

# ING 1 English LV1

**Useful reminders  
and**

**Vocabulary**





✓ ~~In a first time/in a second time~~ → First(ly)/second(ly)

**Singular and uncountable nouns (1 → a piece of) :**

✓ News, information, advice, furniture, baggage/luggage, weather, etc.

**Prepositions :**

✓ interested in    depend on    deal with    go to    want to    listen to    wait for

**!!! Zero tolerance for irregular verbs**

**KEY TO PHONETIC SYMBOLS FOR ENGLISH**

Consonants

p        pen, copy, happen  
b        back, bubble, job  
t        tea, tight, button  
d        day, ladder, odd  
k        key, school  
g        get, giggle, ghost

ŋ        ring, long, thanks, sung

l        light, valley, feel  
r        right, sorry, arrange

j        yet, use, beauty  
w        wet, one, when, queen

Vowels

tʃ        church, mach, nature  
dʒ        judge, age, soldier  
f        fat, coffee, rough, physics  
v        view, heavy, move  
θ        thing, author, path  
ð        this, other, smooth  
s        soon, cease, sister  
z        zero, zone, roses, buzz  
ʃ        ship, sure, station  
ʒ        pleasure, vision  
h        hot, whole, behind

ɪ        pig, kit, ship  
e        hen, dress, bed  
æ        cat, bad, trap  
ɒ        dog, lot, odd  
ʌ        duck, luck  
ʊ        foot, good, put

m        more, hammer, sum  
n        nice, know, funny, sun

i:        sheep, bee, sea, machine  
eɪ        snail, face, day, steak  
aɪ        fly, price, try  
ɔɪ        boy, choice

u:        boot, two

əʊ	sh <u>ow</u> , n <u>o</u> , g <u>o</u>	ɔ:	th <u>ough</u> t, s <u>aw</u> , h <u>or</u> se
aʊ	n <u>ow</u> , ab <u>ou</u> t, m <u>ou</u> th	ɑ:	f <u>ar</u> m, st <u>ar</u> t, f <u>ath</u> er
		ɜ:	b <u>ir</u> d, n <u>ur</u> se
ɪə	n <u>ear</u> , h <u>er</u> e, s <u>er</u> ious		
eə	h <u>air</u> , squ <u>are</u> , f <u>air</u> , v <u>ar</u> ious	ə	ab <u>o</u> t, comm <u>a</u>
ʊə	c <u>ur</u> e, p <u>oo</u> r, j <u>ur</u> y		

## IRREGULAR VERBS

[aɪ]	[aʊ]	[aʊ]	
<b>bind</b>	<b>bound</b>	<b>bound</b>	lier, relier
<b>find</b>	<b>found</b>	<b>found</b>	trouver
<b>rewind</b>	<b>rewound</b>	<b>rewound</b>	rembobiner
<b>unwind</b>	<b>unwound</b>	<b>unwound</b>	dérouler / se relaxer, se défouler
<b>wind / wind up</b>	<b>wound</b>	<b>wound</b>	enrouler / stresser
[aɪ]	[ɪ]	[ɪ]	
<b>bite</b>	<b>bit</b>	<b>bitten</b>	mordre
<b>hide</b>	<b>hid</b>	<b>hidden</b>	(se) cacher
<b>light</b>	<b>lit</b>	<b>lit</b>	allumer
<b>slide</b>	<b>slid</b>	<b>slid</b>	glisser
[aɪ]	[əʊ]	[ɪ]	
<b>drive</b>	<b>drove</b>	<b>driven</b>	conduire
<b>ride</b>	<b>rode</b>	<b>ridden</b>	faire du cheval, vélo, de la moto
<b>rise</b>	<b>rose</b>	<b>risen</b>	se lever / augmenter
<b>strive</b>	<b>strove</b>	<b>striven</b>	s'efforcer, faire son possible
<b>write</b>	<b>wrote</b>	<b>written</b>	écrire
	[ɔ:t]	[ɔ:t]	
<b>buy</b> [aɪ]	<b>bought</b>	<b>bought</b>	acheter
<b>catch</b> [æ]	<b>caught</b>	<b>caught</b>	attraper
<b>fight</b> [aɪ]	<b>fought</b>	<b>fought</b>	combattre, se battre
<b>think</b> [ɪ]	<b>thought</b>	<b>thought</b>	penser, réfléchir
<b>seek</b> [i:]	<b>sought</b>	<b>sought</b>	chercher, rechercher
<b>teach</b> [i:]	<b>taught</b>	<b>taught</b>	enseigner
<b>bring</b> [ɪ]	<b>brought</b>	<b>brought</b>	apporter
[e] (except say)	[e]	[e]	
<b>bend</b>	<b>bent</b>	<b>bent</b>	courber, plier, pencher
<b>lend</b>	<b>lent</b>	<b>lent</b>	prêter
<b>send</b>	<b>sent</b>	<b>sent</b>	envoyer
<b>smell</b>	<b>smelt</b>	<b>smelt</b>	sentir (odorat)
<b>spell</b>	<b>spelt, spelled</b>	<b>spelt, spelled</b>	épeler
<b>spend</b>	<b>spent</b>	<b>spent</b>	dépenser / passer du temps
<b>bet</b>	<b>bet</b>	<b>bet</b>	parier
<b>let</b>	<b>let</b>	<b>let</b>	laisser (faire) / louer
<b>offset</b>	<b>offset</b>	<b>offset</b>	compenser
<b>set</b>	<b>set</b>	<b>set</b>	placer (objet) / régler (réveil) / fixer (date, limite)
<b>upset</b>	<b>upset</b>	<b>upset</b>	bouleverser

