

UNIVERSITÉ DE YAOUNDÉ II



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École Supérieure des Sciences et
Techniques de l'Information et
de la Communication



Advanced School of Mass
Communication

Internship Report

**Internship carried out at *Belles Lettres*
Cameroun from the 11th July-11th October 2022**

*Project work submitted in partial fulfilment of the requirements for the degree of
Bachelor of Arts (BA) in Information and Communication studies*

Option:

Publishing and Graphic Arts

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Warning

The University of Yaounde II does not intend to give any approval or disapproval to the opinions contained in this internship report. These opinions should be taken as the author's own.

To my family.

Acknowledgment

We will like to thank the director of the Advanced School of Mass Communication (ASMAC), Prof Alice Nga Minkala, for giving us the opportunity to carry out our internship at *Éditions Belles Lettres Cameroun*.

A special thanks to the managing director of *Belles Lettres Cameroun*, Mrs Owono Mbazona who trained and supported us throughout this professional experience with a lot of rigour and professionalism.

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Introduction

At the end of the third year of study, regardless of their course of study, students of the Advanced School of Mass Communication (ASMAC), must carry out an internship for a period of three (3) months in a company recognised in their field of study and to produce, at the end, a report on the experience they have acquired within this enterprise. It is with this in mind that we, students in Publishing and Graphic Arts, level 3, decided to carry out our internship at *Éditions Belles Lettres Cameroun* at the end of the academic year 2021/2022. We chose this enterprise because we wanted to carry out our internship in a company that will contribute to a good development of our professional projects and also enable us to put into practice what we learned in school. This internship was indeed an opportunity for us to better put into practice all what we studied throughout our three years of training. Beyond enriching our knowledge, this internship helped us to understand the extent at which our professional projects could be successful. As time went on, we came to discover that whatever was done in this enterprise responded to our criteria and even more. The drafting of this report has as main source the various lessons we learned from the daily practice of the tasks to which we were assigned. Also, the different interactions between we the interns and workers helped us collect some data that were used to give consistency to this report. In order to give a faithful and analytical account of the three months spent at *Éditions Belles Lettres Cameroun*, it seems relevant to present the enterprise in the first place, then to consider the course of the internship and finally, to evaluate this internship in terms of the professional skills acquired, the difficulties encountered, and the suggestions.

I. Presentation of the Company

This part of our report will focus on the presentation of *Éditions Belles Lettres Cameroun* since its creation till date, its physical description and finally, its organisation and personal functioning.

I.1. Historical background of the company

Belles Lettres Cameroun is a publishing house born in 2012 in Yaounde under the instigation of its founder and general manager Mrs Okomo Bekono Isabelle Astrid. This was with the view to publish works of art proposed by writers from all over the world, to educate, train and entertain the audience. *Belles Lettres Cameroun* then set up six collections to offer opportunities to all lovers of writing to be published in their chosen field. Today, *Belles Lettres Cameroun* is amongst Cameroonian publishers who publish school books with two books on the Cameroon official school books list notably; *Maths sans complexe 4^e* and *Bureautique STT Tome 2*.

I.2. The editorial policy

Éditions Belles Lettres Cameroun is a generalised Cameroonian publishing house. They publish books in every domain including school books.

I.3. Location and visual identity of the company

I.3.1. Location



Belles Lettres Cameroun is based in Yaounde precisely at Biyem-assi Acacias, just after *Biyem-assi Lycée* when coming from Bonamoussadi or Vogt roundabout and after the Acacias market when coming from Entrée Simbock. It is found at the third floor of the building where Brussels airlines is located. In addition to its physical location, the publishing house can also be located on the internet, thanks to the data contained in the following fact sheet:

<i>Belles Lettres Cameroun's publishing house fact sheet</i>	
Company's name	<i>Belles Lettres Cameroun</i>
Creation date	2012
Head office	Biyem-assi Acacias
Managing Director	Mrs Okomo Bekono Isabelle Astrid
Legal status	<i>Établissement</i>
Publisher's number	956
Postal address	PO box: 15849, Yaounde
Phone numbers	(+237) 676 192 989/ (+237) 242 793 999
Website	www.belleslettrescameroun.cm
Email	lettresbelles@yahoo.com
Facebook	Belles Lettres Cameroun

I.3.2. Visual identity

As a visual identification, the logo of the publishing house has undergone several changes and now has the form below:



I.4. Organisation and functioning

I.4.1. Organisation

After its birth, *Belles Lettres Cameroun* continued to preserve its values in a movement to help the audience and accompany them in reading. This is well reflected in the slogan "Le professionnalisme au service de l'éducation". Thus, for its smooth running, the publishing house is organised into five major services in addition to the general director's office and the managing director's office, namely: an editorial service, a marketing and sales service, communication service, technical and artistic service and the accounting service.

a. General Director

Belles Lettres Cameroun is under the general management of Mrs Okomo Bekono Isabelle Astrid. She is in charge of the overall management of the publishing house. She makes sure everything works smoothly. She is the managerial and representative body of *Belles Lettres Cameroun*.

b. Managing Director

This office is under the direction of Mrs Owono Mbazona. She is responsible for projects management and monitoring the activities of the publishing house. She is thus responsible for:

- managing the publishing house's policies and strategies in order to search for funds;
- assist in the supervision of the all activities in *Belles Lettres Cameroun*;
- representing the company's brand image nationally;
- setting deadlines for contractual procedures;
- planning activities and ensuring their execution.

c. Editorial Service

This service is managed by Mrs Owono Mbazona. At this post, she is in charge of:

- the design of editorial products;
- ensuring, under the directives of the general director, the choice of editorial policies and their programming;
- orientating the creation of projects;
- processing manuscripts received or commanded by the publishing house;
- coordinating the artistic aspects of editorial projects.

d. Communication Service

This service is managed by Mr Nga Nkou who is in charge of proposing strategic communication plans for the promotion of the enterprise. The main objective is to better direct efforts and be more efficient. This service ensures the presence of the house on the internet. To this effect, he is in charge of:

- suggesting partnerships to the General Director of *Belles Lettres Cameroun*;
- prepare a press release and a press kit for any new project of the publishing house;
- the regular publication of information and news on the various social media and on the publishing house's website.

e. Artistic Service

The service takes care of all lay outs and mounting activities at *Belles Lettres Cameroun*. It is headed by Mr. Nga Nkou. Beyond the aesthetic aspect, this service must transmit the message that the publishing house wishes to convey. Therefore, the head of this service participates in the choice of paper, colours, typography... for the books and collections. In addition to the layout of the books, this service also takes care of mounting the supports through which the communication department would like to communicate and equally takes care of all the tasks related to secretarian activities.

f. Accounting Service

This service is assured by Mr Ndongo. He is in charge of making critical financial decisions by collecting, tracking and correcting the company's finances. He is responsible for keeping and interpreting financial records.

g. Marketing and Sales service

Marketing and sales service very crucial in any enterprise because it is responsible for boosting the company's visibility and increasing sales. It is also a service that anticipates consumers' needs. In editorial marketing, the interest is to make sure that the products are going to be welcomed on the market. For this reason, the person in charge of it, Mr Bakou Michel is involved in the layout of the books or even the design of the dedication postal.

I.4.2. Functioning of *Belles Lettres Cameroun*

Despite its small staff, *Belles Lettres Cameroun* manages to follow the book production process. This enterprise practices the different forms of publishing ("compte d'auteur", "compte d'éditeur", "compte à démi" and commanded works) but mostly the form recognised by the Cameroonian law No 2000/011 of 19th December 2000 on Copyright and Neighbouring Rights. The process described below corresponds to the regularised publishing contract. This production is carried out in 8 main stages.

a. Reception and registration of manuscripts

Whether or not the manuscript has been commanded, it is important to list it in the publisher's database. Thus all *Belles Lettres Cameroun* manuscripts are received and are subject to a discharge: a manuscript deposit slip.

b. Sorting and evaluation

Once the manuscripts are received, they are sorted and evaluated. Indeed, for a book to be published by *Belles Lettres Cameroun*, it is important to evaluate a number of criteria while ensuring that the content corresponds to the editorial line. The "manuscript evaluation stage" therefore consists of evaluating whether or not a manuscript can be published by the publishing house. The manuscript goes through a reading committee that is responsible for carrying out a careful reading and providing an argued report including a notice of publication and feeling the manuscript reading sheet. If the manuscript is to be published, the editorial manager sends an approval letter to the author for the publication of his manuscript, mentioning the elements that could improve the content of his book or even the elements to be removed, obviously with arguments justifying this.

c. Signature of the contract

If the work has received a favourable opinion, the editorial manager, under the directives of the general director of the publishing house, will make an appointment with the author in order to negotiate and sign the publishing contract that will truly determine the beginning of the work. Through this signature, the author undertakes to transfer his patrimonial rights to the publisher for the publication and distribution of his book. Once the contract has been signed, a work plan is drawn up to determine the procedure to be followed and the duration of the work.

d. Proofreading and correction

After the signature of the contract, the manuscript is given to professionals for proofreading and correction not only to make sure that the content of the book is consistent, but also, that the information contained in it is true. A careful reading is thus carried out in order to identify and correct every grammatical and spelling error, syntax, conjugation and possibly improve on the author's style if necessary. This work is carried out by the reading committee of the publishing house and by professionals in the subject matter.

e. Illustrative cutting/Iconographic research

Belles Lettres Cameroun's illustrated books or cover pages are subject to an illustrative cut-out. Here, after reading, correcting and approving the text, it is very important to make a technical cut-out and choose the illustrations that will appear in the book. This is a very essential stage for an illustrated book since, images have a very important role to play. This work is carried out in the house by the editorial manager or by an illustrator. After that, depending on the style of the images that have been adopted beforehand, an illustrator is contacted to draw these images since the illustrators work in freelance.

f. Layout

After the images have been approved and the text has been cleared of its imperfections, the layout stage comes in. This is where the text is transformed. The text is linked to the various graphic charts of the publishing house and the collection to which it belongs. It is at this stage that the manuscript is transformed into a book because it involves several elements such as the font and its size, book format, etc. At this stage, the text and images are put together for illustrated books. After the layout, a proof is produced, which is the prototype of the book. The aim here is to ensure that the book is close to perfection. Remarks and modifications are therefore made in this document and integrated. A mock-up will finally be sent to the chosen printing house. *Belles Lettres Cameroun* deals with almost 04 printers and school text books are printed in abroad.

g. Promotion

After the book has been taken out of the printing press, invitation tickets are sent through e-mail and physically, to invite everyone to the book dedication if it is planned. A book dedication is therefore organised, during which several media are invited to relay the information to the readers. Let us recall here that the promotion of a book at *Belles Lettres Cameroun* begins long before its publication. The Communication Department of the company is in charge of communicating on the book with posters through the various social networks such as Facebook and the web site.

h. Distribution

In *Belles Lettres Cameroun*, some of the books are stocked in the ware house located at Damas. A stock is available directly at the head office (which allows the enterprise to quickly satisfy punctual orders). The company works mainly with local distributors. The deposit sale is for general books and purchase is for school text books.

