant la faveur de votre ordre...

Waiting for your order...

Espérant que mon offre vous paraîtra intéressante...

Hoping that my offer will interest you...

En espérant que cette solution vous paraîtra intéressante...

Hoping that this solution will interest you...

En vous souhaitant bonne réception de la marchandise...

Hoping that the merchandise will arrive safely...

Closing Formula

The following closing formulas are some of the most commonly used. Take one phrase from each column and combine them to make your closing formula. There is no direct translation for these phrases because they are not equivalent to what is used in English official letters but they can be loosely translated as “yours sincerely” or “yours faithfully”.

Part 1	Part 2	Part 3	Part 4
Je vous prie d'agréer	Monsieur	l'assurance de	mes salutations respectueuses
Je vous prie d'accepter	Madame	l'expression de	mes sentiments distingués
Je vous prie de croire ... à	Mademoiselle		
Veillez agréer	etc.		
Veillez croire...à			

For example: Je vous prie d'agréer, Madame, l'expression de mes sentiments distingués.

Below are other vocabulary and expressions related to formal letter writing

Miscellaneous Formulas



Veillez trouver	...ci-joint ci-inclus... ci-dessous...	Please find	attached... enclosed... below...
Dans l'attente de...		Waiting for...	
Nos délais de livraison sont de...		Delivery takes...	
N'hésitez pas à me/nous contacter si...		Don't hesitate to contact me/us if...	
Suite à (notre conversation, ma demande)...		Following up on (our conversation, my request)...	
Ayant appris que...		Having learned that...	
Pièces jointes / PJ		Enc.	
NB		P.S.	



Activity 6.1

Memorize at least one expression from the various components (1-6 listed above) and try to put them together to form a coherent letter. Show this to your tutor for correction.



Summary

How did you find this section? We hope you enjoyed it. In the next section, we shall look at some sample letters.



Section 3 Samples of Formal Letters (Application Letters/Letters of Interest)

Introduction

Welcome to this section. How has the Unit on formal writing been so far? Have you started writing your letters? In this section, we will look at some sample formal letters and comment on them where necessary.

Objectives

By the end of this section, you should be able to

- write your own application letter in French
- write your own letter of interest/cover letter in French

Sample Application letter

Below is a sample application letter. Application letters can be used either to ask for employment, for attachment, or even for admission into an academic programme. The content of the letter will depend on what exactly you are applying for.



Sender's name and address

David AGYEMANG
14 Banana Street
Adenta SSNIT Flats
Adenta
tél. : 04 78 47 98 54

Date

Accra, le 12 février 2012

Recipient's name and address

Le Chef du Personnel
Société ICT Monde
Rue des Manguiers
Lome - Togo

Subject

Objet: Demande de stage

Greeting

Monsieur,

Actuellement étudiant à l'École d'Informatique Générale d'Accra, je dois effectuer un stage d'une durée de quatre mois dans une entreprise d'informatique afin de mettre en pratique l'enseignement qui m'est dispensé.

Connaissant bien la réputation de votre entreprise dans la région, je souhaiterais vivement pouvoir faire ce stage d'informaticien chez vous. Je me tiens à votre entière disposition si vous désirez me rencontrer.

Vous remerciant par avance de l'attention que vous voudrez bien porter à ma candidature, je vous prie, Monsieur, d'agréer l'expression de mes sentiments respectueux.

Body/content

Signature block

Closing formula

Pre closing formula

L. Pignon

Notice of attached document

p.j.: un curriculum vitae



Valérie Giraud
Les flots
Route de Deauville
14360 Trouville-sur-Mer

Trouville, le 27 octobre 2007

A Monsieur le Directeur
Editions La Pensée Française
Paris

Monsieur,

Après un diplôme de sciences politiques (IEP Paris), j'ai entamé il y a quelques années une carrière de journaliste que je me vois contrainte d'abandonner pour des raisons familiales. J'aimerais dorénavant utiliser mes dons et mes compétences dans le domaine de l'édition ou de la traduction. Je parle trois des principales langues européennes, ainsi que l'indique le C.V. ci-joint, et je pense avoir de bonnes dispositions pour l'écriture.

Je suis prête à me rendre à un entretien si vous le jugez utile.

Recevez, Monsieur, l'expression de mes salutations distinguées.

Giraud

P.J.: Un curriculum vitae



Cover letter/letter of interest
motivation

Lettre de

We are now going to look at the cover letter or letter of interest.