<b>spread</b> say [eɪ]	<b>spread</b> said [əʊ]	<b>spread</b> said [əʊ]	(se) répandre, étaler dire
<b>break</b> [eɪ] <b>wake up</b> [eɪ] <b>steal</b> [i:] <b>choose</b> [u:] <b>speak</b> [i:] <b>freeze</b> [i:]	<b>broke</b> <b>woke up</b> <b>stole</b> <b>chose</b> <b>spoke</b> <b>froze</b>	<b>broken</b> <b>woken up</b> <b>stolen</b> <b>chosen</b> <b>spoken</b> <b>frozen</b>	casser (se) réveiller voler, dérober choisir parler geler, congeler
[e] <b>sell</b> <b>tell</b>	[əʊ] <b>sold</b> <b>told</b>	[əʊ] <b>sold</b> <b>told</b>	vendre dire, raconter
[eɪ] <b>shake</b> <b>take</b> <b>overtake</b> <b>undertake</b>	[ʊ] <b>shook</b> <b>took</b> <b>overtook</b> <b>undertook</b>	[eɪ] <b>shaken</b> <b>taken</b> <b>overtaken</b> <b>undertaken</b>	secouer prendre doubler, dépasser entreprendre
<b>begin</b> [ɪ] <b>drink</b> [ɪ] <b>ring</b> [ɪ] <b>shrink</b> [ɪ] <b>sing</b> [ɪ] <b>sink</b> [ɪ] <b>swim</b> [ɪ] <b>run</b> [ʌ]	[æ] <b>began</b> <b>drank</b> <b>rang</b> <b>shrank</b> <b>sang</b> <b>sank</b> <b>swam</b> <b>ran</b>	[ʌ] <b>begun</b> <b>drunk</b> <b>rung</b> <b>shrunk</b> <b>sung</b> <b>sunk</b> <b>swum</b> <b>run</b>	commencer boire sonner rétrécir chanter couler nager courir
[i:] <b>bleed</b> <b>breed</b> <b>deal / deal with</b> <b>dream</b> <b>feed</b> <b>feel</b> <b>flee</b> <b>keep</b> <b>kneel</b> <b>lead</b> <b>lean</b> <b>leave</b> <b>mean</b> <b>meet</b> <b>read</b> <b>sleep</b> <b>sweep</b> <b>weep</b>	[e] <b>bled</b> <b>bred</b> <b>dealt</b> <b>dreamt, dreamed</b> [i:] <b>fed</b> <b>felt</b> <b>fled</b> <b>kept</b> <b>knelt, kneeled</b> [i:] <b>led</b> <b>leant</b> <b>left</b> <b>meant</b> <b>met</b> <b>read</b> <b>slept</b> <b>swept</b> <b>wept</b>	[e] <b>bled</b> <b>bred</b> <b>dealt</b> <b>dreamt, dreamed</b> [i:] <b>fed</b> <b>felt</b> <b>fled</b> <b>kept</b> <b>knelt, kneeled</b> [i:] <b>led</b> <b>leant</b> <b>left</b> <b>meant</b> <b>met</b> <b>read</b> <b>slept</b> <b>swept</b> <b>wept</b>	saigner faire l'élevage de (animaux) distribuer / parler de, traiter de rêver (se) nourrir sentir, ressentir fuir, s'enfuir garder s'agenouiller mener s'appuyer partir, quitter vouloir dire, signifier (se) rencontrer lire dormir balayer pleurer
<b>dig</b> [ɪ] <b>stick</b> [ɪ] <b>sting</b> [ɪ] <b>strike</b> [aɪ] <b>hang</b> [æ] <b>spin</b> [ɪ] <b>swing</b> <b>win</b> [ɪ]	[ʌ] <b>dug</b> <b>stuck</b> <b>stung</b> <b>struck</b> <b>hung</b> <b>spun</b> <b>swung</b> <b>won</b>	[ʌ] <b>dug</b> <b>stuck</b> <b>stung</b> <b>struck</b> <b>hung</b> <b>spun</b> <b>swung</b> <b>won</b>	creuser coller piquer frapper pendre, suspendre tourner (sur soi-même) (se) balancer gagner (hasard, compétition...)
[əʊ] <b>show</b> <b>sow</b>	[əʊ] <b>showed</b> <b>sowed</b>	[əʊ] <b>shown, showed</b> <b>sown</b>	montrer semer
[p] <b>lose</b> [u:]	[p] <b>lost</b>	[p] <b>lost</b>	perdre

<b>forget</b> [e]	<b>forgot</b>	<b>forgotten</b>	oublier
<b>get</b> [e]	<b>got</b>	<b>got (gotten - US)</b>	obtenir / devenir
<b>tread</b> [e]	<b>trod</b>	<b>trodden</b>	piétiner, marcher sur
<b>shoot</b> [u:]	<b>shot</b>	<b>shot</b>	tirer (arme)