I.5. Collections and partners

I.5.1. Collections

The different collections of *Belles Lettres Cameroun* are:

- ***Collection Savoirs***

This collection publishes school books, didactic works and any topic related to training and education.

- ***Collection Guides***

It publishes practical guides, thus contributing to the initiation of the readership to all the fields in the daily life.

- ***Collection Mémoires***

It publishes historical novels, memoirs and biographies.

- ***Collection Recherches***

It publishes books that deal with a particular theme, a panacea, a scourge while presenting the origin, the harmful effects but also and above all the outlines solutions.

- ***Collection C'est la loi***

It publishes any kind of law books.

- *Collection Évasion*

It publishes general literary books like novels, drama, poems and many others.

I.5.2. Partners

The partners of *Belles Lettres Cameroun* are numerous. They are divided into the following categories:

a) Bookshops

- Peuples Noirs;
- L'Harmattan Cameroun;
- Clé;
- D&L;
- LIPACAM;
- Comptoir unique (for books that have general interest)
- Denver;
- Saint Paul;
- Procure (for religious books).

b) Printers

- Colorix;
- Grandes éditions;
- Presse Print;
- Mama press.

c) Distributors

- Comptoir unique;
- Maxuell Sarl;
- Koreb Solution;
- SOCOCAM;
- Étape II.

I.6. Objectives and vision

I.6.1. Objectives

Belles Lettres Cameroun is a generalised publishing house. As a result, its aim is to:

- educate its audience through books;
- entertain its audience through books;
- train its audience through books;
- make available to the audience, works with a good pedagogical and technical quality;
- publish authors from all over the world.
- publish books by Cameroonian authors and illustrators, and make them known nationally.

I.6.2. Vision

The vision of *Belles Lettres Cameroun* is as follows:

Put all their know-how to the benefit of the training of an elite deeply rooted in its culture and open to the acquisition of new values in order to build a serene Cameroon, aware of its strengths and its wealth, an elite closed to any manipulation.

II. Course of Internship

In this part, we are going to describe the course of our internship in the publishing house *Belles Lettres Cameroun*. We are going to describe our first contact with the employees, the different tasks we performed and finally our last contact with the workers.

II.1. First Contact

The very first contact we had with our supervisor was on the 11th July 2022 at 8:30 AM. The day began with presentations, followed by a meeting held between us and our supervisor Mrs Owono Mbazona. During this meeting, we were briefed on how *Belles Lettres Cameroun* functions. That is, she presented to us the various services, we were given some rules and regulations of the house and the program we will follow during our internship in the enterprise plus the weekly program of the enterprise. Mainly: on Monday, a coordination meeting is held (evaluation of the previous week, projections and perspectives of the following week).

The program of the internship submitted to all the interns indicated all the tasks that we had to carry out before the end of our internship. It consisted of: reading, proof reading and corrections, establishment of a reading report and the filling of the reading sheet, personal observation of the learner and the capacity to propose activities that can help ameliorate the enterprise, elaboration of a communication and promotion plan, calibration of a manuscript and proposition of an estimated cost of production, selling of books, prospection and delivery of books, application of technics for digital communication for the Facebook page and the website of the enterprise, three days visit of a printing house, organisation of a ceremony of dedication, lay out of a book, mounting of a poster, conception of a draw sheet, participation in workshops between authors and internal publisher, store inventory, prospects in grand institutions in order to look for authors, resolution and proposition of a professional fault detected in the enterprise. These activities were divided in weeks and every one of us was called upon to spend a week while respecting the plan.

II.1.1. Objects made available to us

The managing director of Belles Lettres Cameroun provided for us several working tools so that we can carry out our missions in good conditions. She thus made available to us a working desk, for us to have a comfortable work space and an adequate work stay, a power extension cord for us to charge our machines.

- **Tools used for the treatment of texts**
 - **A French dictionary**

We all know that dictionaries are essential tools for a publisher because one cannot have a perfect mastery of spelling rules, grammar, vocabulary and always need to check when in doubt.

- **Other resources**
 - The enterprise allowed us to use books produced in particular for lay out and calibration. These books were useful during the layouts so that we could draw inspirations from the technical characteristics of the books produced by the publishing house. For other tools, A4 papers were made available to use for the writing of reports and other exercises.

For the cleaning of our working space and the enterprise as a whole, we had at hand:

- buckets and gallons to collect water;
- a broom, mop and a floor squeegee;
- we were equally given transport money every time we had to go and sell books.

II.2. Tasks Performed

Throughout the three months spent at *Belles Lettres Cameroun*, we had the opportunity to carry out numerous exercises and also benefited from the professional experience of its workers in book production. We respected the program that was submitted to us even though time did not permit us to carry on all the activities on the program. The program involved all the publishing activities notably: activities related to the secretariat; editorial activities; communication activities; commercial activities, just to name a few. More will be developed in the paragraphs below.

a. Activities related to the secretariat

Elaboration of a production quote request letter

In order to know the total cost of production of a book so as to calculate the profitability of the project that will permit to know if the project will be profitable or not, the publishing house has to know the printing cost given by a printing house. For it to be done, the publishing house has to address a request to the chosen printer. It is advisable to deposit the request in two or three printing houses in order to determine the one with the cheapest price and the best quality product. The request we wrote was addressed to the general manager of *Grandes éditions*. In the letter, we included all the technical characteristics of the future book (type of paper for the cover page and interior pages, the dimensions, the quantity, four colour process or not, the binding of the book just to name a few).

b. Tasks related to the editorial service

In the course of the three months' internship, our experience was so large. We did not only carry out exercises related to the functions of the editorial department (reading and evaluation of manuscripts, proof reading and corrections, elaboration of a reading report, feeling of a reading sheet...) but also used some knowledge of the French language acquired during our various academic courses and our senses of creativity. The internet resources were very useful to us, we regularly consulted the linguistic troubleshooting banks, right information, dates just to name a few. Throughout our internship, we carried out some editorial activities which are as follow.

During our internship, we had the opportunity to read three manuscripts all of them in the French language; one novel, one essay, and one scientific journal (*revue scientifique*). For each manuscript, we carried out an active reading that led to the production of a reading report and the filling of the reading sheet provided by the publishing house. It was thus necessary to have an external look at each manuscript in order to identify the author's intention. During the reading of the various manuscripts, we recorded in our internship book all the remarks that we had to make on the manuscript (spelling errors, vocabulary, grammar, content, coherency...and the corresponding pages) in order to be able to provide a detailed reading report at the end of the reading exercise. We used for this task the appreciation techniques of a manuscript. The titles of the various manuscripts we read were as follow:

- the ever first manuscript we read was titled, *Les femmes vieillissent plus vite que les hommes*. It was a novel of more than 100 pages, A4 paper;
- the second was titled, *Les femmes de la Bible*, an essay of close to 300 pages, A4 paper;
- the third and the last one was named, *Articles et tribunes libres*. It was a scientific journal of 54 pages, A4 paper.

Reading reports elaborated

For each manuscript, a reading report was elaborated. The reading reports carried the following information; the title of the manuscript, the genre, the summary of the manuscript, positive aspects, negative aspects, detailed comments on the content of the manuscript, the structure of the manuscript, spelling errors, vocabulary, the narrative style used by the author and the style of language. All these aspects were taking into consideration before giving our point of view if it can be published or not. Amongst the three manuscripts read, we gave a favourable point of view for two but the manuscript that impressed us the most was *Les femmes de la Bible*. The author of this manuscript perfectly elaborated the content of the manuscript that was very relevant, he argued his thoughts with examples and references, the manuscript was well structured and had very few wrong spellings with two wrong dates. All these aspects were mentioned in our report. The publishing house published this book after having carried out the few modifications and it is actually available in their shelves.

Les femmes vieillissent plus vite que les hommes was to be accepted if the author carried out the demanded modifications like the narrative style that was not appropriate to the novel,

the manuscripts had so many grammatical and spelling errors, the manuscript was not well structured...

Articles et tribunes libres was completely refused because it needs so many modifications. It was a manuscript of only 53 pages but full of language errors and the author used very arrogant words. Each reading report was submitted to our internship supervisor that corrected and told us how we ought to do it. My first reading report had a lot of problems, I learned from the errors and the 2 last reports were perfect according to the appreciations of our internship supervisor.

Filling of the reading sheets

The reading sheets elaborated by the enterprise carried the following information; the identification of the reader, the identification of the manuscript, the summary, the themes developed in the manuscript, the interest of the subject matter, personal observations of the reader (point of view on the title, the relation with the title and the content, point of view on the content, how it can be ameliorated, the time frame...), the language, the style, the public target, personal suggestions to ameliorate the content and the final point of view of the reader (whether it should be published or not). After feeling the reading sheets, they were submitted to the internship supervisor for appreciation.

