

Classe: 4e

Professeur: M Banda

**My first professional email (suite)**

*Semaine du 22 juin 2020*

#### **PART 4**

##### **A) Get ready:**

Match the following words.

- |     |                      |                                |
|-----|----------------------|--------------------------------|
| 1.  | sauvegarder ●        | ● a. mettre en marche/ allumer |
| 2.  | Switch on/ Turn on ● | ● b. Select                    |
| 3.  | taper ●              | ● c. Copy                      |
| 4.  | copier ●             | ● d. Type                      |
| 5.  | sélectionner ●       | ● e. Save                      |
| 6.  | imprimer ●           | ● f. Send                      |
| 7.  | télécharger ●        | ● g. Create                    |
| 8.  | envoyer ●            | ● h. Insert                    |
| 9.  | créer ●              | ● i. Download                  |
| 10. | insérer●             | ● j. Print                     |

##### **B) My abilities:**

Use the phrases and verbs group to make sentences about your abilities. (*Utilise les expressions du tableau pour parler de ce que tu sais faire. Plusieurs combinaisons sont possibles*)

Verbs	Phrases
I can	● type a text
I'm able to	● copy and paste a text
I know how to	● insert photos in a document
I have the ability to	● save a file
	● send an email
	● copy a CD and a DVD
	● download a text file
	● download an MP3 file
	● send a document
	● create a website
	● create a website page



THE FINAL TASK

From:

To:

Subject: *ASKING FOR A WORK PLACEMNT*

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