

## Exercice – Mettre en page ces textes en anglais

À l'aide de votre logiciel de traitement de texte, mettez en page ces textes.

### **Lettre 1 – Modified Block Style – Mixed punctuation**

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Subject: Confirmation of Meeting on August 24

To Ms. Johnson, President, ABC Project, 224 Growing Blvd, Calgary, Alberta, Z4R T6Y

I hope this message finds you well.

I am writing to confirm our meeting scheduled for August 24 at 2:00 PM in our Montreal office. The agenda will cover project updates, budget revisions, and the upcoming launch strategy.

Please let me know if this time is still convenient for you. Should you need to reschedule, I'd be happy to propose alternative times.

Best regards,

(Your name)

Project Coordinator

### **Lettre 2 - Modified-Block Style With Paragraph Indents – Open punctuation**

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July 16, 2025

Mr. John Smith

Procurement Manager

ABC Supplies Inc.

123 Industry Road

Ottawa, ON K1A 0B1

Subject: Request for Quotation – Office Supplies 2025

Dear Mr. Smith,

I am writing to request a quotation for the supply of office materials for the fiscal year 2025. Please find attached the list of items and specifications required.

We would appreciate receiving your quote by August 1. Should you require additional details, feel free to contact me directly.

Sincerely,

[Signature]

[Your Name]

Project Coordinator