

## WRITING E-MAIL REPLIES

When reading the source email:

- Underline or highlight the key words.
- Underline or highlight the questions. Answer any questions asked in the source email.
- Ask a question of your own. Ask for details about something you read in the original message.
- Make references to anything you may know about francophone culture when appropriate.
- Be concise.
- Use transition words like D'abord(first of all) Puis, (then) Enfin (finally)
- Write 50-70 words

**TU/VOUS:** Be sure to use **Tu , ton, ta, tes, te** when writing to a friend and **Vous votre, vos,** when writing to someone you don't know well or more than one person.

Include an opening and a closing to your response.

Expressions pour répondre à un email:

Opening an email (VOUS) :

Monsieur,  
Madame,  
Monsieur, Madame, (to Whom It May Concern)

Opening an email (TU):

Cher ami, Dear friend,  
Chère amie,

Closing an email (VOUS)

Cordialement, Sincerely, Yours Truly,  
Bien à vous  
Sincères salutations,

Closing an email (TU)

Merci, mon ami/e                      Thank you, my friend

Other expressions used in email:

Je vous remercie de votre réponse                      I thank you for your answer.  
Merci d'avance                      Thanking you in advance.

J'attends votre/ta réponse                      Looking forward to hearing from you.

Je suis reconnaissant (e) de m'avoir contacté(e)  
I thank you for having contacted me.

Pratique:

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