Calibration of a manuscript in order to write a production quote request letter to printers and to determine the number of pages of the future book

Calibration is an important activity in the process of book publishing that intervenes when one to know the total number of pages a book will have when it will be a finished product. The manuscript was an essay of 168 pages on an A4 paper. In order to determine the estimated number of signs the manuscript had, we first of all looked for the number of signs per line in a page and then the number of signs per page. After having the estimated number of signs of the five pages we selected, we added all the five numbers and multiplied the answer by the total number of pages of the book. The result then gave us the estimated total number of signs in the manuscript. We did the same calculations for the model book that we were asked to use. When we had the estimated number of signs of both the manuscript and the model book, we multiplied the number of signs of the manuscript X the total number of pages of the model book and divided the answer gotten by the number of signs of the model book. The answer gave 192 pages and that was the total number of pages of the future book. Our supervisor Mr Nga Nkou

verified the answer and attested that the calculations were well done. We used a ruler to measure the dimensions of the cover page of the model book.

c. Tasks related to the artistic and technical services

Book lay out

The person in charge of the artistic service, Mr Nga Nkou gave us a short story of 34 pages (A4) in a word document for us to mount. He equally gave us the illustrations since the project was an illustrated short story. The text was in French with few sentences in English language and pidgin language. We first of all went through the text in Microsoft Word in order to correct if we come across any error and to have an idea of what the short story is all about. We discovered few errors in English and they were corrected. After correcting the text, we opened InDesign 2020 (the software that we used to mount the story). We entered the characteristics that were given to us (11 x 18 cm), margins (5 cm), bleed (1cm) and the number of pages (68). While setting up the characteristics, we put an automatic text frame since it was a short story with no subtitles nor table of contents. We set up the character styles for the preliminary pages, Titles and the text. We then inserted the illustrations and made sure everything was well arranged including the numbering. After the lay out, we exported our work in a pdf document. Our supervisor checked the work and some modifications were carried out like the insertion of em dashes since the text had dialogues. We then re-exported the work in a pdf document.

We were equally given an essay of more than 200 pages in (A4) to mount. The manuscript had titles, many subtitles, tables, graphics, foot notes, bibliography... We used InDesign 2020 as the previous novel but this time around, the characteristics were different and this task was more complicated. The manuscript had many levels of texts. We first of all treated the illustrations in Photoshop since they had some problems. We started the lay out of the essay but could not finish because of the shortage of time, it was going to be a very big book

Conception of book covers

We proposed and realised the cover page of the novella, *Babadi et son car*. We started by calculating the dimensions of the cover page which were 23.4 cm x 19 cm. We equally wrote the description of the book on the back cover page and the presentation of the author. We worked with the technical and artistic manager that helped us to position the elements on the front cover page.

After reading the manuscript titled, *Les femmes vieillissent plus vite que les hommes*, we started conceiving the cover page. We first of all calculated the dimensions of the cover page; 26. X 20 cm and we determined the margins (up, down, left and right). After creating the file, we imported and placed the illustration in such a way that it will cover the largest part of the front cover page. We chose the red colour for the title of the book because it reflects what is expressed in the book and is easily readable. Before using the illustration on the front cover page, we treated it in Adobe Photoshop and changed the original back ground.

Conception and realisation of a poster

After mounting the cover page of the book *Les femmes vieillissent plus vite que les hommes*, we proposed a poster that can be shared on the Facebook page of the house and the web site.

d. Tasks related to the communication service

We were asked by our supervisor to propose a communication and media plan for the manuscript *Les femmes vieillissent plus vite que les hommes*. On the plan, we specified the objectives, the public target, the strategy that can be put in place in order to achieve the objectives then we state, the activities that can be carried out before the publication of the book, during the publication of the book, after the publication of the book then the media plan.

5. Tasks related to the marketing and commercial services

Prospection

For the better broadcasting and promotion of books produced by *Belles Lettres Cameroun* especially books of general interest, we took one copy of the available books and prospected them to bookshop keepers. Most of the bookshops we visited already had the books produced by *Belles Lettres Cameroun*.

Sales

We made an outing for three days in order to sell books but during the three days, we were able to sell one literary book titled *Oxygène* at 2500 frs.

e. Other tasks performed

Apart from the above mentioned tasks, we equally carried out a three days internship in a printing house called *Grandes éditions* thanks to our supervisor. The printing house is situated

at Mvan, opposite *Buca Voyage*. It is a large house with enormous machines used for printing, shaping of papers, shaping of books...During our stay at the said enterprise, we were affected to the three main departments of the house notably; prepress department, press department and lastly the printing department. More will be elaborated below.

Prepress department

This is where everything starts in the enterprise. The office is equipped with many Macintosh machines, one small printing machine with chairs for the workers. The workers here receive manuscripts either in a pdf form or in a word form. Pdf documents are not modified. They just prepare it for printing as it comes. Whereas word documents can be modified. They mount posters, programs, read and correct books and prepare documents for printing. After finalising their work, they transform it to calques or films and send to the press department. During the one day we spent in this department, we ameliorated our capacities in using the software Adobe Photoshop. At the end of the day, we were able to perfectly remove a background of an image, apply effects like blur and apply gradient on an image thanks to the teachings of the workers who thought us with so much enthusiasm.

Press department

This is the second department in the printing chain. They receive documents in a physical form either calques for textual documents or films for documents that have images. There are two types of calques namely; simple calque that is fragile and less expensive and *calque matte* that is stronger and more expensive. When they receive the documents, they measure the dimensions with an instrument called *grille de montages*. Documents are mounted on a table called light table. When the calque or film is ready, they are placed on a machine called *insoleuse* in order to obtain the information on the plates. The duration of the insolation depends on the quality of the calque or the quality of the film. The dimensions of the plates depend on the dimensions of the machine that will print the work. When the plates are ready, they send them to the printer for him to print. Each calque or film has his plate and plates are only recto. A plate can be used several times at a condition that it is well preserved but for one text only.

Printing department

At *Grandes éditions*, they use many printing machines, some that print one colour and other that print four colours at a time. We had the opportunity to discover the machine called

Sorme that prints only one colour at a time. In order to have a document of four colours from that machine, one has to pass the four colours, four times on different plates in order to obtain the document in colours. For the machine to function, it needs; plates, ink, water, *blanché*, paper...In order to print a document recto and verso, one needs two plates. The machine can print more than 1,000 documents at a time. After terminating the printing, documents are ready for shaping and binding according to the command of the client.

Paper house

Grandes éditions does not only produce nor print documents but also sell papers. They have a mighty machine called *débobineuse* that enable them to shape rolls of paper in any dimension they wish to have. The machine functions with electricity and air. Every kind of paper is available in their house. The rolls of paper come from Turkey since papers are not produced in Africa.

III. Evaluation of the Internship

Throughout this participation internship, we learned a lot on publishing activities, on the professional milieu and life in the society. We are going to give an account of our experience in the enterprise through two main parts: difficulties encountered and skills acquired, critics and suggestions.

III.1. Difficulties encountered

The difficulties described below were mostly related to the lack of experience.

- **During proof reading-corrections and lay out**

They were principally related to competences and knowledge acquired in class. During the mounting of the cover page of the manuscript *Babadi et son Car*, we found difficulties to determine the dimensions of the spine of the cover page. We equally chose a wrong font for the cover page and we were helped by the manager of the technical and artistic service of the house. He explained in details to us how to determine the dimension of the spine of a book and also told us techniques to choose the best font for our work. The short story was for children, so, we had to look for a font that is most suitable for the public target.

During the lay out of the cover page of the manuscript *Les femmes vieillissent plus vite que les hommes*, we found difficulties in well positioning the illustrative image on the front cover page. We were helped by the manager of the artistic service and we obtained excellent results.

Moreover, during the lay out of the novella *Babadi et son car*, we first of all made an error in positioning the page numbers. This error was noticed by the person in charge of technical and artistic works. We recognised the error and then positioned the page numbers at the right place. Equally, the text had dialogues and we encountered difficulties in placing the em dashes. It was really complicated but at the end of the day, we were able to solve the problem and the lay out was validated by the artistic manager.

The last manuscript we laid out was *Les tranches collectives et les malaises assimilés au sein des établissements scolaires : historiographie, avis et suggestions* : this lay out was particularly very complicated for us since it was very long, had many tables, many foot notes, illustrations and many sub topics. The numerous foot notes hampered the visibility of the text and favoured orphans and widows. We were obliged to create many paragraph styles, an activity that was not easy to manage. We equally had problems in treating the illustrations in Adobe Photoshop and the insertion of graphics in InDesign. It was very complicated for us to perfectly represent the numerous tables that were in the text. Due to the shortage of time, and the complexity of the task we were unable to finish it.

Again, we found many difficulties in reading and correcting the manuscripts since they were all in French. We were obliged to do researches at every moment in order to be able to understand the meaning of certain words. We came to notice that we have to improve our vocabulary in order to easily correct manuscripts and also constantly revise grammar lessons and conjugation of verbs in French. This was a great challenge but, it was successful at the end.

Finally, but not the least, we were unable to concentrate ourselves in the course of reading some manuscripts. For some manuscripts, we were obliged to read the same passages many times in order to get the idea of the author.

- **During prospections and sales**

Concerning prospections and sales, we visited junctions and roundabout with the aim to seek clients and prospect the books (novels, essays, poems...) we had with us. We trekked for very long distances under the sun in search for clients. It was not easy to convince passer-bys about the importance of the book. We received many rejections and even insults from some people. But nevertheless, we were able to sell one novel to one of our clients.

- **During our visit in the printing house**

Even though we spent only three days in the printing house, we were given a task to prepare papers for printing. Before putting papers in the printing machine, one has to put air in the papers in order to facilitate the printing process. One has to do this without dirtying or squeezing the papers. We found this exercise very difficult to us but at the end of the day we spent there, we were able to carry out the exercise. Moreover, after printing documents since they are printed in note books, we tried to bend the documents and arrange the numbering in

order and we found it difficult since it was our first time to carry this task but finally, we were able to realise the activity. It was indeed a great experience.

- **Life in the enterprise**

The three months spent at *Belles Lettres Cameroun* effectively enabled us to understand Volter's quote about work: "work keeps us away from great evils: boredom, imperfection and need". We were all the time occupied at *Belles Lettres Cameroun*. There was no lack or shortage of work; reading and corrections, evaluation of manuscripts, layout and other tasks were the activities that occupied our days. Throughout those three months, understood that it is difficult to always have good moral in a company not only because of the routine, the constant visit of the place but also the abundance of the tasks to carry out. We felt depressed because of the constant visit of the place.

