



Documents Variés Reading Guide

Purpose, audience, time and action

What “documents variés” means

These are short practical documents such as signs, notices, emails, invitations, advertisements, schedules and public-service messages. The question usually targets one precise clue.

Six clues to identify

- Purpose: Why was the document written?
- Audience: Who should read it?
- Place: Where does it apply?
- Time: When does it happen?
- Required action: What must the reader do?
- Condition or exception: What changes the normal rule?

Worked mini examples

EXAMPLE 1

Fermeture à 18 h. Dernière entrée à 17 h 30.

Question: À quelle heure peut-on entrer pour la dernière fois?

Answer: 17 h 30

Why: The question asks about entry, so “dernière entrée” is the exact clue. 18 h is the closing time and is a common trap.

EXAMPLE 2

Inscription obligatoire avant vendredi.

Question: Que faut-il faire?

Answer: S'inscrire avant vendredi

Why: “Obligatoire” signals a required action, and “avant vendredi” gives the deadline.

EXAMPLE 3

Ouvert du lundi au samedi, sauf le mercredi après-midi.

Question: Quand le service est-il fermé pendant ses jours habituels?

Answer: Le mercredi après-midi

Why: “Sauf” introduces the exception. It does not mean the service is closed all Wednesday.

EXAMPLE 4

Votre colis est disponible au comptoir 3. Apportez une pièce d'identité.

Question: Que doit apporter le client?

Answer: Une pièce d'identité

Why: The verb “apportez” states the required action. “Comptoir 3” is the location, not an item to bring.

EXAMPLE 5

En raison de travaux, l'arrêt Hôtel-de-Ville est déplacé devant la banque jusqu'au 12 juin.

Question: Où faut-il prendre l'autobus?

Answer: Devant la banque

Why: “Est déplacé devant la banque” gives the temporary location. “Hôtel-de-Ville” is the original stop name.

EXAMPLE 6

Invitation: réunion des nouveaux bénévoles, mardi 18 h, salle 204.

Question: À qui s'adresse le message?

Answer: Aux nouveaux bénévoles

Why: The audience is named directly. The room and time answer different possible questions.

Strategy checklist

- Read the question before rereading the document.
- Circle mentally the clue type: purpose, audience, place, time, action or exception.
- Use the exact wording in the document.
- Reject answers that add information not stated.
- Check small words such as *sauf*, *seulement*, *avant*, *jusqu'à* and *à partir de*.

WHAT TO LEARN FROM THIS

Short documents reward precise clue reading, not long translation.

NEXT STEP

Complete the Documents Variés Practice Pack and record the clue for every wrong answer.

OFFICIAL POSITIONING NOTE

This resource is part of a TEF Canada Reading / Compréhension écrite support course by Ross French Academy. It is designed to strengthen reading accuracy, vocabulary recognition, gap-fill logic, fast reading, document analysis and answer elimination skills. These are original TEF-style support materials and are not official TEF Canada exam questions. Always confirm current test information with the official TEF provider before your exam.