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# ABOUT ME

My name is Ludivine Toutenhoofd (don't try to pronounce it, legend has it that you'll misspell it if you don't speak Vondel's language). Born in the French-speaking part of Belgium, I lived abroad for some time, including the Netherlands, Australia and the Philippines, where I was able to perfect my English knowledge. For seven years now, I have been living in the beautiful city of Annecy, in the heart of the French Alps.



I have always been an aficionada of the French language for its vast choice of words, with all the nuances they entail. This language and I, however, often argued about grammar. «Why, why, I often asked myself, does it have so many rules and - I can still hear my French teacher's favourite refrain - exceptions that confirm it?»

«But, of course, it is its complexity that makes it so charming... If I wanted to persevere with it, all I had to do was roll up my sleeves. And that's what I did.



«Spelling, grammar, punctuation and syntax rules, I got you! « I would say, to paraphrase a famous political figure. Of course, this cannot be entirely true. The French language is a constantly evolving language. We have to adapt to the times, to the street language, to the jargon of certain circles. The rules change and it is important to consult the spelling reforms regularly. So I never rest on my laurels and continue to train myself, day after day.

I imagine that I must seem like an alien to many people who wonder how much pleasure one can find in tracking down spelling and grammar mistakes, punctuation and syntax errors or typos, but I assure you that I am enjoying myself!

If you have any questions about me, don't hesitate to ask me, I'd be delighted to talk to you!

Ludivine



**CERTIFICAT VOLTAIRE**  
Certificat de niveau en orthographe

**Certified level EXPERT**

Two topics were covered in depth in the exam. The first deals with recurrent mistakes in professional communications, the second measures the mastery of difficulties of a higher and more literary level; it is aimed more at professions related to the letters: proofreaders, translators, trainers. As a proofreader, I had to take this exam to ensure the quality of my work. I am proud of my score: **989 out of a total of 1000 points.**

Not infallible? Of course not, but fortunately I learn from my mistakes so that I don't make them again!

Authentication of this result : <https://www.certificat-voltaire.fr/orthographe-recruteur>

Verification code : DHF7AH

# FRENCH PROOFREADING AND EDITING

## The profession of proofreader

The job of a proofreader is, as the name suggests, to proofread and correct your writing. In concrete terms, this means: reading your text in depth and tracking down the slightest mistake or typo that could be hidden in it.

## Who is it for?

Anyone can use the services of a proofreader. Whether you are a student, a blogger, a writer, a stay-at-home mother or father, an artist, a journalist, an employee, an unemployed person... If you want to make sure that a text is free of errors, you can ask to have it corrected by a proofreader.

## Types of documents

Here are some examples of documents that I am able to correct:  
(Please note I only correct French-written documents)

- Literature: novels, short stories, life stories, etc.
- Students: theses, essays, assignments, etc.
- Professional: resume, cover letter, business plan, report, contract, press release, etc.
- Personal: letter, e-mail, etc.
- Arts: screenplay, play, song, poem, etc.
- Children: children's books, stories, lessons, etc.
- Internet: website, blog, post, etc.
- ...



This list is not exhaustive and I receive, almost daily, requests that continue to enrich this diversity. This is what drives me, so don't hesitate to submit your projects, whatever they may be.

## How do we do it?

I ask you to send me your French document in Word format (possibility of working on other formats on the basis of a sample with other potentially applicable rates).

The reason I prefer this format is simply that it allows me to indicate the corrections made. In fact, in the «Review» mode of your Word document, you will have access to all my changes, whether they be formatting, corrections, deleted or added elements, or rewordings.

In addition, this mode also allows me to make comments which are displayed as speech bubbles to the right of your text. When you receive your corrected document, you will have the opportunity to accept or reject each of my corrections. This is essential because, beyond the basic corrections (spelling, grammar, etc.), you will have the choice of whether or not to accept my rewording proposals.

Indeed, I do not wish to impose anything. I propose, you dispose.

# PROOFREADING AND EDITING RATES

## Offer « no mistakes »

In this offer, I correct French spelling, grammar, typography, punctuation and syntax. Your sentences will no longer contain any mistakes in this respect. However, I do not replace repetitions or barbarisms and I do not offer you rewordings. I therefore ensure that the sentences are correct but not necessarily that they make sense. I therefore work on form rather than content.

This offer is particularly aimed at those who already have a good knowledge of writing (both in terms of methodology and style) as well as a rich and varied vocabulary, and who wish to ensure a faultless document.

### Rates per page (1 page = 500 words)

Between 1 and 9 pages : 5,2 €/page	From 10 pages : 5 €/page
From 50 pages : 4,8 €/page	From 100 pages : 4,6 €/page

## Offer « no mistakes and no errors »

If the mistake comes from a failure to follow a rule (spelling or grammar, for example), the error is careless, a misunderstanding, a lapse in judgment or appreciation.