Chloé Dupuis
41 allées des peupliers
67000 Strasbourg

S.P.G. International
à l'attention de Madame Tasset
2 avenue du Général de Gaulle
67000 Strasbourg

Strasbourg, le 3 décembre 2007

Madame,

J'ai l'honneur de poser ma candidature pour le poste de gestionnaire de l'information de votre entreprise, dont j'ai appris qu'il était vacant par l'annonce publiée dans le journal Les Nouvelles. Je vous prie de bien vouloir trouver ci-joint un exemplaire de mon curriculum vitae.

Titulaire d'une maîtrise de gestion et d'un D.E.S.S. de gestion du développement des P.M.E., j'ai effectué au terme de mon année de D.E.S.S. un stage à Berlin dans une société d'envergure internationale. J'y ai mené à bien une mission marketing de mise en place d'un système de recherche de compétences à travers l'outil informatique. Ces emplois m'ont permis de mettre en œuvre les savoirs théoriques acquis pendant mes études, tout en élargissant le cadre de leur application. C'est dans cette perspective que je souhaite poursuivre ma carrière dans le domaine de la gestion de l'information pour l'entreprise. Organisée et volontaire, je saurai mettre mon expérience de terrain, mes connaissances techniques et mon sens des responsabilités au service de votre entreprise.

Je suis à votre disposition pour vous fournir tout renseignement supplémentaire.

Dans l'attente de votre réponse, je vous prie d'agréer, Madame, l'expression de mes sentiments respectueux,

Chloé Dupuis



Activity 3.1

This formal letter has at least 4 errors. Can you point them out?

*Sally Kendall
5, Tackley Place
Reading RG2 6RN
England*

Reading, le 17 avril 2007

Cher Monsieur,

Vos coordonnées m'ont été communiquées par l'agence "Au Pair International", qui m'a demandé de vous écrire directement. Je suis en effet intéressée par un emploi de jeune fille au pair pour une période de six mois au moins, à partir de l'automne prochain.

J'adore les enfants, quel que soit leur âge, et j'ai une grande expérience du baby-sitting, comme vous pourrez le constater au vu du CV ci-joint.

Dans l'espoir d'une réponse favorable, je vous prie d'agréer, Madame, l'expression de mes respectueuses salutations.

S. Kendall

P.J.: un CV



Section 4 French Résumés or CVs - Le CV français

Introduction

Welcome to section 4. We hope you have enjoyed yourself so far. We have come to the last section for formal writing. One of the major formal documents you may need to produce in French apart from an application letter is an accompanying CV. In this section, we will take a look at how this is done. Come along with us on this exciting journey.

Objectives

By the end of this section, you should be able to

- identify the various elements that go into a well-written curriculum vitae
- make use of these elements to write your own curriculum vitae

Writing a résumé/CV in French

When applying for a job in a French-speaking country, your résumé or CV needs to be in French, which is more than a matter of translation. In this section, we shall look at the basic requirements and formats of French résumés/CVs, and look at a couple of examples to help you get started.

You might be surprised to learn that a photograph as well as some potentially delicate personal information, such as age and marital status, are required on a French résumé.

Elements of a CV

Below, you will find a summary of information that is generally required in a French résumé or CV. Just like any résumé, there are many orders and styles possible and you can choose the one that you prefer, making sure to highlight what you consider important information.

Personal information	-	<i>état civil</i>
Last name (in all caps)	-	<i>Nom de famille</i>
First name	-	<i>Prénom</i>



Address	-	<i>Adresse</i>
Telephone number	-	<i>Numéro de téléphone</i>
* Work phone	-	<i>bureau</i>
* Home phone	-	<i>domicile</i>
* Mobile phone	-	<i>portable / cellulaire</i>
Remember to include the country code		
Email	-	adresse e-mail
Nationality	-	Nationalité
Age	-	Âge
Marital status, number and age of children - Situation de famille		
* Single	-	célibataire
* Married	-	marié(e)
* Divorced	-	divorcé(e)
* Widowed	-	veuf (veuve)
Passport-sized, color photograph	-	Photo d'identité
Objective	-	<i>Projet Professionnel or Objectif</i>
Short, precise description of your skills and/or short-term career goals (i.e., what you'll bring to this job).		
Professional Experience	-	<i>Expérience professionnelle</i>
Thematic or backwards chronological list		
Name of company, location, dates of employment, title, job description, responsibilities, and notable achievements		
Education	-	<i>Formation</i>
Only the highest diplomas you have obtained.		
Name and location of schools, dates, and degrees earned		
Language and Computer Skills	-	<i>Connaissances (linguistiques et informatiques)</i>
Languages	-	<i>Langues</i>
Don't exaggerate your language skills; they're very easy to verify.		



