

BUSINESS CORRESPONDENCE IN FRENCH

CODE: 960 176 Duration: 90 hours

A. Organize the work to be done

- Correct interpretation of instructions
- Gathering of all required documents and information

B. Write an outline for a letter.

- Inclusion of main ideas
- Logical order of ideas

C. Write the text of a letter

- Proper linking of paragraphs
- Relevant comments
- Correct formulation of letter according to type of correspondence

D. Revise the text of a letter

- Complete revision of texts, including, re-reading use of spell- and grammar-checking applications

E. Format the text

- Choice of style appropriate to content
- Correct setting of all parameters
- Inclusion of all sections
- Correct positioning and appearance of all sections
- Appropriate spacing between sections