

1 Lisez les deux courriels puis remettez dans le bon ordre les conseils suivants pour écrire un courriel.

New message

From: Mike

To: Sean

Date: December 20, 2019

Subject: Just when you thought you'd seen the last of me, ha ha!!!

Hi there Sean!

Just a quick line to let you know that I got the application form for the exchange and I should be able to come back to Ireland for two weeks this summer. Yay!

Mom and Dad said they'd book the flight asap as it's cheaper if you book in advance. Can you tell your parents?

Can't wait to see you again! Give my love to all the family.

Take care and talk soon,

Mike

xxx

Send A 📎 🔄 😊 🖼️

New message

From M. Durand  
To Ms Murphy  
Date December 15, 2019  
Subject Information exchange trip France-Ireland

Dear Ms Murphy,

I am writing to acknowledge reception of the exchange application form you sent. I am delighted that there are still places left and I assure you that I will send back the completed form immediately.

I would be very grateful if you could send me the information leaflet for the activities.

Looking forward to hearing from you.

Kind regards,

Michaël Durand

Send A 📎 🔄 😊 🖼️