	[u:]	[əʊ]	
<b>blow</b> [əʊ]	<b>blew</b>	<b>blown</b>	souffler
<b>grow</b> [əʊ]	<b>grew</b>	<b>grown</b>	grandir / croître / cultiver
<b>know</b> [əʊ]	<b>knew</b>	<b>known</b>	savoir, connaître
<b>fly</b> [aɪ]	<b>flew</b>	<b>flown</b>	voler
<b>draw</b> [ɔ:]	<b>drew</b>	<b>drawn</b>	dessiner, tirer (trait)
<b>withdraw</b> [ɔ:]	<b>withdrew</b>	<b>withdrawn</b>	retirer
<b>throw</b> [əʊ]	<b>threw</b>	<b>thrown</b>	lancer
	[ɜ:]	[ɜ:]	
<b>burn</b> [ɜ:]	<b>burnt, burned</b>	<b>burnt, burned</b>	brûler
<b>learn</b> [ɜ:]	<b>learnt, learned</b>	<b>learnt, learned</b>	apprendre
<b>burst</b> [ɜ:]	<b>burst</b>	<b>burst</b>	éclater
<b>hurt</b> [ɜ:]	<b>hurt</b>	<b>hurt</b>	blesser
<b>hear</b> [ɪə]	<b>heard</b>	<b>heard</b>	entendre
	[ɪ]	[ɪ]	
<b>slit</b>	<b>slit</b>	<b>slit</b>	inciser, fendre
<b>hit</b>	<b>hit</b>	<b>hit</b>	frapper, heurter, toucher
<b>split</b>	<b>split</b>	<b>split</b>	fendre / (se) partager, répartir
<b>bid</b>	<b>bid</b>	<b>bid</b>	faire une offre, une enchère
<b>quit</b>	<b>quit</b>	<b>quit</b>	cesser / démissionner
<b>build</b>	<b>built</b>	<b>built</b>	bâtir, construire
<b>spill</b>	<b>spilt, spilled</b>	<b>spilt, spilled</b>	renverser (liquide)
	[ʊ]	[ʊ]	
<b>stand</b>	<b>stood</b>	<b>stood</b>	se tenir debout / supporter
<b>understand</b>	<b>understood</b>	<b>understood</b>	comprendre
	[ʌ]	[ʌ]	
<b>cut</b>	<b>cut</b>	<b>cut</b>	couper
<b>shut</b>	<b>shut</b>	<b>shut</b>	fermer
	[eɪ]	[ʌ]	
<b>come</b>	<b>came</b>	<b>come</b>	venir
<b>become</b>	<b>became</b>	<b>become</b>	devenir
<b>overcome</b>	<b>overcame</b>	<b>overcome</b>	surmonter
	[æ]	[æ]	
<b>broadcast</b>	<b>broadcast</b>	<b>broadcast</b>	diffuser (télé, radio)
<b>cast</b>	<b>cast</b>	<b>cast</b>	jeter
	[e]	[ɒ]	
<b>go</b>	<b>went</b>	<b>gone</b>	aller
<b>undergo</b>	<b>underwent</b>	<b>undergone</b>	subir
	[eɪ]	[ɪ]	
<b>forgive</b>	<b>forgave</b>	<b>forgiven</b>	pardonner
<b>forbid</b>	<b>forbade, forbid</b> [æ]	<b>forbidden</b>	interdire
<b>give</b>	<b>gave</b>	<b>given</b>	donner
	[ɔ:]	[ɔ:]	
<b>bear</b>	<b>bore</b>	<b>borne</b>	supporter
<b>swear</b>	<b>swore</b>	<b>sworn</b>	jurer
<b>tear</b>	<b>tore</b>	<b>torn</b>	déchirer
<b>wear</b>	<b>wore</b>	<b>worn</b>	porter
	[e]	[e]	
<b>hold</b>	<b>held</b>	<b>held</b>	tenir
<b>uphold</b>	<b>upheld</b>	<b>upheld</b>	soutenir, faire respecter
<b>withhold</b>	<b>withheld</b>	<b>withheld</b>	résister à
	[eɪ]	[eɪ]	

<b>lay</b>	<b>laid</b>	<b>laid</b>	poser
<b>make</b>	<b>made</b>	<b>made</b>	faire, fabriquer
<b>pay</b>	<b>paid</b>	<b>paid</b>	payer
<b>isolated cases</b>			
<b>be</b>	<b>was/were</b>	<b>been</b>	être
<b>beat</b> [i:]	<b>beat</b> [i:]	<b>beaten</b> [i:]	battre
<b>do</b>	<b>did</b>	<b>done</b> [ʌ]	faire
<b>eat</b>	<b>ate</b> [eɪ]	<b>eaten</b>	manger
<b>fall</b> [ɔ:]	<b>fell</b>	<b>fallen</b> [ɔ:]	tomber
<b>have</b>	<b>had</b>	<b>had</b>	avoir
<b>lie</b> [aɪ]	<b>lay</b> [eɪ]	<b>lain</b> [eɪ]	être couché
<b>see</b>	<b>saw</b> [ɔ:]	<b>seen</b>	voir
<b>shine</b>	<b>shone</b>	<b>shone</b>	briller
<b>spoil</b>	<b>spoilt, spoiled</b>	<b>spoilt, spoiled</b>	gâcher / gâter
<b>cost</b>	<b>cost</b>	<b>cost</b>	coûter
<b>put</b> [ʊ]	<b>put</b> [ʊ]	<b>put</b> [ʊ]	mettre
<b>saw</b> [ɔ:]	<b>sawed</b> [ɔ:]	<b>sawn, sawed</b> [ɔ:]	scier
<b>sit / sit down</b> [ɪ]	<b>sat</b> [æ]	<b>sat</b> [æ]	être assis / s'asseoir

## SILENT LETTERS (LETTERS THAT YOU DO NOT PRONOUNCE)

**a** is silent in **bread, deaf, head, marriage, meant, weapon**

**b** is silent in **debt, lamb, bomb, tomb<sup>1\*</sup>, climb, doubt, comb, dumb, numb, subtle, womb<sup>2\*</sup>, crumb, plumber, limb**

**c** is silent in **muscle, yacht, indict, scene, scent, science, scissors, Tucson (≠ sceptic)**

**d** is silent in **grandson, handkerchief, handsome, landscape, Wednesday**

**e** is silent in **clothes**

**g** is silent in **gnaw, gnome, gnu, gnat, straight, weigh, sigh, thigh, thorough\*, borough, dough\*, through\*, though\*, phlegm (≠ phlegmatic), foreign, paradigm, sign, neighbour**

**h** is silent in **honour, heir, hour, honest, annihilate, vehement, vehicle, Birmingham**

**i** is silent in **foreign, friend, parliament**

**k** is silent in **know, knee, knock, knife, knight, knit, knob, knot, knuckle, knock**

**l** is silent in **talk, walk, chalk, folk, yolk, salmon, calf, half, could, would, should, almond, calm, palm**

**m** is silent in **mnemonic**

**n** is silent in **hymn, damn, autumn, column, condemn, solemn**

**o** is silent in **leopard, jeopardise**

**p** is silent in **psalm, pneumatic, pneumonia, cupboard, receipt, psychology, pseudonym**

**s** is silent in **isle, aisle, island, viscount**

**t** is silent in **often, soften, fasten, mortgage, thistle, castle, whistle, listen, Christmas, wrestle, asthma**

**u** is silent in **build, biscuit, circuit, guard, guilt, liquor**

**w** is silent in **answer, sword, whole, write, who, whom, whose, Greenwich**

**y** is silent in **prayer**

Beware of those tricky words:

