

PART 1 – VOCABULAIRE

Exercice 1 Les mots à connaître : Jobs

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- 1 I'm having trouble with my PC. Could you call the IT technician?
- 2 I was a little anxious before my meeting with the CEO, but she wanted to promote me to Head of Human Resources!
- 3 A good sales rep will find a way to sell anything!
- 4 Please show your ID to the security guard before entering the site.
- 5 Because the economy has improved, there are fewer job seekers than before, so we are having difficulty recruiting.
- 6 Our maintenance crew works 24-7 on the site to fix and prevent damage to the machinery.
- 7 The floor manager's responsibilities include serving customers, supervising the junior store associates and arranging window displays.
- 8 Essential qualities of a graphic designer are creativity and artistic ability.
- 9 The CEO cannot approve the budget until it has been presented by the CFO to the board members.
- 10 The new intern is doing very well. I think we should offer her a job when she graduates.
- 11 A typical executive works longer hours than a simple clerk.
- 12 Responsibilities of an office manager include organizing, scheduling and overseeing administrative staff. **Tip!** C'est la réponse idéale, mais d'autres sont possibles.
- 13 The temp quickly felt at home, despite not really belonging to the company.
- 14 An account manager is responsible for building and maintaining relationships with key clients.
- 15 After years of being a PA, Estelle wanted to do something other than answering the phone and making other people's travel arrangements. She spoke to the Human Resources director about her problem and they found her a new position.
- 16 The head of department asked for a meeting of all team members, in order to discuss which contractor to choose to carry out the renovations.

Exercice 2 Les familles de mots

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- 1 The new furniture for the (C) boardroom was very expensive.
Le nouveau mobilier pour la salle du conseil d'administration a coûté très cher.
- 2 (C) Executing our plan will be difficult.
Il sera délicat de mettre notre plan à exécution. **Tip!** Un verbe en position de sujet doit être à la forme -ing.
- 3 All (B) heads of department must finish appraisals before the end of the month.
Tous les chefs de service doivent terminer les évaluations avant la fin du mois. **Tip!** Il faut un pluriel après all.
- 4 Mr. Van Dam was appointed (C) managing director after the departure of Mrs. Johanssen.
M. Van Dam a été nommé Directeur Général suite au départ de Mme Johanssen.
- 5 The equipment has been excellently (B) maintained since its installation.
Le matériel a été parfaitement entretenu depuis son installation.
- 6 A (D) clerical job may not be very exciting, but it is a good entry-level position.
Un travail de bureau n'est peut-être pas très excitant, mais c'est un bon poste pour débiter.
- 7 The (A) temp we hired was very efficient.
L'intérimaire que nous avons embauché a été très efficace.
- 8 Most people these days start their career with an (D) internship.
Aujourd'hui, la plupart des gens commencent leur carrière par un stage.
- 9 The creative team's (B) designs were very well received.
Les dessins de l'équipe de création ont été très bien accueillis. **Tip!** Le verbe were indique qu'il manque un mot au pluriel.
- 10 Jenny likes working as a (C) contractor because she can set her own hours.
Jenny aime travailler comme prestataire car elle peut gérer ses horaires elle-même.

Exercice 3 Les abréviations

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temporary worker	temp	representative	rep
chief executive officer	CEO	Information Technology	IT
personal assistant	PA	Public Relations	PR
vice president	VP	Human Resources	HR
memorandum	memo	Research and Development	R&D

Exercice 4 Les postes et leurs fonctions

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account manager	→	increasing sales	advising
graphic designer	→	creating	drawing
floor manager	→	supervising	stocktaking
PA	→	coordinating	typing
IT technician	→	programming	troubleshooting

Exercice 13 Les mots à connaître : *Work events*

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- 1 Fang was delighted to see his photo on the wall after being voted **employee of the month**. He hoped this would make him eligible for a **promotion**.
- 2 Every year, the employees look forward to their end-of-year **outing** to a restaurant.
- 3 On Friday we will be holding a **retirement reception** in honour of the **retirement** of Marcy Dean. Anyone who would like to contribute to a gift should contact her PA.
- 4 The meeting will be **held** in conference room A.
- 5 Frank, could you please take the **minutes** during the meeting?
- 6 Dwayne, could you make sure there is a **flip-chart** in the room, for the conference **attendees** to write on?
- 7 A charity event is always a good **fundraiser**, especially if you invite the clients.
- 8 I have checked the **schedule**, and the best date to hold the annual **employee appreciation dinner** is October 20th because all employees are present then.
- 9 My financial advisor told me a **charity event** is partially tax-deductible, if the money is donated to a registered group.
- 10 If you will all look at the **agenda**, you will see that the first item today is the budget.
- 11 We will have a quick break now and **resume** in 15 minutes.
- 12 It will be necessary to **postpone** Friday's meeting, as the head of Marketing will be away at a **convention**.
- 13 Barbara, would you please **lead / chair / schedule** the next IT training workshop?
- 14 Despite having very little experience in the matter, the boss has asked Han to **lead / chair** the next meeting, which will **take place** in a fortnight.

Exercice 14 Les familles de mots

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- 1 Every year the company's employees go on an **(D) outing** to a local tourist spot.
Chaque année, les employés de l'entreprise font une sortie dans un site touristique de la région.
- 2 It can be hard to adapt to being a **(C) retiree**.
Il peut être difficile de s'habituer à être retraité.
- 3 The marketing team has created some fantastic **(D) promotional** material.
L'équipe de marketing a créé des supports publicitaires fabuleux.
- 4 The meeting has been **(B) scheduled** for first thing on Monday.
La réunion a été programmée lundi à la première heure.
- 5 After a short break, the **(D) resumption** of negotiations was very fruitful.
La reprise des négociations après la pause a été très productive.
- 6 Although she had never **(B) chaired** a meeting before, Ms. Chan did a good job.
Bien qu'elle n'ait jamais présidé de réunions auparavant, Mme Chan s'est bien débrouillée.
- 7 The **(D) leading** brand on the market has a 38% market share.
La marque de référence a une part du marché de 38 %.
- 8 Do you mind if we **(D) postpone** the appointment from Wednesday to Thursday?
Cela vous dérangerait-il de reporter le rendez-vous de mercredi à jeudi ?
- 9 Staff **(D) attendance** at work dropped dramatically due to the flu season.
La présence du personnel au travail a chuté en raison de la grippe saisonnière.
- 10 Before we start the meeting, did everyone receive a copy of the **(B) agenda**?
Avant de commencer la réunion, est-ce que tout le monde a reçu l'ordre du jour ?

Tip! Attention aux faux-amis!
En anglais, **agenda** = ordre du jour.
Le mot français « agenda » se traduit par **diary**.

Exercice 15 Les expressions

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chair a meeting *présider une réunion*
hold a meeting *organiser une réunion*
go on an outing *faire une sortie*

take early retirement *prendre une retraite anticipée*
take the minutes *rédigier le compte-rendu*
take the lead *prendre l'initiative*

Exercice 16 Les synonymes

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