

The workplace – Le lieu de travail



1. Jobs – Les postes

board member	membre du conseil d'administration	PA (personal assistant)	assistant de direction
CEO (chief executive officer)	PDG	clerk, clerical worker	employé de bureau
CFO (chief financial officer)	directeur financier	executive	cadre
Human Resources director	DRH	temp	intérimaire
head of department	chef de service	job seeker	demandeur d'emploi
office manager	responsable administratif	contractor	prestataire
floor manager	chef de magasin	intern	stagiaire
account manager	chargé de clientèle	security guard	agent de sécurité
maintenance crew	équipe de maintenance	sales rep, salesperson	commercial
IT technician	informaticien	graphic designer	graphiste

Exercice 1 Les mots à connaître : Jobs

► Corrigé p. 216

Complétez les phrases avec tous les mots de l'encadré en les mettant au pluriel si nécessaire.

- I'm having trouble with my PC. Could you call the
- I was a little anxious before my meeting with the, but she wanted to promote me to head of Human Resources!
- A good will find a way to sell anything!
- Please show your ID to the before entering the site.
- Because the economy has improved, there are fewer than before, so we are having difficulty recruiting.
- Our works 24-7 on the site to fix* and prevent damage to the machinery.
- The’s responsibilities include serving customers, supervising the junior store associates and arranging window displays*.
- Essential qualities of a are creativity and artistic ability.
- The CEO cannot approve the budget until it has been presented by the to the
- The new is doing very well. I think we should offer her a job when she graduates*.
- A typical works longer hours than a simple
- Responsibilities of an include organizing, scheduling and overseeing* administrative staff.
- The quickly felt at home*, despite not really belonging* to the company.
- An is responsible for building and maintaining relationships with key clients.
- After years of being a, Estelle wanted to do something other than answering the phone and making other people's travel arrangements. She spoke to the about her problem and they found her a new position.
- The asked for a meeting of all team members, in order to discuss which to choose to carry out* the renovations.

*Mots & expressions

fix : réparer **window display** : vitrine **graduate** : recevoir son diplôme **oversee** : superviser
feel at home : se sentir chez soi **belong** : appartenir **carry out** : faire, effectuer

Exercice 2 Les familles de mots

► Corrigé p. 216

Complétez chaque phrase avec le mot qui convient.

- The new furniture for the was very expensive.
 - board
 - board member
 - boardroom
 - boarding
- our plan will be difficult.
 - Execute
 - Execution
 - Executing
 - Executive

- 3 All of department must finish appraisals before the end of the month.
 (A) head
 (B) heads
 (C) headed
 (D) header
- 4 Mr. Van Dam was appointed director after the departure of Mrs. Johanssen.
 (A) manage
 (B) manager
 (C) managing
 (D) managerial
- 5 The equipment has been excellently since its installation.
 (A) maintain
 (B) maintained
 (C) maintenance
 (D) maintainable
- 6 A job may not be very exciting, but it is a good entry-level position.
 (A) clerk
 (B) cleric
 (C) clergy
 (D) clerical
- 7 The we hired was very efficient.
 (A) temp
 (B) tempt
 (C) temped
 (D) temporary
- 8 Most people these days start their career with an
 (A) intern
 (B) internal
 (C) interred
 (D) internship
- 9 The creative team's were very well received.
 (A) design
 (B) designs
 (C) designer
 (D) designated
- 10 Jenny likes working as a because she can set her own hours.
 (A) contract
 (B) contracted
 (C) contractor
 (D) contraction

Exercice 3 Les abréviations

► Corrigé p. 216

Les noms abrégés de certains métiers, départements ou documents sont très utilisés en entreprise.

Retrouvez les abréviations à partir de ces formes complètes.

temporary worker	representative
chief executive officer	Information Technology
personal assistant	Public Relations
vice president	Human Resources
memorandum	Research and Development

Exercice 4 Les postes et leurs fonctions

► Corrigé p. 216

Associez deux activités de la liste à chaque poste.

programming – creating – advising – troubleshooting – typing
 stocktaking – increasing sales – coordinating – supervising – drawing

account manager
graphic designer
floor manager
PA
IT technician

4. Work events – Les événements professionnels



employee of the month	employé du mois	a charity event	un événement de bienfaisance
employee appreciation dinner	dîner pour récompenser les employés	fundraiser	collecte de fonds
promotion	promotion	retirement	retraite
schedule (n / vb)	planning / planifier	retirement reception	pot de départ à la retraite
agenda	ordre du jour	hold (vb)	organiser (une réunion)
(the) minutes	compte-rendu	take place (vb)	avoir lieu
flip chart	paper-board	lead (vb)	mener
convention	congrès	resume (vb)	reprendre
outing	sortie	postpone (vb)	reporter
attendee	participant	chair (vb / n)	présider / président

Exercice 13 Les mots à connaître : *Work events*

► Corrigé p. 219

Complétez les phrases avec tous les mots de l'encadré en les conjuguant ou en les mettant au pluriel si nécessaire.