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<sup>1\*</sup> see pronunciation in the table above

<sup>2</sup>

[u:] (you)	[ʌf] (cuff)	[əʊ] (so)	[ɒf] (coffee)	[ɑ:f] (giraffe)
Tomb Womb Through	Rough Tough Enough	Thorough Dough (Al)though	Cough	Laugh

### HOW TO PRONOUNCE <ED> IN ENGLISH ?

The **past simple tense** and **past participle** of all regular verbs end in **<ed>**. In addition, many **adjectives** are made from the past participle and so end in **<ed>**. For example:

- I like painte**d** furniture.

The question is: **How do we pronounce the <ed>?**

The answer is: **In 3 ways** – [ɪd] or [t] or [d]

If the base verb ends in one of these <b>sounds</b> :	Base verb*:	<ed> ending:	Pronunciation	Extra syllable?
[t]	want	wanted	[ɪd]	yes
[d]	end	ended		
[p]	hope	hoped	[t]	no
[f]	laugh	laughed		
[s]	fax	faxed		
[ʃ]	wash	washed		
[tʃ]	watch	watched		
[k]	like	liked		
all other sounds, for example...	play	played	[d]	
	allow	allowed		
	beg	begged		

\* note that it is the **sound** that is important, not the letter or spelling. For example, "fax" ends in the letter "x" but the sound [s]; "like" ends in the letter "e" but the sound [k].

**Exceptions:** The following <ed> words used as **adjectives** are pronounced with [ɪd]:

- |           |           |            |
|-----------|-----------|------------|
| • aged    | • dogged  | • ragged   |
| • blessed | • learned | • wicked   |
| • crooked | • naked   | • wretched |
|           |           | • beloved  |

**Now some practice:** how do you pronounce these verbs?

- |                       |         |                       |         |                       |         |
|-----------------------|---------|-----------------------|---------|-----------------------|---------|
| <input type="radio"/> | stopped | <input type="radio"/> | caused  | <input type="radio"/> | missed  |
| <input type="radio"/> | tested  | <input type="radio"/> | wished  | <input type="radio"/> | slapped |
| <input type="radio"/> | knocked | <input type="radio"/> | coughed | <input type="radio"/> | mended  |
| <input type="radio"/> | asked   | <input type="radio"/> | bombed  | <input type="radio"/> | fixed   |
| <input type="radio"/> | climbed | <input type="radio"/> | annoyed | <input type="radio"/> | sighed  |

- mocked
- answered
- arrested

## DATES

*What's the date today? What's today's date? What date is it today?*

- **Ordinal numbers** are used (1<sup>st</sup>, 2<sup>nd</sup>, 14<sup>th</sup> ...).

January (the) 23<sup>rd</sup>, 1998 = January (the) twenty-third, nineteen ninety-eight

28<sup>th</sup> (of) February, 1985 = the twenty-eighth of February, nineteen eighty-five

First 1<sup>st</sup>

Seventh 7<sup>th</sup>

Thirteenth = 13<sup>th</sup>

Second 2<sup>nd</sup>

Eighth 8<sup>th</sup>

Fifteenth = 15<sup>th</sup>

Third 3<sup>rd</sup>

Ninth 9<sup>th</sup>

Twentieth = 20<sup>th</sup>

Fourth 4<sup>th</sup>

Tenth 10<sup>th</sup>

Twenty-first = 21<sup>st</sup>

Fifth 5<sup>th</sup>

Eleventh 11<sup>th</sup>

Thirtieth = 30<sup>th</sup>

Sixth 6<sup>th</sup>

Twelfth 12<sup>th</sup>

- Days of the week and months are always **capitalized**.

- Use '**on**' before a date or day in British English.

The meeting will take place **on** June 4<sup>th</sup> / **on** Saturday.

- Years are read **by pairs**.

19 95 = nineteen ninety-five

19 60 = nineteen sixty

- Exceptions

1900 = nineteen hundred

1908 = nineteen-oh-eight

From 2000 onwards, years are pronounced like ordinary cardinal numbers:

2000 = two thousand

2007 = two thousand (and) seven

In the 1980s = in the (nineteen) eighties

**Some practice now: read the following dates**

- September 29, 2007
- March, 22, 1902
- 13 April, 1529
- January 1, 2008
- July 14, 1779
- 31 December, 2000

**WHAT TIME IS IT?**

In English, a **12-hour** (≠ 24) clock is used to tell time. If necessary, you can specify 'in the morning', 'in the afternoon', 'in the evening', or a.m. (hours before 12) and p.m. (hours after 12) to avoid any misunderstanding.

*Example:* Il est né à 22 heures → he was born at 10 p.m. / in the evening.

- 'o'clock' is only used for full hours

*Example:* Il était 14 heures → it was two o'clock.

- The number of minutes is given before the hour.
- 'Past' is used to give the number of minutes gone by after the hour (within the first half hour).

*Examples:*

9h05	It's five past nine.	2h20	It's twenty past two.
6h10	It's ten past six.	11h25	It's twenty-five past eleven.
5h15	It's a quarter past five.		

- 'half past' is used for half hours (30 minutes) gone by after the hour.

*Examples:*

9h30	It's half past nine.	2h30	It's half past two.
------	----------------------	------	---------------------

- If the number of minutes (gone by after the hour) exceeds the half hour (31 minutes and over), 'to' is used to give the number of minutes before the next hour.

