

Exercises on commercial letters and e-mails

A quotation, to quote, a tariff, a rate, a price:

Expectations, to expect/ to be expected:

A discount, to grant a discount, to offer a discount:

The weight, to weigh:

Pre-carriage, main-carriage, post-carriage:

I. Fill the gaps with one the words above

1. If your order exceeds 2,000 items, we can
2. Would you like us to handle ?
3. I need a for an upcoming (à venir) shipment.
4. The whole load a total of 18 tons.
5. Delivery around late April.
6. Could you give me your e-mail address so I can send the

II. Translate into French:

1. I would like to make a booking.
2. Have you got a phone number where I can reach you?
3. Pick-up is made on XXX premises on Monday morning.
4. I will check with the shipping company?

III. Match letters and numbers

- | | | |
|-------------------------------------|---|----------------------------------|
| 1. À la livraison | A | I look forward to your reply |
| 2. Le commande concerne... | B | Further information |
| 3. Je voudrais vous remercier | C | I would like a quotation |
| 4. Dans l'attente de votre réponse | D | With reference to |
| 5. Je vous serais reconnaissant si | E | Upon delivery of |
| 6. Des informations supplémentaires | F | I would like to thank you for... |
| 7. En référence à votre commande | G | You requested a quotation |
| 8. Je voudrais une cotation | H | The order concerns |
| 9. Vous avez demandé une cotation | I | I would be grateful if |

Exercises on telephone conversations

IV. Translate into English

1. Je veux que tu le joignes aujourd'hui.
2. Que puis-je faire pour vous ?
3. Comment puis-je vous aider ?
4. Quel est le poids des marchandises ?
5. Quelles sont les caractéristiques des marchandises ?

V. Correct the mistakes:

6. How are the goods pack ?
7. How will I help you?
8. The ship is made of auto parts.
9. Would you like that I handle pre-carriage?
10. I'll check with the shipping company with the delay times.