- Fang was delighted* to see his photo on the wall after being voted He hoped this would make him eligible for a
- Every year, the employees look forward to* their end-of-year to a restaurant.
- On Friday we will be holding a in honour of the of Marcy Dean. Anyone who wishes to contribute to a gift should contact her PA.
- The meeting will be in conference room A.
- Frank, could you please take the during the meeting?
- Dwayne, could you make sure there is a in the room, for the conference to write on?
- A charity event is always a good, especially if you invite the clients.
- I have checked the, and the best date to hold the annual is October 20th because all employees are present then.
- My financial advisor told me a is partially tax-deductible, if the money is donated to a registered group.
- If you will all look at the, you will see that the first item today is the budget.
- We will have a quick break* now and in 15 minutes.
- It will be necessary to Friday's meeting, as the head of Marketing will be away at a
- Barbara, would you please the next IT training workshop*?
- Despite* having very little experience in the matter, the boss has asked Han to the next meeting, which will in a fortnight*.

*Mots & expressions	delighted : ravi	look forward to : attendre avec impatience	break : pause	workshop : atelier
	despite : malgré	fortnight : quinze jours		

Exercice 14 Les familles de mots

► Corrigé p. 219

Complétez chaque phrase avec le mot qui convient.

- Every year the company's employees go on an to a local tourist spot.
 - (A) out
 - (B) out of
 - (C) outed
 - (D) outing
- It can be hard to adapt to being a
 - (A) retire
 - (B) retired
 - (C) retiree
 - (D) retirement
- The marketing team has created some fantastic material.
 - (A) promote
 - (B) promoted
 - (C) promoting
 - (D) promotional

- 4 The meeting has been for first thing on Monday.
 (A) schedule
 (B) scheduled
 (C) scheduler
 (D) scheduling
- 5 After a short break, the of negotiations was very fruitful.
 (A) resume
 (B) résumé
 (C) resumed
 (D) resumption
- 6 Although she had never a meeting before, Ms. Chan did a good job.
 (A) chair
 (B) chaired
 (C) chairing
 (D) chairperson
- 7 The brand on the market has a 38% market share.
 (A) led
 (B) lead
 (C) leader
 (D) leading
- 8 Do you mind if we the appointment from Wednesday to Thursday?
 (A) bring back
 (B) bring forward
 (C) cancel
 (D) postpone
- 9 Staff at work dropped dramatically due to the flu season.
 (A) attend
 (B) attended
 (C) attendee
 (D) attendance
- 10 Before we start the meeting, did everyone receive a copy of the ?
 (A) agent
 (B) agenda
 (C) agency
 (D) ageless

Exercice 15 Les expressions

► Corrigé p. 219

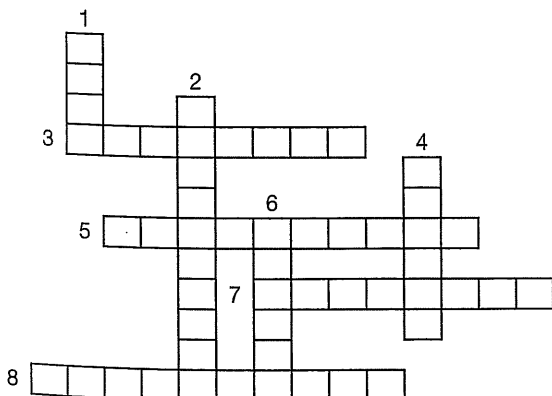
Reliez les mots des deux colonnes pour retrouver des expressions courantes.

- | | |
|---------|--------------------|
| chair • | • an outing |
| hold • | • the lead |
| go on • | • early retirement |
| take • | • a meeting |
| take • | • the minutes |
| take • | • a meeting |

Exercice 16 Les synonymes

► Corrigé p. 219

Complétez les mots croisés avec les synonymes des mots indiqués.



- 1 outing
- 2 presence
- 3 put off
- 4 program
- 5 charity event
- 6 start again
- 7 calendar
- 8 convention