*Examples:*

13h35	It's twenty-five to two.	9h50	It's ten to ten.
22h40	It's twenty to eleven.	3h55	It's five to four.
18h45	It's a quarter to seven.		



appointment / to make an appointment	un rendez-vous (business, doctor) / fixer un rendez-vous
to assemble / to disassemble, dismantle	monter, assembler / démonter, désassembler, démanteler
assembly line	chaîne de montage
to assess, to appraise / assessment	évaluer / évaluation, estimation
asset / the assets	atout, bien / les biens, le capital, l'actif
to assign, to allot / assignment	assigner, attribuer / devoir, mission, tâche
to attach / attachment	mettre en pièce jointe, joindre / pièce jointe
attorney, lawyer (Br)	avocat
(to) auction	vendre aux enchères ; vente aux enchères
(to) award	récompenser ; prix
aware / awareness [U]	conscient, au courant / conscience
(to) back up	sauvegarder ; sauvegarde
bailiff	huissier
(to) ban	interdire ; un interdit, embargo
bankruptcy / to go bankrupt	faillite / faire faillite
(to) bargain	marchander, négocier ; marché, (bonne) affaire
on behalf of	de la part de, au nom de
benefit	bienfait
bill, check (US)	facture, addition (restaurant), note (hotel)
blue print	plan (building, machine)
board of directors	conseil d'administration
board room	salle de réunion
boarding	embarquement
bond	obligation (Bourse)
bonus	prime, bonification
to book, to reserve / to be booked up	réserver / être complet (plane, hotel)
(book of) specifications	cahier des charges
border	frontière ; bord
to bore, to be/get bored	ennuyer ; s'ennuyer
(to) brake	freiner ; frein
brand, make	marque (du fabricant)
breakthrough	découverte
(to) bribe / bribery	soudoyer, corrompre ; pot-de-vin / corruption
to brief	donner des instructions ; mettre au courant
briefcase	porte-documents, attaché-case
to bring up	aborder, mentionner (subject) ; élever (child)

broker	courtier
to browse (through)	parcourir, feuilleter
cabinet	placard
to cash a cheque	encaisser un chèque
cash machine / cash dispenser	distributeur de billets
cashier	caissier
to call back, to return a call	rappeler au téléphone
to call the shots	prendre les décisions
to cancel, to call off	annuler
caterer / catering	traiteur, fournisseur (food) / restauration
CEO (Chief Executive Officer)	PDG
to chair / chairman, chairwoman	présider / président(e) (company, organisation)
change [U]	monnaie (coins)
chart / flow chart	graphique, carte / organigramme
civil engineering	travaux publics
civil servant	fonctionnaire
clerk	employé (de bureau)
to clock in,on / out, off	pointer à l'arrivée / au départ
to clutter / clutter [U], mess, disarray	encombrer / désordre, pagaille
coin / coin-operated	pièce de monnaie / automatique
to come across, to encounter	rencontrer (difficulties, people)
commercial	pub à la radio ou à la télé
commitment	engagement
(to) commute	voyager (everyday) ; trajet
to compete	faire concurrence, rivaliser
competition / competitor	concurrence / concurrent
to complain / complaint	se plaindre / plainte, réclamation
to complete / completion	finir, terminer / achèvement
to comply with	se conformer à, respecter
consumption	consommation
concourse	hall (train station, airport)
contractor	entrepreneur
to cope	faire face, y arriver
(under) construction	(en) travaux
cost-effective	rentable
costly, dear	cher, coûteux

<b>courier</b>	<b>coursier</b>
<b>cover letter (US), covering letter (Br)</b>	<b>lettre de motivation</b>
<b>coverage</b>	<b>couverture (event, insurance)</b>
<b>crew</b>	<b>équipage, équipe</b>
<b>crowd / crowded, crammed with</b>	<b>foule / bondé, plein (people, things)</b>
<b>cruise</b>	<b>croisière</b>
<b>currency</b>	<b>monnaie (€, \$, £...)</b>
<b>customer, patron, client (business)</b>	<b>client</b>
<b>to customize</b>	<b>fabriquer sur commande, sur mesure</b>
<b>customs</b>	<b>douanes</b>
<b>to cut down on</b>	<b>réduire, diminuer</b>
<b>cutlery (Br), silverware (US)</b>	<b>couverts, argenterie</b>
<b>(to) damage [U]</b>	<b>abîmer ; dégâts, dommages, préjudices</b>
<b>data(base)</b>	<b>(base de) données</b>
<b>deadline / to meet a deadline</b>	<b>date limite / finir (project) dans les temps</b>
<b>deal</b>	<b>transaction</b>
<b>(car) dealer</b>	<b>concessionnaire</b>
<b>deductible</b>	<b>franchise (insurance)</b>
<b>to delay, to hold up</b>	<b>retarder, différer</b>
<b>to deliver</b>	<b>livrer</b>
<b>delivery / delivery man</b>	<b>livraison / livreur</b>
<b>to demonstrate / demonstration</b>	<b>manifester / manifestation (street)</b>
<b>(desktop) computer</b>	<b>ordinateur (de bureau)</b>
<b>department</b>	<b>service, rayon, section (in a company)</b>
<b>department store</b>	<b>grand magasin</b>
<b>to deter / deterrent</b>	<b>décourager, dissuader / dissuasif</b>
<b>(property, real-estate) developer</b>	<b>promoteur (immobilier)</b>
<b>(to) dial</b>	<b>composer (tel) ; cadran</b>
<b>digital</b>	<b>numérique</b>
<b>disabled</b>	<b>handicapé ; en panne</b>
<b>dismissal</b>	<b>renvoi (job)</b>
<b>(to) display</b>	<b>montrer, exposer / étalage, exposition, affichage</b>
<b>to dispose of / disposable</b>	<b>jeter / jetable</b>
<b>disruption</b>	<b>perturbation</b>
<b>domestic</b>	<b>national</b>
<b>to downsize</b>	<b>réduire les effectifs (company)</b>