Qualifiers:

- * (Basic) knowledge - *Notions*
- * Conversant - *Maîtrise convenable,*

Bonnes connaissances

- * Proficient - *Lu, écrit, parlé*
- * Fluent - *Courant*
- * Bilingual - *Bilingue*
- * Native language - *Langue maternelle*

- Computer skills - *Compétences en Informatique*

Operating systems

Software programs

- Hobbies - *Loisirs*

Résumé-Writing Tips

Always have a competent speaker proofread the final version of your résumé. Typing and spelling mistakes will make your CV appear unprofessional and cast doubt on your stated French ability

Keep résumé brief, concise, and direct; one or two pages maximum.

Sample CV

GRANTLEY Paul Alan

Adresse:

26 Countisbury Drive
BRIGHTON BN3 1RG
Grande-Bretagne
Tél.: (44) (0)1273 53 49 50
Tél. portable: (44) (0)7726 76 52 62
Courrier électronique: paul.grantley@mail.uk

Né le 22 mai 1981

Célibataire

Nationalité britannique



FORMATION

2004 – 2007

King's College, Londres: B.Sc. (Licence) en Biochimie
(2.1. = mention bien)

2003

A Levels (Deuxième partie du Baccalauréat) options: Biologie,
Chimie, Physique et Mathématiques.

2001

GCSEs (Première partie du Baccalauréat) options :
Mathématiques, Physique, Biologie, Chimie, Commerce, Anglais,
Allemand et Sociologie.

1996 – 2003

Brighton College Boys' School (Lycée)

EXPERIENCE PROFESSIONNELLE

Mars 2005

une semaine comme "double" du Directeur Adjoint du Marketing
chez EAA Technology (Sources d'énergie écologiques) à Didcot
près d'Oxford.

Juillet 2004

deux semaines chez Alford & Wilston Ltd (Produits chimiques),
Warley, Midlands de l'Ouest.

CENTRES D'INTERET

Au Lycée

Capitaine de l'équipe de rugby pendant deux ans.
Membre du club d'échecs.

A l'Université

Membre de l'équipe de rugby.
Organisateur de la Semaine de Charité (2006).
Délégué aux activités sportives dans l'association des étudiants.

DIVERS

Bonne connaissance de l'outil informatique.

Permis de conduire.

Intérêt pour les voyages : tour du monde en 2003-2004, entre le
Lycée et l'Université.



Sample CV 2

Robert Charlton STEVENSON

21 Liston Road
Clapham Old Town
LONDON SW4 0DF
Royaume-Uni

Téléphone et télécopie : (44) (0)20 7622 2467
Téléphone portable : (44) 7746 45 22 12
Courrier électronique : rcstevenson@mail.com

Nationalité britannique

FORMATION ET DIPLÔMES

1996 Maîtrise de Gestion (avec mention) à l'Armor Business School, Boston, Etats-Unis.

1994 - 1996 Deux années aux Etats-Unis.

1992 BSc (Licence) de Mécanique à l'Université du Dorset, Willingdon, Royaume-Uni.

1989 - 1992 Université du Dorset, Willingdon, Royaume-Uni.

1989 A level (Baccalauréat)

EXPÉRIENCE PROFESSIONNELLE

2005 - 2007 Directeur adjoint de Jermyn-Sawyers International, Londres.

2003 - 2005 Directeur pour l'Asie, Société Pharmaceutique Peterson, Hong Kong

1999 - 2003 Directeur, Kerry-Masterton Management Consultants (consultants en gestion des entreprises), Bonn.

1996 - 1999 Consultant, Masterton Management Consultants, Londres.

1992 - 1994 Stagiaire en gestion des entreprises, Jamieson Matthews Ltd, Crawley, Sussex.

DIVERS

Bilingue anglais-français.



Loisirs: ski, ski nautique, parapente, voile.



Activity 6.1

List the elements of a CV. Look at the two samples and identify the various aspects. Show your work to your tutor.



Assignment 6

1. Write a letter to a Bank in Togo requesting to undertake a two-month internship programme. Make sure you include all the elements we discussed.
2. Write a sample CV that you will attach to your letter for employment in Assignment 1. Make sure the following information is made available:



Unit Summary

Congratulations! We have come to the end of this course. How did you find it? If you took the course seriously, we can confidently say that you are now ready to take on the French Business World as far as basic oral and written communication is concerned. Go ahead and try it. As you seek to expand your business, don't forget that the country is surrounded by francophone countries. This course could open more business doors for you. We wish you all the best!



References

Berthet, A. et al. (2006), Alter Ego A1/A2, Paris: Hachette

Dubois, A-L, Tausin, B. (2009), Objectif Express 2, Paris : Hachette

Le nouveau Bescherelle, l'art de conjuguer, Paris : Hatier

<http://french.about.com/library/writing/bl-cv.htm>

<http://www.oxfordlanguagedictionaries.com>