In this offer, I therefore always propose to correct the spelling, grammar, typography, punctuation and syntax of your document, to which I add the correction of repetitions, barbarisms and the rewording of certain words or sentences according to several criteria:

- **Length of the sentence** (for example, the one above is a bit «borderline». It should not be longer, otherwise I would have to reword it to make two separate sentences).
- **Repetitions, pleonasm, barbarisms:** I suggest synonyms or rewordings.
- **Sentence sense:** it may be that your sentence is correct and yet nonsensical (i.e. it is structurally correct but does not make sense). I rewrite the sentence so that it makes sense in the given context.
- **Style:** I make sure that I respect the style and coherence of your writing. For example, if in a dialogue between your characters you have written « J'm'en vais » au lieu de « Je m'en vais », I will only correct the ellipsis if it makes absolutely no sense (if your character was known for his or her flawless language, for example).
- **Figures of speech:** I also rephrase certain figures of speech that might 'weigh down' your text (unless it is intentional, of course). This applies to alliteration (ainsi, si), oxymoron (pour commencer, terminez-moi ça) or pleonasm (donc, par conséquent).
- **Your request:** I can take care of a particular aspect according to your requirements.

### Rates per page (1 page = 500 words)

Between 1 and 9 pages : 7 €/page	From 10 pages : 6,8 €/page
From 50 pages : 6,5 €/page	From 100 pages : 6 €/page

The prices are expressed in euros and the VAT is not applicable.

The payment is made in total, at the signature of the quote, unless otherwise indicated on the quote.

# BETA-READING

## The job of the beta-reader

The role of the «beta-reader» is to give an opinion on a text (often a novel or a short story, but there are no rules) before its publication. As a beta-reader, I do not correct your manuscript, but I do carry out an in-depth analysis of it, both in terms of form and content. I pay particular attention to the following elements:

- **General readability:** what was my opinion of your book? How quickly did I want to read it? Was it sometimes too long or did it have some passages where I got bored?
- **Authenticity:** are your characters, dialogue and background believable?
- **Comprehensibility:** at the end of my reading, do I still have some questions? Are there any unresolved plots? Were there any errors or inconsistencies?
- **Structure and style:** are there any improvements you could make?



## Who is it for?

Most of the time, it is aspiring novelists who will call on the services of a beta-reader. Before sending your manuscript to a publishing house, you want to make sure that it is of the highest quality, and you are quite right. Indeed, whether you spend five months or three years writing a book, as an author you can never have the necessary distance from your own work. This is why I advise all writers (amateurs or not) to have their work proofread.

While it is true that your friends and family can give you interesting feedback, it is not always easy to trust their comments.

Why not? Well, because on the one hand, it depends on their «reading level» (some people read very little or not at all), but also because your friends or relatives may want to avoid hurting you and therefore not give you feedback that they would consider negative.

Finally, a beta-reading requires a lot of work and involves taking a lot of notes as you go along. It is therefore a real job and not just a hobby, which may curb the desire to help of some.

Not only novels and short stories are concerned by beta-reading. You can also use this service for life stories, tales, screenplays, plays and even theses.

However, it is important to note that I do not carry out fact-checking (although I do note any errors that may appear to me).

# BETA-READING INSTRUCTIONS & RATES

## How do we do it?

When I do a beta-reading, I systematically open two documents: yours and a blank page to which I give the name «Beta-reading of 'your document'». When I have finished reading, I send you back this report in which you will find all my reflections, chapter by chapter, as well as a general analysis of my reading. I note and develop your strong points as well as those which remain to be improved. Finally, I end my beta-reading by giving you some food for thought and writing tips for any gaps I may have noticed.

The Word format is imperative for the «In extenso» offer. For the other offers, I can also receive your files in PDF format. It is possible to work on other formats on the basis of a sample.

N.B. I will certainly repeat this, but I must insist that I will never judge your work. It is essential that my role is limited to that of a professional opinion. I want to share my passion for writing with you. In no way do I want to discourage you.



### **OFFER « BEGINNINGS »** - 3500 words (about 7 pages) - **64 €**

Perhaps you have just started your novel, or perhaps you simply want to discover my way of working and see if it suits you. I invite you to send me the first pages of your work.



### **OFFER « IN EXTENSO »** - 50 000 words (about 100 pages) - **444 €**

«In extenso» comes from Latin and means «in full». In this offer, I do a beta reading of your entire work. Here, I offer you the possibility of inserting my comments into your text (in revision mode in Word, you will then have access to all my comments in the form of speech bubbles). This formula is complete because it allows you to see exactly which passages can be reworked.

As for the other services, the rates are calculated according to the number of words in your book. So don't hesitate to ask me for a personalized offer.

The prices are expressed in euros and the VAT is not applicable.  
The payment is made in total, at the signature of the quote, unless otherwise indicated on the quote.

# FRENCH WRITING

## The job of a public writer

The job of a public writer consists, among other things, of offering editorial services. In concrete terms, this means that I write the text you need with the desired content.

For example, I can write in French:

- a blog article
- the content of a website
- a speech
- a press release
- a report
- a cover letter, a resume
- an administrative letter
- a personal letter

The list is far from being exhaustive.



It is also important to specify what I do not write, i.e.: short stories or novels of which I am not the acknowledged author, slanderous or insulting letters, documents whose content is contrary to good morals or goes against my values (racist, homophobic content,...).