to draft / draft, draught	rédigier / premier jet, brouillon ; courant d'air
draftsman, draughtsman	dessinateur industriel
drill / fire drill	perceuse / exercice d'évacuation
efficient, effective	efficace
elevator, lift (Br)	ascenseur
to be eligible for	être admissible, satisfaire aux conditions requises
embezzlement	détournement de fonds
emergency	urgence
employment / unemployment	l'emploi / le chômage
enclosed	ci-joint
to ensure, to insure	garantir
to be entitled to	avoir le droit de, à
estimate, quotation, quote	devis
every other (day)	tous les deux (jours)
(senior) executive	cadre (supérieur)
exhibit, exhibition	exposition
to expect / expectation	s'attendre à / attente (hope)
expenses, expenditure [U]	dépenses
expense account	note de frais
expertise	connaissance, compétence
extra	supplémentaire
facility	installation ; équipement
to fail / failure	échouer / échec
fall	chute ; automne
fallout [U]	répercussions (bad), retombées
(to) fan	attiser, aviver ; ventilateur
fare	prix, tarif (journey)
fashionable, trendy	à la mode
to be fast / slow	avancer / retarder (watch, clock)
fee	cotisation, redevance, honoraires
field	champ ; domaine
(to) file	classer ; fiche, dossier
to fill in, out	remplir (form)
(to get a) fine / (to get a) ticket	(recevoir une) amende / (attraper un) P.V.
to fire, to dismiss, to sack	licencier (avec faute)
to fit	aller bien (size for clothes)

to fix, to mend, to repair	fixer, arranger, réparer
flight	vol
(to) flood	inonder ; inondation
(to) focus (on)	se concentrer (sur) ; intérêt principal (speech, text)
folder	chemise (documents)
(to) forecast / weather forecast	prévoir ; prévision / météo
foreman, overseer	contremaître, chef d'équipe
forgery, counterfeiting	contrefaçon, falsification, un faux
form	formulaire
fortnight	quinze jours
(to) forward	faire suivre (mail) ; en avant
free (of charge)	gratuit
to fund / funding	subventionner / financement
gate	porte, portail, entrée
to gather / gathering	rassembler, réunir / rassemblement, assemblée
goal ; purpose / on purpose	but, objectif / exprès
goods	marchandises, articles
(to) graduate	recevoir son diplôme ; un diplômé
graduation	remise/obtention de diplômes
(to) grant	accorder, concéder ; subvention, bourse d'étude
groceries	courses, provisions
gross (GDP, GNP)	brut
growth	croissance
hall, hallway	couloir, vestibule, entrée
to hand out / in	distribuer / rendre, remettre (report, homework)
to handle	gérer
hard-hat	casque (building site)
hardware [U]	matériel informatique ; quincaillerie
harmful	nuisible, nocif
(to) harvest	moissonner, récolter (information, corn) ; moisson, récolte
hassle	pagaille, dérangement
long-haul / medium-haul flight	vol long-courrier / moyen-courrier
headline	gros titre
headquarters, head office	maison-mère, siège social
headset	casque audio
(crash)helmet	casque (motorbike)

to highlight	mettre en relief, souligner, surligner
to hinder, to impede / hindrance, impediment	gêner, entraver / obstacle
to hire, to take on	embaucher
to hitch-hike	faire du stop
(to) hoax	(monter, faire un) canular
(account, passport) holder	titulaire, détenteur
to improve / improvement	améliorer / amélioration
industrial tribunal	conseil de Prud'hommes
to infer	déduire que, conclure que, insinuer
to inquire, to enquire	se renseigner
installment, down payment	versement initial, acompte
internship (US), work placement (Br)	stage en entreprise
interview	entretien
invoice	facture détaillée
to involve	impliquer, entraîner
item	article (shop)
jet lag	décalage horaire
keyboard	clavier
knowledge [U]	connaissances
knowingly, deliberately, intentionally	sciemment
(to) label	étiqueter ; étiquette
labour, work force, manpower	main d'œuvre
laptop	ordinateur portable
last but one	avant dernier
latecomer	retardataire
to launch	lancer (product, project, rocket)
lawsuit, trial, (court) action	procès
to lay off, to make redundant (Br)	licencier (économique)
layout	mise en page
leaflet	prospectus, dépliant
(to) lease	louer ; bail
(sick, maternity, paid) leave [U]	congé
to be likely	être probable, être susceptible de
litter, trash, garbage [U]	détritus, ordures
(to) load / to download / to unload	charger ; charge / télécharger / décharger
(to) loan	prêter ; prêt (money, library), emprunt

lobby	vestibule, hall ; groupe de pression
to locate / location	situer / endroit
to lock	fermer à clé
to log on, in / off, out	(se) connecter / (se) déconnecter
lost and found	objets trouvés
lounge / departure lounge	salon / salle d'embarquement
luncheon	déjeuner (business, formal)
luncheon voucher (Br), meal ticket (US)	ticket restaurant
mainframe	unité centrale (computer)
mainstream	principal, dominant, traditionnel (opinion)
(shopping) mall, shopping centre	centre commercial
management	direction / gestion
to market	commercialiser
mechanic	mécanicien
to merge / merger	fusionner / fusion
meter	compteur
(to) minute	(rédiger) compte rendu
miscellaneous, sundry	divers (items, expenses)
to monitor, to supervise, to oversee	surveiller
mortgage	hypothèque, prêt immobilier
network	réseau
news stand	kiosque (à journaux)
(bank)note, bill (US)	billet de banque
to occur	avoir lieu, se passer
odd jobs [pl.]	petits boulots
onlooker	badaud, spectateur (in the street)
to operate, to work, to run	faire fonctionner
(switchboard) operator	standardiste
(to) order / order form	commander ; commande / bon de commande
(to) outline	exposer les grandes lignes ; plan (essay, exposé)
output	production
to outsource / outsourcing	sous-traiter / sous-traitance
outstanding	remarquable ; impayé (adj.)
overdraft	découvert (compte)
overdue	en retard (train, payment, bill)
overheads	frais généraux

