

What is Formal Letter Writing?

Worksheet

Formal letter writing is structured communication that includes proper salutation (Monsieur/Madame), body paragraphs with clear purpose, and formal closings. It differs from casual writing by maintaining respectful tone and predictable format.

Questions

1. Formal French letter salutation for unknown recipient?
A) Bonjour!
B) Monsieur, Madame,
C) Cher ami,
D) Salut,
2. How do you open the letter body?
A) Je suis ici...
B) Je vous écris pour...
C) Écoute,
D) Ça va?
3. What tone should a formal letter use?
A) Casual and friendly
B) Respectful and professional
C) Humorous
D) Abbreviated and quick
4. A formal letter should always include:
A) Date and recipient address
B) Only the date
C) Only the signature
D) No structure needed
5. Write the opening for a job inquiry letter.
6. How to begin the body of a formal request?
7. What is the proper formal closing before signature?
8. Define: What greeting starts a formal French letter?
9. Define: How do you state your purpose in a formal letter?
10. Define: What is the most common formal closing?

Answer Key

1. B) Monsieur, Madame, — Monsieur, Madame is appropriate when you don't know the recipient's name.
2. B) Je vous écris pour... — 'Je vous écris pour...' clearly states the letter's purpose.
3. B) Respectful and professional — Formal letters maintain a respectful, professional tone throughout.
4. A) Date and recipient address — Date, recipient address, salutation, body and closing are standard.
5. Dear + [Name] = Monsieur/Madame [Name], State purpose: Je suis intéressé par le poste de...
6. After salutation, write: J'aimerais vous demander... or Je vous demande poliment...
7. Use: Veuillez agréer, Monsieur/Madame, l'expression de mes sincères salutations. Or: Cordialement,
8. Monsieur or Madame, followed by the person's name or title.
9. Je vous écris pour... (I write to you to...) or J'ai l'honneur de... (I have the honor to...)
10. Veuillez agréer mes sincères salutations or Cordialement.

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Promy turns exam dates into automatic reminders.