III.1.2. Skills acquired

This internship was very advantageous to us because it allowed us to enrich our knowledge and know-how, we were able to benefit from the professional experience of the workers in *Belles Lettres Cameroun* who thought us about the profession of a publisher in details, the daily difficulties this latter faces. They gave us many advices concerning the sale of books and the management of a publishing enterprise. During theses three months, we learned a lot at *Belles Lettres Cameroun*. The skills we acquired will be presented below;

Competences

- how to evaluate manuscripts;
- how to write a reading report of a manuscript;
- how to feel the reading sheet of a manuscript;
- assemble files in Adobe InDesign;
- modify foot notes in InDesign;
- how to manage em dashes in InDesign;
- how to represent dialogues in a novel.

Knowledge

Since all the manuscripts we evaluated were in French, it pushed us to ameliorate our French. We had to understand what the author has written so as to be able to judge. The numerous researches and the repetition of this exercise helped us to greatly increase our level in French thus becoming perfectly bilingual.

Equally, the constant reading of manuscripts and books permitted us to cultivate a good reading habit. Now, we have the desire to read and have established a personal reading time table that we are following without any problem.

Life in the enterprise

This internship thought us how to live in a professional milieu, how to work with others, how to accept criticism and differences from others. We also learnt that practice enables us to better know our skills and also our shortcomings.

III.2. Critics and Suggestions

III.2.1. Critics

Throughout our internship at *Belles Lettres Cameroun*, we noticed that the Facebook page of the enterprise is not well managed. Digital communication especially on social media like Facebook has a very large audience and thus facilitates the promotion of an enterprise and its products. Very few posters are shared on the Facebook page of the house on daily basis. The Facebook page is still dormant.

We equally noticed that the staff is insufficient. Indeed, it is very difficult for one person to carry out many tasks at the same time. For example, we noticed that the inadequate personnel caused a great problem to the artistic and technical manager who at the same time assures the work that has to be done by the secretary. And also the managing director who doubles as the

person in charge of editorial activities. The accumulation of posts and activities reduces the rate at which the activity could be carried out and the efficiency of the workers.

In the meantime, our critics are not only negative.

As a matter of fact, the staff of *Belles Lettres Cameroun* always strive to carry out their work with fervour despite the many responsibilities. The editorial practices are respected and the managing director makes it a point of honour to ensure that the tasks are carried out within the set deadlines. In addition, the atmosphere at *Belles Lettres Cameroun* is very conducive to teamwork. There is an exchange of ideas between staff members and a real conviviality.

III.2.2. Suggestions

Concerning the management of the Facebook page of the publishing house, *Belles Lettres Cameroun* can hire a competent and experience manager in the domain that will at the same time increase its community and also boost the image of the publishing house. There should be a regular posting of posters on the page and the exposition of activities going on in the publishing house.

Although it is difficult for a publishing house to recruit staff, we propose that *Belles Lettres Cameroun* adds a member to its personnel. A person trained in publishing and production technics who will be able to help the enterprise not only with the secretarian work but also with editorial activities since for a small enterprise, multiskilling is desirable. This person should be able to assist the editorial service.

Conclusion

At the end of our three-month participation internship course (from the 11th July to the 11th October) at *Éditions Belles Lettres Cameroun*, we can say that it was of considerable benefit to us both on the professional and human level. In spite of the difficulties we encountered, we were able to learn a lot from our supervisors and the various tasks we carried out. Our participation in the activities of the publishing house enabled us to understand how a generalised publishing house functions in general and in Cameroon in particular. We were equally able to put into practice our theoretical knowledge acquired during our training at ASMAC. However, we observed some limitations which we highlighted above. We equally made some suggestions in order to ensure the smooth running of the publishing house. All our expectations were met while carrying out this internship.

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Appendices

Appendix 1: Reading reports of manuscripts

Appendix 2: Reading sheets of manuscripts

Appendix 3: Communication and media plan proposed

Appendix 4: Short story laid out

Appendix 5: Request letter written

Appendix 6: Cover pages laid out

Appendix 7: Poster mounted

Appendix 8: Pictures

Appendix 1: Reading reports of manuscripts

22nd August 2022.

Reading report of a manuscript

Title: *LES FEMMES DE LA BIBLE*

Genre: Essay

Summary

In *LES FEMMES DE LA BIBLE*, the author paints the portrait of all the women present both in the Old and New Testaments like Sara, Noémie, Abigail, Eve and Rébecca just to name a few. He presents the origins of the woman, the role these women played in the Bible, the activities they carried out, their responsibilities and compares their lives with that of women nowadays. He exposes the identity of women; the challenges they face without forgetting the crucial role they can play for the development of the world. This book is a call for women to reflect themselves in a mirror and notice at which point they are important in the society. It valorises the participation of women in the transformation of the world.

Positive aspects

The theme the author has decided to treat is really relevant. As women are known as the cradle of humanity, they have some responsibilities to carry, a very important role to play in the society. It is time for them to be conscious of this so as to accomplish the will of God in the family and professional contexts both in the present and in the future. The author has succeeded to paint women, explain everything that concerns women in the society, organisations and laws that have been voted in favour of women.

He does this with a clear and well elaborated language. For example, when one goes through the manuscript, you hardly come across errors apart from omissions and few wrong spellings. The level of French used is excellent, the choice of words is equally irreproachable.

Another positive aspect is that at every level, the author arguments his thoughts with examples and biblical references when ever need be. For example, during the description of the women in the Bible like Sara, Marie Madeleine, Salomé the wife of Hérode Philippe II, Veuve de Sarepta and chapter V in pages 89, 99, 103, 93 and 111 respectively.

Moreover, the manuscript is well structured. It is written in three parts with each chapter having sub topics. The chapters enroll in a chronological and well organised manner. The book is divided as follows:

Introduction

1st part ; « La création de la femme et son statut dans la Bible » (from page 37-120)

Chapter 1: « La notion du sexe »

Chapter 2: « Les femme Israelites dans la Bible »

Chapter 3: « La femme Israelite dans l’histoire du salut »

Chapter 4: « Profil biographique et représentatif des femmes de la Bible »

Chapter 5: « Place et rôle des femmes dans le nouveau testament »

2nd part: « éthique féminine » (from page 121-186)

Chapter 1: « Marie, vierge et mère dans l’ordre de la nouvelle création et de la rédemption »

Chapter 2: « La question féminine »

3rd part : « les combats féministes et les défis des femmes de tous les temps » (from page 187-288)

Chapter 1: « Matriarcat et Féminisme »;

Chapter 2: « Défis de la jeune fille et de la femme adulte »;

Chapter 3: « Législation et droits de la femme camerounaise »;

Chapter 4: the title is not clear;

Chapter 5: « Évocation de quelques entreprises et organisations des femmes »;

Conclusion

Negative aspects

Despite the positive aspects listed above, we note that there are some anomalies. For example, the parts are not balanced. As seen above, parts 1 and 3 are far away longer than part 2 with each having 5 chapters while part 2 has only 2 chapters. The length of the parts is imbalanced.

Equally, the capital letters in French do not have *accents*. It needs to have as stated by the French language regulations. More still, some spelling errors, repetitions, some blanc pages (22, 30,34, 36, 40, 134 and 188), two mistaken dates and omission of words have been noticed and pages 145-176 are absent.

In spite of these worries or negative aspects mentioned above, the content of the manuscript is sufficiently important and the narrating style is appropriate. It can be retained or accepted after those corrections are done. Part 2 can be merged with part 1 since they treat similar topics in order to balance the different parts of the book.

Detailed comments

a) Content/*Fond*

The content of the manuscript is well furnished. The author demonstrates with evident, clear examples and references the evolution of women from the Old Testament till date, the activities women in the bible carried out, the role they played, a brief description of women in the Bible from page 73-105. He compares all these women with present women, the difficulties they face like polygamy, marginalisation, violence, discrimination, widowhood, the fact that young girls are not allowed to go to school, some African traditions like *Levirat* practiced by the Bèti community in Cameroun just to name but these. He ensures them by stating the laws that have been voted in favor of women like:

- National organization for Women (NOW), in page 192;
- « Première Conférence Mondiale sur les femmes à Mexico-City en 1975 » in page 199;
- « Deuxième Conférence Mondiale sur les femmes à Copenhague in 1980 » in page 200;
- « Troisième Conférence Mondiale sur les femmes à Nairobi in 1985 » in page 200;

- « La convention sur l'élimination de toutes les formes de discrimination à l'égard des femmes » and its 16 articles from page 209-214;
- « Protocole additif à la charte africaine des droits de l'Homme et des peuples relatif aux droits de la femme en Afrique » adopted on 1st July 2003 with its 24 articles explained from page 214-219.

The author equally makes mention of organisations of women formed in order to fight against female discrimination like:

- « Journée international de la femme (JIF) »;
- « Journée mondiale de la femme rurale (JMFR) »;
- « Union mondiale des organisations féminines catholiques (UMOFC) ».

The content valorises women while encouraging them to work for the development of the world. The manuscript is well written, complete and is full with dates and demonstrations. The content of the manuscript greatly contributes to the better understanding of who a woman is? The origins of a woman, the abilities a woman has, the difficulties women go through, associations and organisations that fight against female discrimination, the role she can play in the society, examples of women to follow in the Bible and finally what is awaited from women. It really enables the situate the position of women in the society.

The methodology used by the author to present the book is explicit and appropriate. The content does not expose negative facts that can hurt readers. The content is well elaborated.

Nonetheless, author has used two false dates to illustrate the content on pages 214 and 285 respectively. *Le protocole additif à la charte africaine des droits de l'Homme et des peuples relatif aux droits de la femme en Afrique* was adopted on **1st July 2003** not on 11th July 2003 as stated by the author in the book.