overly	trop, excessivement
(to work, to do) overtime	(faire des) heures supplémentaires
to owe	devoir (money, favour)
owner	propriétaire
to pack	emballer ; faire sa valise
panel	panneau ; comité
parcel (Br), package (US)	colis
parking lot, car park	parking
(to) patent	faire breveter ; brevet d'invention
pattern	modèle, exemple
pavement (Br), sidewalk (US)	trottoir, chaussée
payee / payer	bénéficiaire / payeur
pay-slip	bulletin de salaire
to perform, to carry out	accomplir, exécuter
(to) plan	faire des projets, projeter de ; projet
plant	usine, centrale
platform	quai (station)
to plug in	brancher
to plummet	dégringoler (price, sales)
policy	politique, règles, police (d'assurance)
(opinion) poll	sondage (d'opinion) ; vote
position	situation, poste (work)
(to) post	afficher ; poster ; poste (work)
to postpone, to put off/back	remettre à plus tard, reporter
power	pouvoir ; courant électrique
premises	locaux, lieux
prior to, before	avant
proposal	proposition
prospects (pl.)	débouchés, perspectives (career)
(to) purchase	acheter ; achat
to put out	éteindre (cigarette, fire)
quarter	quart ; trimestre ; quartier
range	gamme, panel
at random, randomly	au hasard
rate	taux
raw / raw material	cru / matière première

real estate / real-estate agent, realtor	l'immobilier / agent immobilier
receipts	recettes (money taken)
upon receipt	dès réception
reference (letter)	lettre de recommandation
(to) refund	rembourser ; remboursement, ristourne
to register	s'inscrire
reliable, trustworthy	fiable, digne de confiance
to remain	rester
reminder	rappel, pense-bête
remote / remote control	à distance, éloigné / télécommande
(to) rent	louer ; loyer
representative	représentant
(to) request	demander ; demande, requête
to require / requirements	exiger, nécessiter / exigences, conditions requises
to resign / resignation	démissionner / démission
(to) resort	recourir à, avoir recours à / station (holiday)
resumé, CV	CV
to retail	vendre au détail
to retire / retirement	prendre sa retraite / retraite
to run	diriger
rush hour, peak hours	heures de pointe
safe / safety	coffre fort ; sûr / sécurité
on, for sale / sales	en vente / ventes ; soldes
sample	échantillon
scale	graduation, échelle, barème
(to) schedule / to be behind schedule	planifier ; emploi du temps / avoir du retard (project)
scheduled flight	vol régulier
second-hand	d'occasion
(to) share	partager ; action (stock market)
shareholder	actionnaire
sharp	tranchant ; précis (3 o'clock sharp)
shelf	étagère
(to) shift	changer ; période de travail d'une équipe
to ship, to consign, to dispatch	expédier, envoyer
shipping charges	frais d'envoi
shopkeeper	commerçant, marchand

shortage, lack	carence, pénurie, manque
shortcoming, defect, fault	défaut
shower	douche ; averse
sightseeing	tourisme
to sign on/up, to enrol	s'inscrire, s'engager (army...)
single	célibataire
size	taille
skilled / unskilled	qualifié / non-qualifié
skills	capacités, compétences, qualifications
skyscraper	gratte-ciel
slide	diapositive, écran de présentation
sneakers, trainers (Br)	chaussures de sport
to soar, to skyrocket, to spiral	monter en flèche
software [U]	logiciel
sometime	à un moment (past), un jour ou l'autre (future)
to sort (out)	trier, classer
spendthrift, extravagant	dépensier
spokesperson, spokesman	porte-parole
(to) spot	repérer, trouver, remarquer ; emplacement ; tache
(to) stack	empiler ; pile (documents, files)
(to) stamp	affranchir, tamponner ; timbre
to stand in, to cover (for sb) / stand-in	remplacer / remplaçant
to stand out	se profiler, ressortir ; tenir bon
to come to / to be at a standstill	s'immobiliser, s'arrêter / être au point mort
(to) staple ; stapler	agrafe(r) ; agrafeuse
stationery [U], office supplies	fournitures de bureau
steady	régulier, constant
stock exchange, stock market	la Bourse
(to) stock	approvisionner, stocker ; action (en Bourse), fonds, réserve
to stop over / stopover	faire escale / escale
to strengthen	renforcer
(to) stress, to emphasize / stressful	souligner, insister sur / stressant
(to go on) strike	(faire) la grève
to be stuck	être coincé, bloqué
to struggle	avoir du mal à
to subscribe / subscription	s'abonner, souscrire / abonnement

to subside	s'atténuer, décroître
subsidiary, branch	filiale, succursale, agence
to sue, to prosecute	poursuivre en justice, intenter un procès
(to) suit	convenir, bien aller / costume
suitable, appropriate	convenable, approprié
to summon, to call in	convoquer, faire venir
sunny spell	éclaircie
to supply, to provide	fournir
surroundings	les environs, les alentours
(to) survey	faire une étude sur / une étude, une enquête
takeover / takeover bid	rachat / OPA (offre publique d'achat)
(Sello)tape	scotch
(to) target	viser, s'adresser à ; cible
tariff	taxe douanière ; tarif (restaurant, hotel)
task	tâche
to temp / temp, temporary worker	faire de l'intérim / intérimaire
temping agency	agence d'intérim
tenant	résident, locataire
third party	tiers, une tierce personne
to threaten / threat	menacer / menace
threshold	seuil, palier
thrifty	économe
to thrive	prosperer, réussir
(single) ticket (Br), (one-way) ticket (US)	billet (aller simple)
(return) ticket (Br), (round-trip) ticket (US)	billet (aller-retour)
timely	opportun, qui tombe à point nommé
tip, gratuity	pourboire
tire, tyre (Br)	pneu
toll / toll-free number	péage / numéro vert
(to) tour	visiter ; visite, voyage
(to) trade	(faire du) commerce
to train / trainee	former / stagiaire, jeune recrue
training course	formation, stage de formation
(to) transfer	muter ; virer (money) ; virement
(to) trap	piéger ; piège
trend	tendance

