



## Voici donc le document ordinaire

New Message

Send Chat Attach Address Fonts Colors Save As Draft Rich Text Plain Text Append Photo Browser Show Stationery

To: \_\_\_\_\_  
Cc: \_\_\_\_\_  
Bcc: \_\_\_\_\_  
Subject: \_\_\_\_\_

Hello Simone,

I'm writing this email because I must ask you to do something for me. My brother, Jason, is coming to visit me for a few days, he is coming from Paris by train. His train number is 15 64 7, it arrives at 9:10 a.m. in Charing Cross on Monday. Unfortunately, I must work on that day and I can't make it. Could you have the kindness to go to the station and pick him up? I would really appreciate it. Maybe, you could meet with Jason at the little café in front of the station at 9:15 ?

My brother is not very tall, I think he is 1,65m, so quite short really, he is a little fat, and he has got short grey hair (he is 56), with a white beard and blue eyes. He likes wearing casual clothes like jeans and a sweater. It won't be a problem for you to recognise him. In case you need to reach him, here's his cell phone number : 015 555 9536.

Let me know quickly if you can do this for me. Thanks.  
All the best,  
Susan.

### Activités sur le document

**Document :** \_\_\_\_\_ / 1

**It is from :** \_\_\_\_\_ / 1

**Reason for writing :**  to give some news  for business  s/he  
needs some help / 1

**Who is visiting the author?** \_\_\_\_\_ / 1

**Visitor's name:** \_\_\_\_\_ / 0.5

**Transportation means. By :** \_\_\_\_\_ / 2

**E-mail's author problem: (Select the correct answer) :** / 4  
She can / can't pick his / her brother / colleague / best friend at the  
airport / at the train station

**Day and time of arrival :** \_\_\_\_\_ / 2

**Suggested meeting\* place :** \_\_\_\_\_ / 2

**Eyes :** \_\_\_\_\_ / 0.5

**Hair :** \_\_\_\_\_ / 2

**Details :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Activités aménagées

**Document :**

- a letter
- an e-mail
- an extract from a novel
- an extract from a newspaper /1

**It is from :**

- Bill
- Simone
- Susan
- Jim /1

**Reason for writing :**

- to give some news
- for business
- she needs some help /1

Who is visiting the author ?  her mother  
 her brother  
 her best friend  
 her colleague / 1

Visitor's name: ..... / 0.5

Transportation means. By :  plane  
 train  
 car  
 foot  
 bike / 2

E-mail's author problem: (Select the correct answer) :  
She can / can't pick her brother / colleague / best friend  
at the airport / the train station / 3

Day and time of arrival : ..... / 2

Suggested meeting\* place : ..... / 2

Age : ... / 1

Eyes :  black

green

blue

brown

/ 0.5

**Hair :**

long

short

straight

curly

blond

auburn

black

grey

white

/ 2

**Details :**

Short / Tall ?

Elegant / casually dressed ?

/ 3

Slim / fat ?

beard ?