14^e édition de la JMFR du 11 octobre 2011 instead of **15th October 2011** (page 285)

b) Form

- Spelling/Orthographe

The author has made enormous efforts as far as spelling is concerned. Nevertheless, we have noticed some spelling errors and omissions throughout the text. They are as follow:

- « ...le Nouveau Testament a maintenu l'exclusion de la femme des fonctions **culturelles** comme la ... » instead of **culturelle** (page 109, 2nd line, 1st paragraph).
- « Luc ainsi désigné comme étant très féministe, tant il relate les **évènements** et scènes... » instead of **événements** (page 118, 2nd line, 2nd paragraph).
- « Le Pape Jean-Paul II a toujours exalté l'image traditionnelle de femme au foyer lorsqu'il affirme que rien ne peut remplacer le cœur d'une mère qui, dans la maison, est toujours présent, toujours **attend** pour accueillir et entourer... » instead of **attentif** (page 139, 6th line, 1st paragraph).
- Confusion of pronouns (il/elle) on page 144, 4th paragraph.
- « ...la vie a **trionphe** de la mort... » instead of **trionphé** (page 184, 3rd line, 1st paragraph).
- “Du **fémimisme**” instead of “**féminisme**” (page 190, sub chapter 02, of part 03).
- « Elle traite de l'éducation **de** des filles » ...**de** (page 194, 1st line, 2nd paragraph).
- « La seconde vague, celle du « **Women's Lib-** Women's Liberation Movement » ... **Women's Lib-** (page 198, 1st line, 6th paragraph).
- « ...détruisent le paradigme classique de la famille, banalisent et **pervertissement** tant les bonnes mœurs... » instead of « **pervertissent** » (page 206, 7th line, 2nd paragraph).
- « S'exprimer dans le couple de l'homme et **de la femme** unis ... » instead of « **de la femme** » (page 207, 9th line, 2nd paragraph).
- « On lui signifiait que la vie avait encore un sens, qu'elle ne s'arrêtait pas, mais **qu'elle solidarité** et abondance. » Instead of “**qu'elle est solidarité...**” (page 230, 10th line, 3rd paragraph).
- “...comme élément de culture bête à intégrer, à développer **e** à enrichir... » instead of « à développer **et** à enrichir » (page 233, 2nd line, 2nd paragraph).
- « Il s'agit aujourd'hui de la femme en général, et **de la veuve** en particulier... » instead of « **de la veuve...** » (page 235, 2nd line, 4th paragraph).
- « Le développement humain est une opportunité de mise en place de stratégies **axées l'être humain**. » Instead of « **axées sur l'être humain**” (page 257, 2nd line, 3rd paragraph).

- « L'égalité et l'équité entre les sexes est non seulement une fin en soi, mais **également un important** pour la promotion ». Instead of ... « mais **également un important** ... » (page 259, 2nd line, 3rd paragraph).
- « ...le document de stratégies pour la croissance et l'emploi (DSCE) **adopte** en juin 2009, pour la période... » instead of « **adopté** » (page 266, 5th line, 1st paragraph).
- « Aussi, la mission générale du Fonds National de l'Emploi est-elle la promouvoir et de favoriser l'accroissement de l'emploi. » Instead of, « Aussi, la mission générale du Fonds National de l'Emploi **est de promouvoir** et de favoriser l'accroissement de l'emploi » (page 269, 8th line, 2nd paragraph).
- « ...l'attention est axée **sur** particulièrement sur toute forme... » instead of « ...l'attention est axée ~~sur~~ particulièrement sur toute forme... »
 - « ...la plus précieuse et la plus valorisante, en témoignant de l'amour oblatif, **en** **en** vivant et en le communiquant. ... » « en témoignant de l'amour oblatif, ~~en~~ **en** vivant et en le communiquant. » (Page 293, 6th line, last paragraph).
 - « Qu'elles rompent **d'**avec la léthargie. » « Qu'elles rompent **d²**avec la léthargie. » (Page 298, 8th line).

- **Vocabulary**

The vocabulary used by the author corresponds to the level required. He makes use of appropriate words that clearly explain his thoughts and enables the reader to understand easily by learning other words.

- **Style and language**

The style used is appropriate for the public target. The choice of words is formal, the vocabulary is correct, with few wrong spellings as stated above. The style chose corresponds to the genre of the manuscript.

12th September 2022.

Reading report of a manuscript

Title: *Articles et tribunes libres*

Genre: Scientific journal (Revue scientifique)

1. Summary

Through a numerous number of articles, Mbombog Nyemeg III Emmanuel exposes the economic situation of Cameroon, notably the reason why Cameroon is still or remains underdeveloped for example, the inability of the government to implicate Cameroonians in development projects like the construction of dams, roads just to name a few. He chooses to give the market to foreigners consequently, there is the loss of money and the non-transfer of technological knowledge to Cameroonians for future projects. He equally proposes some solutions that can enable the Cameroonian government to boost the economy of Cameroon like the investment in agricultural products, the creation of an African crisis fund, debt strategy and prospects for industrialization of Cameroun.

2. Positive aspects

The theme the author has decided to treat is really relevant. The economy of a country is what enables it to carry on its projects and be influential in the world. The problems he exposes are real and are very important.

Another positive aspect is that at every level, the author arguments his thoughts with examples and proposes solutions to these problems in a logical manner. For example, in article 4 from page 14-17, the author tells its readers why Cameroon is underdeveloped with clear examples and proposes solutions to solve the problem.

Moreover, the manuscript is well structured. It is made up of 11 articles and a letter to the former minister of agriculture. All the articles treat similar topics. They are titled as follows;

Article 1 : « Les paradoxes de l'économie camerounaise » (from page 2-6)

Article 2: « Nécessité de créer un fond africain de crise » (from page 7-8)

Article 3 : « Stratégie de désendettement et perspectives d'industrialisation du Cameroun pour un décollage économique » (from page 9-13)

Article 4 : « Le Cameroun refuse de se développer » (from page 14-17)

Article 5 : « L'impérieuse nécessité de repenser le plan d'urgence du chef de l'État du Cameroun » (from page 18-21)

Letter to the former minister of agriculture (from page 22-25)

Article 6: « Épitre au peuple camerounais » (from page 26-30)

Article 7: « Coup de gueule à l'attention du professeur Kamto Maurice, président national du parti politique MRC au Cameroun » (from page 31-32)

Article 8: « Avant-projet d'alternance pour la République du Cameroun » (from page 33-37)

Article 9: « Panafricanisme et renaissance africaine : enjeux et perspectives » (from page 38-40)

Article 10: « Ma participation à la conférence du 9/04/2016 au Bano hôtel à Douala » (from page 41-42)

Article 11: « Un événement-une histoire ... » (from page 41-42)

3. Negative aspects

Despite the positive aspects listed above, we have noticed many anomalies. For example, the articles are not balanced. As seen above, article 1 is far away longer than article 2. The length of the articles is imbalanced. Some articles are longer than others.

Equally, the content of the manuscript is not actualized. It is a manuscript that was written since and the content is not more what exists today notably the examples that are named in articles 2 and 4.

Furthermore, the vocabulary used by the author is very rude for example, in the letter addressing to the former minister of Agriculture of Cameroun, he employs "...pour votre gouverne..." (page 22, line 11, paragraph 2). Added to that, there are many language errors as listed below (grammatical, spelling, *accords*, omissions of words, and the problem of conjugation that causes a lot of trouble. The manuscript has only 54 pages but the language errors are enormous. Moreover, the capital letters in French do not have *accents*. It needs to have as stated by the French language regulations.

Even though the topic treated by the author or the problems the author expose are important and real, the manuscript cannot be published only if the content is actualized; the language ameliorated and the ideas expressed in a polite manner.

4. Detailed comments

a) Content/*Fond*

The content of the manuscript is interesting but the information are not actualized. For example;

- in article 2 (page 7-8), the crisis the author cites is only Boko Haram whereas Cameroon is actually going through the Anglophone crisis, the Corona virus pandemic plus Boko Haram in the North.
- Moreover, in article 4 (page 14-17), the author tries to explain why Cameroun is still underdeveloped by augmenting that there is no transfer of technological knowhow during the construction of roads, stadiums, ports...he says in page 15 «...aujourd'hui, l'État du Cameroun envisage de construire un autre port en eau profonde de Limbé et sans aucun doute, le maître d'oeuvre sera une entreprise étrangère, notamment Chinoise, qui viendra encore construire le port en eau profonde de Limbé... » the deep water port of Limbe is actually under construction by a Korean and Cameroonians consortium (Limbe Port Industrial Development Corporation, -(LIPID) and AFKO). Still in page 15, he says « Les chinois

viennent de finir la construction du stade de football de Limbé; c'est encore eux qui seront sollicités pour construire les nouveaux stades de football puisqu'on n'a pas donné l'occasion aux entreprises camerounaises d'apprendre aux côtés des Chinois à construire des stades de football en prélude à l'organisation par le Cameroun de la coupe d'Afrique des Nations en 2021. » meanwhile the stadium have been constructed and the AFCON has already taken place.

- Added to that, again in page 15, he states that the biggest African hydroelectric dam will be constructed in Ethiopia meanwhile it is already constructed.

The content of the manuscript enables to understand the phenomenon why Cameroon remains undeveloped till date. The examples listed by the author clearly show the failure in the economic sector of Cameroon. Nevertheless, the vocabulary of the author is very rude and intriguing. It hurts the people to whom he addresses especially the letter to the former minister of agriculture of Cameroon in page 22.

b) Form

- Spelling/Orthographe

The author has made less efforts as far as spelling is concerned. We have noticed many spelling errors and omissions throughout the text. Some few of them are as follow:

- « ...On se souvient qu'en **Novembre** 2014, l'**Etat** du Cameroun ... » instead of **novembre** and l'**État** (page 2, 1st line, 2nd paragraph).
- « ... est passé à 900 **Milliards** francs... » instead of **milliard de francs CFA** (page 2, 5th line, 2nd paragraph).
- « Le secteur privé camerounais est financé au compte goutte... » instead of **financé à compte-goutte** (page 4, 8th line, 1st paragraph).
- « Par ailleurs, sur les 3 173,9 milliards de francs qui seront disponibles en 2015... » The conjugation is incorrect (page 4, 1st line, 2nd paragraph).
- « ...se contenteront des emplois directs à **durés déterminés** le temps de... » instead of **durées déterminées** ... (page 4, 14th line, 2nd paragraph).
- « ...sont tous à **durés déterminés** ou à temps partiel... » instead of **durées déterminées** ... (page 6, 10th line).
- « ...les perspectives pour l'émergence du Cameroun à l'horizon 2035 sont incertaines et à la limite **illusoire** » instead of **illusoires** (page 6, 15th line).