truck, lorry (Br)	camion
trustee	administrateur
to turn down	refuser, rejeter, repousser (offer, application)
turnover	chiffre d'affaires
to type (up)	taper à la machine
typo	faute de frappe, coquille typographique
(trade) union	syndicat
(social) unrest [U]	agitation (sociale)
upcoming	à venir, prochain
(to) update	mettre à jour ; mise à jour
(to) upgrade	améliorer ; amélioration
VAT (Value Added Tax)	TVA
wage, salary, pay / income	salaire / revenus
waiter, waitress / to wait on	serveur, serveuse / servir (restaurant)
warehouse	entrepôt, magasin
(to) waste	gaspiller, perdre (time) ; gaspillage, gâchis ; déchet
wasteful	gaspilleur, peu rentable
to weaken	affaiblir
wealth [U]	richesse(s)
wholesale / wholesaler, wholesale dealer	vente en gros / grossiste
withdrawal	retrait (cash)
wire, cord	fil, câble
word processing	traitement de texte
works, workers' council	comité d'entreprise
work station	poste de travail
to wrap (up)	emballer (paper)
yearly	annuel

## FALSE FRIENDS

English	French	French	English
abusive	grossier, injurieux	abusif	excessive, exorbitant
to achieve	mener à bien, réaliser	achever	to complete
actual	véritable	actuel	current
actually	en fait	actuellement	now, currently, nowadays...
advertisement	publicité	avertissement	warning
to advocate	prôner, défendre	avocat (job)	lawyer, attorney
to assist	aider	assister à	to attend
to arrive	arriver (place), atteindre	arriver/se produire ; arriver/réussir	to happen ; to succeed/to manage
bail	caution (prison)	bail (rental)	lease
balance	équilibre	balance	scale(s)
basket	panier, corbeille	baskets	trainers, sneakers
benevolent	bienveillant, généreux	bénévole	voluntary (adj) ; volunteer (noun)
car	voiture	car	coach
casket (US)	cercueil	casquette	cap
cave	grotte	cave	basement, cellar
chance	opportunité, hasard	chance	luck
to charge	faire payer ; accuser	charger	to load
comprehensive	exhaustif, détaillé	compréhensif	understanding, sympathetic
concurrence	accord ; concours de circonstances	concurrence	competition
conductor	chef d'orchestre ; receveur (bus)	conducteur	driver
crane	grue	crâne	skull
to cry	pleurer	crier	to shout
to deceive	tromper	décevoir	to disappoint, to let down
defendant	inculpé, prévenu, accusé	défenseur	defender, advocate
to delay	retarder, différer	délai	time limit ; delivery time
to deliver	livrer ; accoucher	délivrer	to free, to release
to demand	exiger	demander	to ask
to design	concevoir, créer	désigner	to point out, to indicate
distracting	qui empêche de se concentrer	divertissant, distrayant	entertaining
editor	rédacteur en chef	éditeur	publisher
engaged	fiancé ; occupé (tel)	engagé	involved ; hired
eventually	finalement	éventuellement	possibly

evidence [U]	preuve	évidence ; évident	obviousness ; obvious
fabric	tissu	fabrique	factory, mill
figure	chiffre ; silhouette	figure	face
to fix	réparer	fixer (look)	to stare (at)
front	le devant	front	forehead
global	mondial	global, total	total, overall
grapefruit / grapes	pamplemousse / raisins	grappe	bunch
gratuity	pourboire ; gratification	gratuit	free (of charge)
hazard	risque, danger	hasard	chance, fate
intoxication	ivresse, ébriété	intoxication	poisoning
to introduce	présenter	introduire	to put in, to insert
issue	numéro (magazine), sujet (débat)	issue	exit, outcome (negotiation)
journey	voyage	journée	day
large	grand	large	broad, wide
lecture	conférence, cours ; sermon	lecture	reading
library	bibliothèque	librairie	bookshop (Br), bookstore (US)
location	endroit, situation (lieu)	location	rental, renting, hiring
lunatic	fou, dément	lunatique	moody
major	important, majeur	majeur (age)	over 18, of age
miserable	triste, malheureux	misérable	poor, destitute
morale	le moral	la morale / moralité	morals / morality
mundane	banal, prosaïque	mondain	social
novel	roman	nouvelle (book)	short story
onerous	pénible, lourd	onéreux	expensive, costly
to pass an exam	réussir un examen	passer un examen	to take an exam/ to sit an exam (Br)
patron	client (d'un restaurant)	patron	boss
pest	insecte nuisible	la peste	plague
petrol	essence	pétrole	(crude) oil
photograph	photographie	photographe	photographer
phrase	expression	phrase	sentence
physicist	docteur	physicien	physician
placard	affiche, pancarte	placard	cupboard, cabinet
prejudice	préjugé, parti pris	préjudice	loss, harm, damage, wrong
to prevent (from)	empêcher	prévenir	to warn, to tell
procurer	proxénète	procureur	(state, public) prosecutor
profitable	rentable, lucratif	profitable	beneficial, fruitful

(to) purchase	acheter ; achat	pourchasser	to hunt down, to pursue
recipient	bénéficiaire, destinataire	réipient	container
to resume	recommencer, reprendre	résumer	to sum up, to summarise
sensible	sensé, raisonnable	sensible	sensitive
surname	nom de famille	surnom	nickname
to survey	examiner, étudier	surveiller	to watch, to monitor, to supervise
sympathetic	compatissant, compréhensif	sympathique	friendly
vacancy	chambre à louer ; poste vacant	vacances	holiday(s) (Br), vacation (US)
versatile	polyvalent	versatile	fickle, changeable, capricious