## Who is it for?

The services of a public writer are aimed at any person (individuals or professionals) or company that does not have the time or ability to write a text. In this latter perspective, my services tend to help people who are illiterate or have writing difficulties.

## How do we do it?

### **Prior discussions are essential.**

Indeed, I do not write what I want but what you want and/or need. It is therefore imperative that I understand the type of text you want (length, style, target audience,...) as well as its subject (which may require either explanations from you or research from me).

Once I have mastered all these aspects, I can start writing your document, taking care, of course, to respect your wishes.

# FRENCH WRITING - RATES

As each text is fundamentally different, it is not possible to establish a price list. All quotes are therefore personalized and based on various elements, including:

- the length of the text to be written
- the type of document required (cover letter, blog post, etc.)
- the research that the subject involves
- the elements you can provide me with
- the deadline (work to be done in a very short time)
- the layout
- ...



## **Writing of a resume or a cover letter**

Between 40 € and 60 € per page (about 500 words)



## **Writing a letter or a speech**

Between 40 € and 60 € per page (about 500 words)



## **Writing of blog posts or web content**

Between 0,10 € and 0,15 € per word

The prices are expressed in euros and the VAT is not applicable.  
The payment is made in total, at the signature of the quote, unless otherwise indicated on the quote.



# TRANSLATION

## From English to French

My knowledge of Shakespeare's language allows me to add another string to my bow by offering you my English-French translation services.

I insist on the fact that I only translate in one direction, from English to French and not the other way around. Indeed, even though I have a C2 level in English and am therefore considered bilingual, I believe that translation can only be done perfectly for one's mother tongue (or a language that one has spoken all one's life and continues to use intensively and daily). In order to provide you with quality work, I therefore only translate from English to French.

## Who is it for?

Translation can be for any person or company who does not have the time or ability to translate a text from English to French. As an example, here are some documents I have already translated:

- website
- blog articles
- essay
- novel
- instructions of use
- course
- vocabulary list
- post for social networks
- ...



The list is not exhaustive and is intended to show you the variety of documents I can translate.

However, I am not authorized to translate official documents.

## How do we do it?

It is imperative (unless they are vocabulary lists) that all your texts reach me in Word (or corresponding) format. If it is a website, for example, I would ask you to copy and paste the texts from each page of your website into a Word document.

# TRANSLATION - RATES

## Rates and personalized quotes

My rates are based on the number of words in your text. You can find this number in the status bar at the bottom left of your Word document or in the Tools/Statistics function.

1 page - 500 words

0,07 €/word  
35 €/page

From  
10 pages  
5 000 words

0,06 €/word  
30 €/page

From  
50 pages  
25 000 words

0,05 €/word  
25 €/page

From  
100 pages  
50 000 words

0,04 €/word  
20 €/page

The prices are expressed in euros and the VAT is not applicable.  
The payment is made in total, at the signature of the quote, unless otherwise indicated on the quote.

# PRIVATE LESSONS - RATES

## French courses

Do you want to improve your level in French? After all, it may not be your mother tongue... Or it may be, but you have difficulty expressing yourself, either orally or in writing.

So, maybe you have emigrated to France and need to familiarize yourself with our language... so beautiful and so difficult at the same time.

Or maybe you are in high school and are struggling to keep up with the teacher.

Whatever your level, whatever your reason for wanting to improve it, I offer you private lessons tailored to your needs.

Vocabulary, conjugation, grammar, from A1 to C2 levels. Let's learn French together!



## French conversation classes

Are you already taking French classes or do you simply want to improve your speaking skills? There is no shortage of topics for conversation! Let's take the time to discuss together. We will select the topics according to your needs and wishes. I'm looking forward to chat with you!

## Writing courses

Can't get your ideas down on paper? The words get tangled up in your head and you don't know how to put them down on paper? Are you afraid that you lack vocabulary, style... and structure?

Whether you want to write a letter, prepare a speech, or start writing a novel, my combined writing and beta-reading experience can help you. Together, we will evaluate your text's structure, style and language. I will provide guidance and advice, while making sure that it remains your work, that it feels like you.

NOTE : This is a service I provide only in French, and it's adapted to the French literature.

## How do we do it ?

In order to prepare this individual course, it is necessary that I have all the information beforehand. This means that in addition to the general theme of the course, I want you to explain in detail your project, your objectives, your strengths and your difficulties. This requires some thought on your part. I will of course be able to guide you in this process.

As soon as I have all the elements to prepare your private lesson, we will agree on a date and a time when we will meet online. A few minutes before the class, I will send you a Google Meet link where we will meet. And let the private lesson begin!

## Rates

My rates are based on the number of hours of lessons you want. The hourly rate is **40 €/hour** for French and writing lessons and **30 €/h** for French conversation classes.

***From 8 courses or conversation classes booked at once, there is a 2,5 €/hour reduction.***

The prices are expressed in euros and the VAT is not applicable.

The payment is made in total, at the signature of the quote, unless otherwise indicated on the quote.



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