- « Un nombre incalculable d'évènements malheureux a lieu en Afrique dont les plus **récentes** sont les... » instead of «**récents**» (page 7, 2nd line).
- « À chaque fois que nous avons d gros soucis à caractères social ou sécuritaire, nous faisons recours aux partenaires **au** développement... » Instead of « À chaque fois que nous avons d gros soucis à caractères social ou sécuritaire, nous faisons recours aux partenaires **pour le** développement... » (page 7, 21st line).
- « ...si une situation malheureuse **se déclenchent** quelque part en Afrique... » instead of «**se déclenche...** » (page 7, 34th line).
- « Le développement humain est une opportunité de mise en place de stratégies **axées l'être humain.** » instead of « **axées sur l'être humain** » (page 257, 2nd line, 3rd paragraph).
- « ...**les réfugié** que nous accueillons de temps à autre... » instead of « **les réfugiés** » (page 8, 4th line).
- « L'objectif, au vue de tout ce qui précède est de réduire les souffrances, **dopé** notre capacité... » instead of, « **doper** » (page 8, 18th line).
- « ...il ressort que les projets financés par la dette du Cameroun **meuble** simplement le décor infrastructurel... » instead of « ... **meublent...** » (page 10, 9th line, 1st paragraph).
 - « ...le secteur privé doit suivre ou du moins prendre le relais de réagir positivement en exploitant ces infrastructures pour accroître la production locale, **intensifié** le flux des échanges et **créé** de la richesse. ... » instead of « **intensifier... créer...** » (Page 10, 3rd and 4th lines respectively, 2nd paragraph).
 - « À notre avis, il faut sans délais **amorcé** l'industrialisation du Cameroun... » instead of « **amorcer** » (Page 10, 14th line, 2nd paragraph).
 - « Lorsque le Cameroun acquiert le statut de **Pays Pauvres Très Endettés...** » instead of « **pays pauvre très endetté...** » (Page 14, 1st line).
 - « ...tous ses créanciers ou presque décident pour les uns d'annuler leur dette pour d'autres tel que la France **de la** transformer... » instead of « ...**de là** ... » (Page 14, 3rd line).
 - « Qu'est-ce que le Cameroun attend pour se libérer de la France en frappant sa **monnaie.** » instead of « ... **monnaie ?** ... » (Page 14, 11th line).
 - « ...bien qu'une attention particulière **leurs soient accorder.** Alors que le développement scientifique et technologique est **une** propédeutique pour asseoir... » instead of « ... **leur soit accordée** ... **une...** » (Page 14, 19th and 20th lines respectively).

▪ « Il s'agit dans cette démarche, de doter notre pays de réelle capacité à pouvoir dupliquer ou du moins reproduire, par nos propres soins, les grands projets réalisés au Cameroun pas des sociétés étrangères sans **les faire appel** à nouveau... » instead of « ... **leur faire appel** ... » (Page 14, 28th line).

▪ « ...pour nous **approprié** les procédés et la technologie... » instead of « ... **approprier** ... » (Page 15, 9th line).

▪ « ...mesures les entreprises **Camerounaises** à qui on demande... » instead of « ... **camerounaises** ... » (Page 16, 21st line, 1st paragraph).

▪ « Pourtant notre pays a tout à gagner en s'occupant de ses enfants doués et super **intelligent.** » instead of « ... **intelligents.** » (Page 16, 12th line, 2nd paragraph).

Just to name a few of them.

- **Vocabulary**

The vocabulary used by the author corresponds to the level required but is so rude. He makes use of words that explain his thoughts and enables the reader to understand at which point the problem disturbs him but they are impolite and he has problems of *accords*.

- **Style and language**

The style used is appropriate for the genre. The choice of words is ill-mannered, the vocabulary has many errors, with many wrong spellings as stated above. The verbs need to be changed. Most projects are expressed in the future meanwhile they have been realized.

10th August 2022

Reading report of a manuscript

Title : *Les femmes vieillissent plus vite que les hommes*

Genre : **Novel**

Summary

Les femmes vieillissent plus vite que les hommes follows the life of Henri, a writer and an archivist who dreams of being a best seller one day. Throughout the story, he uses the stories of his three wives notably Michou, Sonia, the Magistrate and other characters like Emilie and her family to expose social ills like corruption, prostitution, wars, embezzlement, stroke, cancer, unfaithfulness, orgy, money laundering, child labor, polygamy, plastic surgery, homosexuality, tribalism, African traditions just to name a few. Henri while struggling to investigate on the bad practices “big people” do in the society in order to expose them in his books, he goes through torture and suffering. The story ends with a strategy where Henri kills himself due to the results of his researches.

Positive aspects

The themes treated by the author are current in our society. He succeeds to explain so many ills that are destroying our society. For exemple, at the very beginning of the novel precisely from page 6-8, the author explains in detail what cancer is, the different types of cancer and the adequate treatments.

Equally in page 24, he explains what “AVC” is, the difficulties doctors face in Cameroon and civil servants as a whole.

Through the story of Emilie, the author explains the origins of Boko Haram, their objective, the evolution and how it became a terrorist group. He equally demonstrates how the terrorist group is financed by big non-governmental organizations, European countries and some members of the government. This is explained from page 155, chapter 16-page 162.

Through the stories of his three wives, the author succeeds to demonstrate the difficulties women face in our society, how they are treated by men and why most of them end up being prostitutes. In fact, the author succeeds to reproduce exactly what happens in the society every day.

Negative aspects

Despite the positive aspects listed above, we note that there are some anomalies. The writing style for example used by the author is more appropriate to an essay. Throughout the story, there is no true dialogue between characters. They ask and answer questions. The written style is not appropriate to a novel.

Moreover, the author makes mention of many themes and this makes it very difficult to succeed in the narration. The content is rich but the manner at which the author narrates the story is not appropriate. The presence of many themes creates great confusion in the minds of readers. For example, at the beginning of the novel, we all know that the story is focused on Emilie but at the middle, the attention of readers is diverged to the lives of other characters without clear transition, readers are convinced that Emili's story is finished but at the end of the novel, the author still comes back to her. This creates confusion.

In spite of these worries or negative aspects mentioned above, the content of the manuscript seems sufficiently important but the narrating style is not appropriate. It can be retained or accepted if the author ameliorates the narrating style, vocabulary and also reduce the themes treated. That is create true dialogue amongst characters, reduce the themes treated and focus on few ones...

Detailed comments

a) Content/Fond

The content of the manuscript is well furnished. The author has carried out researches. The content is based on what we observe in our society today; a Cameroonian easily recognizes him/herself in the story when he/she goes through it. It treats themes that directly concern Cameroonians.

For example, from pages 66-72, he explains the origin of the wealth of some businessmen in our community through the story of Simon Donatien Dongmo, the owner of the Materform warehouse.

Equally, he explains through the story of Emilie's brother the origin of Boko Haram in chapter 16, page 155-162.

Throughout the story, the events narrated do not clearly justify the theme announced at the beginning. The themes treated are daily happenings, the characters created are fictional. The content is interesting but the narrating style used by the author is not appropriate.

b) Form - Structure

The structure of the manuscript is not well balanced. Some chapters are extremely longer than other ones. For example; chapter 1 goes from page 5-27 that makes 22 pages and chapter 4 has 16 pages. Since it is a novel, it does not require subtitles. The story is equally too long.

- Style

The style used is not inappropriate for the public target. The choice of words is informal, the vocabulary is very low, they are equally spelling errors and poor use of verbs. The rules of French language are not respected.

Appendix 3: Communication and Media Plan Proposed

18 juillet 2022.

Plan de promotion et media

Titre du manuscrit : *Les femmes vieillissent plus vite que les hommes*

Objectifs

- Vulgariser et populariser l'ouvrage ;
- faire connaître l'ouvrage ;
- créer le besoin ;
- susciter l'intérêt.

Public cible

- Jeunes de 20 ans et plus ;
- Adultes ;
- amoureux de la littérature.

Stratégie Pour y arriver, nous allons tirer parti de :

- des médias et hors médias pour une large diffusion sur le plan national et international ;
- la mise en contribution de la page Facebook de l'entreprise et le site web de la maison ;
- mise en contribution des proches comme niche pour les partages de publication des canaux internet et relai d'information (bouche à oreille).

Avant la parution du livre

□ Annonces sur la page Facebook de Belles Lettres Cameroun ; □ annonces sur le site web de Belles Lettres Cameroun.

Pendant la parution de l'ouvrage

- Rédaction du communiqué de presse pour la dédicace ;
- rédaction du dossier de presse pour les médias ;
- promotion de l'ouvrage sur la page Facebook et le site web de la maison ;
- Promotion dans les médias et hors médias (CRTV, Canal 2 International, Sweet FM, Post national, Cameroun Tribune, Le jour).
- carnet d'adresses de l'éditeur et de l'auteur (famille, amis, collègues de travail...)
- cérémonie de dédicace.

