

Tips for French Writing / Conseils pour l'écriture française

French characters:

Hold down the left Alt key and press the numbers on the key pad in sequence.

To Get:	Type:	To Get:	Type:
à	Alt-0224	À	Alt-0192
â	Alt-0226	Â	Alt-0194
ç	Alt-0231	Ç	Alt-0199
è	Alt-0232	È	Alt-0200
é	Alt-0233	É	Alt-0201
ê	Alt-0234	Ê	Alt-0202
ë	Alt-0235	Ë	ALT-0203
ï	Alt-0239	Ï	Alt-0207
î	Alt-0238	Î	Alt-0206
ô	Alt-0244	Ô	Alt-021
œ	Alt-0156	Œ	Alt-0140
ù	Alt-0249	Ù	Alt-0217
«	Alt-0171	»	Alt-0187

Addresses:

- There is a comma right after the street number and the following word
- “rue” and “route” are not capitalized, but the street name and direction (Est, Ouest, Nord, Sud) are capitalized
- The street address is followed by a coma only if a suite or unit number, such as “bureau 200,” is included. Note that here again the word following the coma is not capitalized (see example 1).
- If the suite, unit or floor number is on a different line, omit the comma after the street name,

and capitalized the first word (see example 2).

Legal Aid Ontario
40 Dundas Street West, Suite 200
Toronto, ON M5G 2H1

Example 1

Aide juridique Ontario
40, rue Dundas Ouest, bureau 200
Toronto (Ontario) M5G 2H1

Example 2

Aide juridique Ontario
40, rue Dundas Ouest Bureau 200
Toronto (Ontario) M5G 2H1

- As in English, ordinal numbers are written before the word and have a superscript ^{er} or ^{re} for 1 and a superscript ^e for all other numbers.

1st floor = **1^{er} étage**

1st Avenue = **1^{re} avenue**

All other numbers:

3rd floor = **3^e étage**

French translation of words used in addresses:

English	French
Street	rue
Blvd	boulevard or boul.
Rd	chemin
Crescent	croissant
Ave	avenue
North	Nord
South	Sud
East	Est
West	Ouest
P.O. Box	C.P.
Suite	bureau
Unit	unité
Hall	salle
Floor	étage

Dates:

- In French, do not include a comma when writing dates.
- The days of the week and months are not capitalized, unless it is the first word of a sentence or a new line.

Monday October 19, 2009

Lundi le 19 octobre 2009

Le 19 octobre 2009

- Never capitalize any element of a date when it is in the middle of a sentence:

Our office will be close on Monday October 19, 2009-10-13

Nos bureaux seront fermés le lundi 19 octobre 2009

- For a range of days, follow the examples:

From Monday October 19 to Tuesday October 19, 2009

Du lundi 19 octobre au jeudi 22 octobre 2009

Du 19 au 22 octobre 2009

Hours:

- For hours and times, use the 24-hour clock and add a space between the number and the “h”:

7:00 p.m. = **19 h**

8:05 a.m. = **8 h 5**

- For a range:

From 1:00 to 4:30 pm

De 13 h à 16 h 30

From Tuesday October 20 at 1:00 pm until Wednesday October 21, at 9 am.

De 13 h le mardi 20 octobre à 9 h le mercredi 21 octobre