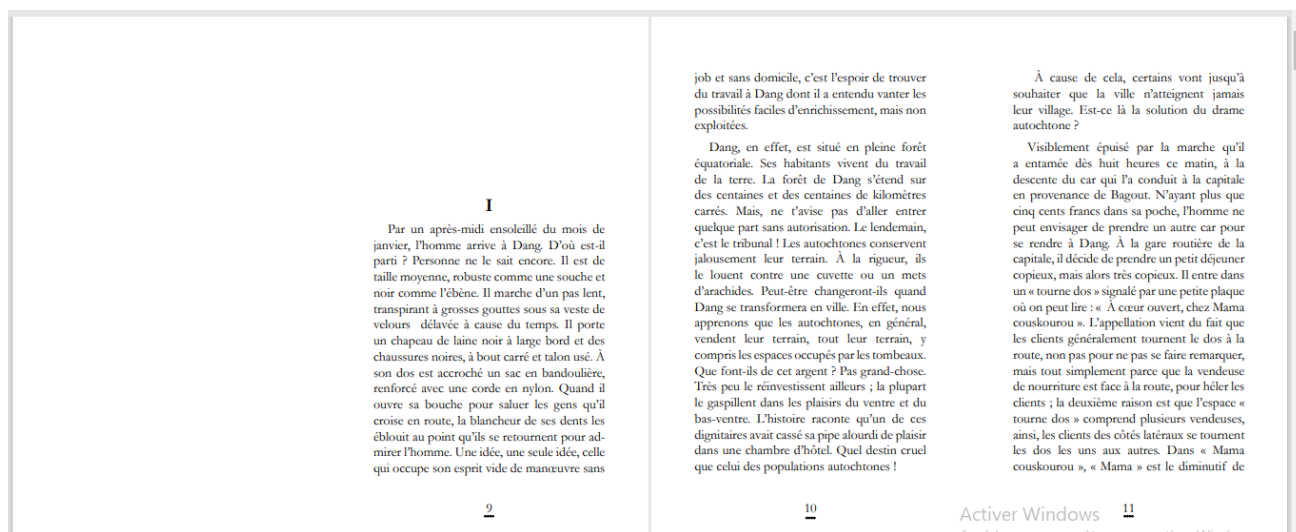
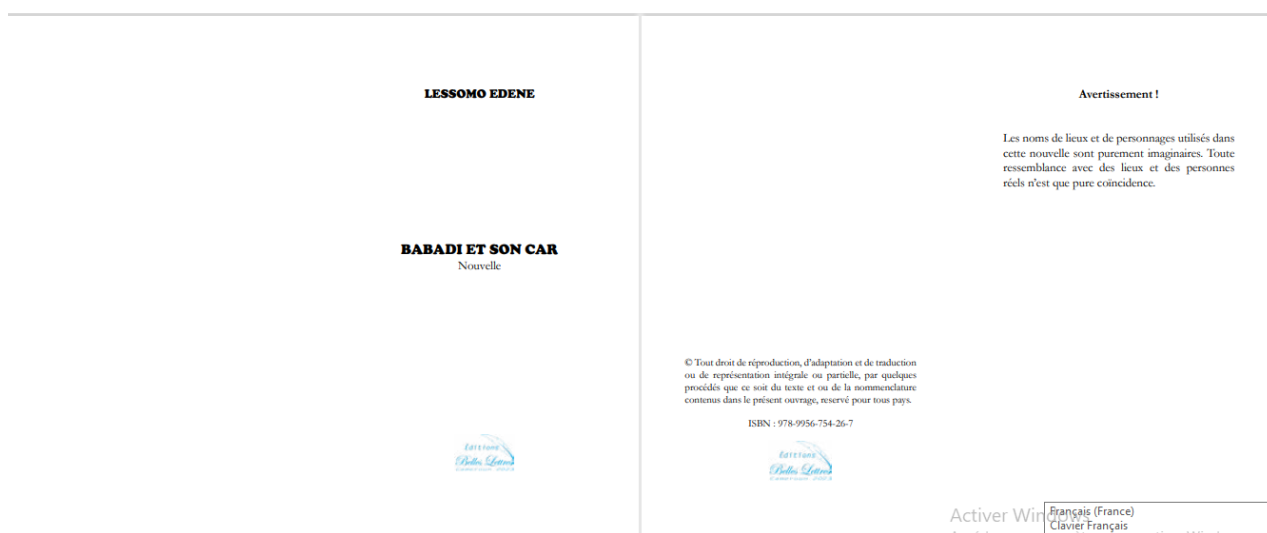
Plan de promotion dans les médias

	Médias						Hors médias			
	TV		Radio		Presse écrite		Affiches Banderoles	Flyers	Dépliants	Dédicace(s)
	CRTV	Canal 2	Post natio nal	Sweet FM	Cameroun tribune	Le jour				
Passages										
8-14 janvier										
16-22 janvier										
23-28 janvier										
30-6 février										
17-12 février										
13-19 février										
20-28 février										

Après la dédicace

- Envoie des mails de remerciement aux participants ;
- promotion sur la page face book et le site web de l'entreprise.

Appendix 4: Novella laid out



« Maman » ; « couskourou », les abréviations de « couscous » et de « kourou kourou » ou bouillie de farine : maïs, manioc, mil, riz, etc.

À cette heure de la matinée, il y a affluence. « Mama couskourou » a beaucoup de clients. C'est une femme noir-ciré, grassouillette et passablement jolice. Ah ! La beauté est relative, mais « toutes les femmes sont belles », soutient un chanteur. Elle tient sa réputation à la variété des plats qu'elle propose : la bouillie de manioc au riz, le haricot blanc, les beignets de farine, le ndolé (une purée de légume) et le koki encore appelé « gâteau ». Comme « la bouche qui a bu boira », qui a goûté à la nourriture de « Mama couskourou » revient toujours. Les « mauvaises langues » disent qu'elle a l'écorce qui attire les clients. Réalité ou préjugé défavorable, nul ne le sait, mais toujours est-il que « Mama couskourou » est propre, très accueillante, polie, sa nourriture très appétissante, ses beignets gros et dorés, sonseau d'eau à boire à proximité de la main. Par ailleurs, elle sert à crédit. Enfin, quand un client lui dit qu'il a très faim et qu'il n'a pas beaucoup d'argent, elle le sert comme il a

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demandé, parfois sans demander de l'argent. C'est ce qui est arrivé à l'homme de Bagout.

– Morning mama, salue-t-il.
– Bonjour, asso, répond la vendeuse. Vous voulez que je vous serve comment ? demandé-t-elle.

– Moi, très faim et zou partir to Dang. Zou veux : bouillie for one hundred, haricot for two hundred, beignets for two hundred, répond l'homme de Bagout qui lui tend en même temps son argent.

– « Mama couskourou » fixe l'homme du regard et comprend aussitôt qu'il est pauvre et qu'il va très loin. Elle lui dit :

– Garde ton argent, je vais te servir et t'indiquer le raccourci pour arriver à Dang, ce n'est pas très loin du village de mon mari.

À force de servir des clients qui parlent des langues différentes, « Mama couskourou » a fini par comprendre la commande des clients, quelle que soit la langue. Voici ce qu'elle a servi à l'homme de Bagout : la bouillie de 100 francs, les beignets de 200 francs, le haricot de 200 francs, un demi-plat de ndolé et une

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boule de couscous. Voyant ce petit déjeuner renforcé, l'homme de Bagout s'exclame :

– I thank you « Mama couskourou ». God bless you !

En entendant cette dernière phrase, « Mama couskourou », se dresse devant l'homme de Bagout et explose :

– Tu dis que quoi ? Que Dieu me blesse, n'est-ce pas ? Alors que moi, j'ai eu pitié de toi parce que tu as un très long parcours à effectuer et qu'il te faut remplir le ventre pour arriver à destination. Je t'ai même remis tes cinq cents francs par pitié parce que j'ai su que tu n'avais que cela.

– Les autres clients se mettent à rire. Puis ils calment « Mama cous kourou » en lui disant :

– Non, « Mama couskourou », il n'a pas demandé à Dieu de te blesser. Au contraire, il Lui a demandé de te bénir.

– « Mama couskourou » se calme et réagit :

– Excuse-moi, mon fils. Je ne comprends pas le « gros » anglais, mais le « petit » comme celui que tu as « parlé » quand tu as dit «

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Morning » ou « I thank you ». Mange tranquillement, après je vais t'indiquer le raccourci pour arriver à Dang, village voisin de celui de mon mari.

L'homme de Bagout, calmé, se met alors au travail. Par quoi va-t-il commencer ? Personne ne le sait. Il organise son activité en deux temps cinq mouvements. Le premier temps comprend les beignets, le haricot et la bouillie, soit trois mouvements ; le deuxième, le couscous et le ndolé, soit deux mouvements. Le rythme choisi par l'homme de Bagout est donc : beignet/haricot/bouillie/couscous/ndolé : un rythme binaire à cinq temps. Pourquoi a-t-il choisi ce rythme ? La réponse est évidente : le beignet a pour adversaire le haricot, et la bouillie, vient mettre un terme au combat en les acheminant de gré ou de force dans la panse. De l'autre côté, le ndolé a pour compagnon préféré le couscous, qui joue le même rôle que la bouillie : accompagner le ndolé dans la panse.

Après une heure de temps, l'homme de Bagout rote trois fois et boit un demi-litre d'eau. Au moment de dire aurevoir, il se lève et dit :

Activer Windows 15
Accédez aux paramètres pour activer Windows.

– Meki, « Mama couskourou ».

« Mama couskourou », répond « merci » et lui remet un bout de papier lui retraçant le raccourci pour arriver à Dang, situé à soixante-dix kilomètres de la capitale.

L'homme se remet en route, se renseignant de temps en temps auprès des gens qu'il rencontre pour savoir s'il est sur la bonne direction.



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II

L'homme de Bagout arrive à Dang vers quatorze heures de l'après-midi. À cette heure de la journée, Dang est presque vide. Ses habitants sont encore aux champs depuis six heures du matin. Il n'est resté que les vieillards et les animaux domestiques, sauf les chiens. Ces derniers accompagnent les populations aux champs. Ils servent surtout à la chasse ; Dieu seul sait combien est appétissante la sauce du rat palmiste. Mais, l'ingratitude des populations à leur endroit est inversement proportionnelle au service qu'ils rendent. Quand elles mangent, les chiens sont chassés à coups de bâton.

Aux champs, les paysans sont réparties en deux camps : les femmes travaillent dans les

17

vivrières : arachide, macabo, maïs, gombo, igname, etc., tandis que les hommes travaillent dans les cacoyères. Personne ne se demande pourquoi cette division du travail.

Les femmes ne rejoignent les hommes que lorsqu'on récolte le cacao. Leurs tâches consistent, soit à entasser les cabosses à l'endroit prévu pour la récolte à l'aide des paniers ou des bassines qu'elles portent sur leur tête, soit à enlever les fèves des cabosses cassées par les hommes.

Les hommes rentrent plus tôt des champs que les femmes, sauf ceux qui cueillent le vin de palme ; car, ils attendent souvent quinze heures pour recueillir le vin de palme et tailler les troncs pour avoir plus de vin frais le lendemain matin.

À Dang, on pratique une agriculture de subsistance mixte sans engrais comme dans d'autres régions du pays. Après le champ, les femmes vont d'abord à la recherche du complément du repas du soir, manioc ou macabo. Ensuite, elles vont couper le bois qu'elles vont utiliser pour la cuisson des repas.

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Ce n'est qu'après tout cela qu'elles rentrent au village, le bébé au dos, la cuvette de vivres surmontée du fagot de bois sur la tête.

Certaines utilisent la hotte pour soulager la tête. Quelle dépense d'énergie ! Avant d'attendre le village, elles s'arrêtent au petit cours d'eau qui coule à environ un kilomètre du village pour se laver ; car, une fois au village, elles n'ont pas le temps d'aller au manigot pour se laver, parce qu'elles s'occupent du repas du soir. Ce rythme est suivi de lundi à samedi. Les seuls jours où elles se reposent sont les dimanches, consacrés à la messe. Tel est le destin de la femme de Dang et de la plupart des femmes africaines résidant dans les villages.

L'étranger a donc attendu pendant très longtemps pour voir sortir des champs les populations de Dang. Très fatigué de la marche effectuée de la capitale à Dang, il s'est assis à l'ombre du grand prunier appelé Ema, qui fait l'une des merveilles de Dang. C'est un prunier qui produit beaucoup de fruits chaque année. Ses fruits sont gros et de couleur vert-clair. Cuits à point au charbon de

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Activer Windows

bois, il se fend en deux laissant mousser une pulpe blanc-cassé comme le lait « guigoz ».

Accompagnés de manioc tendre ou de bâton de manioc, ces fruits sont excellents dans la bouche et combient la faim plus rapidement que la pâte d'arachide. Seuls les gourmands peuvent en manger trois. Le jour où l'on cueille les prunes d'Ema est jour de fête à Dang. Dix jeunes et bons grimpeurs de la famille sont choisis pour cueillir les prunes qui, une fois la cueillette terminée, sont rassemblées dans de grandes bassines et distribuées à tous les membres de la famille, et même aux étrangers qui viennent à passer au moment de la cueillette et aux voisins, sans distinction, ni d'âge ni de sexe. La seule condition, c'est d'être présent.

C'est donc à l'ombre de cet arbre plein de symboles que l'homme de Bagout se repose : symbole de l'unité de la famille, symbole du sens du partage des habitants de Dang, symbole enfin du respect de leurs valeurs culturelles.

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Ema a reçu ce nom de la matriarche qui l'avait planté et qui avait fondé la famille de Dang.



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III

– Bonjour, monsieur, salue Apana, l'un des notables du village.

– Bonjour, répond l'étranger en se découffant soit par respect, soit par peur d'être chassé.

– Que faites-vous là ? poursuit Apana.

– L'homme de Bagout demande :

– What ?

– Apana réagit en ouvrant les deux mains comme pour le supplier :

– C'est qui what ? Je demande ce que vous faites-là, assis au pied d'Ema.

L'homme de Bagout reste ébahi, roulant les yeux comme quelqu'un qui a peur. Apana lui fait donc un geste de la main pour lui dire de le suivre. Arrivé chez lui, Apana le fait as-

22

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Appendix 5: Request Letter Written



Éditions Belles Lettres Cameroun
Edition - Prestations de services - Imprimerie - Diffusion

Yaoundé le 23 septembre 2022.

Le Directeur des Éditions Belles Lettres Cameroun
Au
Directeur des Grandes Éditions.

Objet : devis de production d'un ouvrage.

Monsieur le Directeur,

En vue d'une éventuelle commande auprès de votre société, je viens par la présente, solliciter un devis de production d'un ouvrage dont les caractéristiques techniques sont les suivantes :

- format : 14,5 cm x 21 cm;
- nombre de pages : 192 ;
- nombre d'exemplaires : 300 ; 500 et 1000 ;
- type de papier intérieur : offset 80g en noir/blanc ;
- couverture : couchée 250g et pelliculée en quadrichromie ;
- type de finitions : dos carré collé à chaud ;

Tout en espérant que vous nous préciserez le coût total d'une commande de ce type, veuillez agréer, monsieur le Directeur, l'expression de ma parfaite considération.

Le directeur

Le professionnalisme au service de l'éducation.

Tel : 242 792 999 895 615 161 / 676 192 989
N° contribuable P01700500961G -
B.P. : 13849 Yaoundé - Fax / 2011 / 1822
N° CNPS : 325-01/14/24-000-G
Compte bancaire Adcoor N° CA - 101 - 008127

Appendix 6: Cover Pages Laid Out

La veille de son retour à Dang, il s'est mis à réfléchir. Il se demande pourquoi les gens sont si gentils envers lui. Depuis Mama couskourou, en passant par Apana, Bouti, le chef de Dang et maintenant le chef de garage. Il se dit qu'il est très chanceux. Mais non, lui rétorque une voix en lui, s'il était un homme malhonnête, les gens ne seraient pas ainsi gentils envers lui. C'est parce qu'il est un homme sans problème qu'il s'intègre partout...



Edene Lessomo est un jeune passionné de la littérature. Après l'obtention de sa licence en Edition et Arts graphiques, à l'Ecole supérieure des sciences et techniques de l'information et de la communication, et en lettre bilingue à l'Université de Yaoundé II, il a décidé de partager son quotidien à travers les écrits.



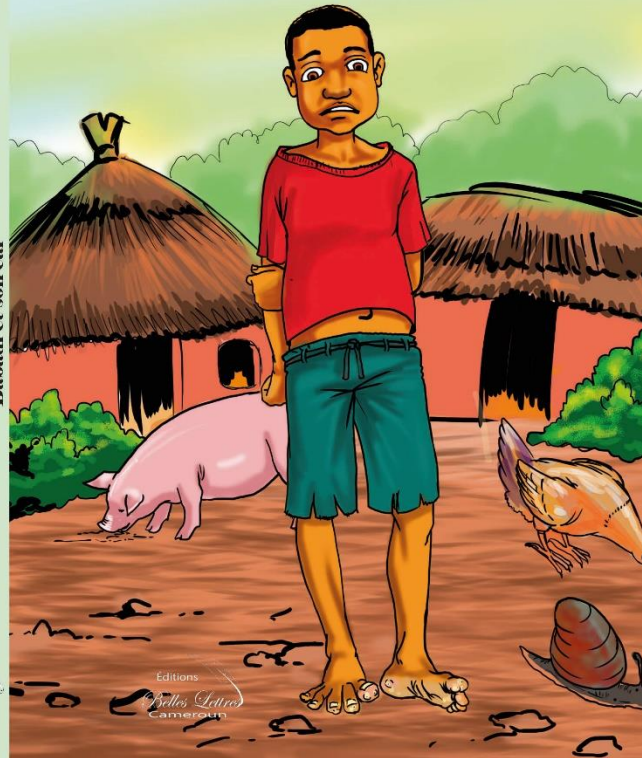
Edene Lessomo

Babadi et son car

Edene Lessomo



Babadi et son car



Ce sont les enfants de Michou qui l'avaient vu au bar. Christian en sortant de la maison n'avait pas rassonné et Michou étant malade devait se battre pour trouver de quoi ses 5 enfants vont manger. Ça faisait de cela six mois que la pauvre Michou travaillait sans salaire au marché Accacias. Elle rentrait dans des heures tardives et n'avait pas souvent la force de laver ses enfants. La première, Annabelle n'avait que 10 ans... Que vont-ils devenir ?



Christelle Massaka est une jeune passionnée de la littérature. Après l'obtention de sa licence en Edition et Arts graphiques, à l'Ecole supérieure des sciences et techniques de l'information et de la communication, et en lettre bilingue à l'Université de Yaoundé II, elle a décidé de partager son quotidien à travers les écrits.



Christelle Massaka

LES FEMMES VIEILLISSENT
PLUS VITE QUE LES HOMMES

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CAMEROUN 2010

Christelle Massaka

Collection
Évasion

**LES FEMMES VIEILLISSENT
PLUS VITE QUE LES HOMMES**

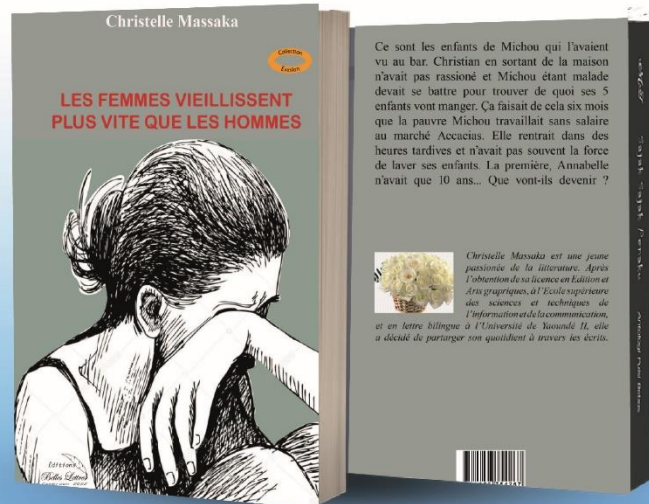


Appendix 7: Poster Mounted

BIENTÔT DISPONIBLE AU ÉDITIONS BELLES LETTRES



Christelle Massaka : Auteure



Passez vos commandes **2500 F**

Préface : Faustin Mvogo

Volume : 280 pages

Format : 12,5 x 20 cm



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Appendix 8: Pictures



Rolls of Papers and Shaped Papers



Luminous Table



Paper Cutter



Insoleuse



Insoleuse during insolation



Débobineuse



During work