**WIS - UDEV**

**MINUTES #1**

1. **Vocabulary**

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| --- | --- |
| English | Français |
| Actually | En fait (faux ami) |
| Currently/now/at present | Actuellement |
| I live in Bordeaux | Je vis à Bordeaux |
| I was born in Bordeaux | Je suis né(e) à Bx |
| Flipchart | Paperboard |
| Leisure/spare/free time | Temps libre |
| Chart | Représentation graphique (de type camembert, colonnes, etc…) |
| Pie chart | Graphique tarte (en) = graphique camembert (fr) |
| Bar Chart | Histogramme |
| Line graph | Graphique avec courbe |
| Flipchart | Paper board |
| To State your objectives | Énumérer les objectifs (sommaire) |
| To highlight | Mettre en lumière |
| To sum up, to recap | Résumer (verbe) |
| Summary | Résumé (nom) |
| Subsidiary | Filiale |
| Headquarters | Siège social |
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1. **Idiomatic Expressions**

**To keep the ball rolling** (“maintenir la balle en roulement”) 🡪 On a identifié le problème et on y apporte une solution (on reprend les choses en main)

**To give the floor** -> donner la parole

1. **False friends**

**Actually -> En fait, vraiment**

**Eventually -> finalement**

**To resume -> reprendre**

Additional false friend from Frédéric:

Perhaps, possibly -> éventuellement

Possible, if any -> éventuel

Information -> renseignements

A piece of Information, news -> information

The news-> les informations

To demand -> exiger

To ask -> demander

To suggest -> proposer

To propose -> demander en mariage

Confidence -> confiance & confidence

For more…. <https://www.ispeakspokespoken.com/60-faux-amis-en-anglais/>

1. **Grammar recap**

Since/For

**DATE** ->I have worked for CGI SINCE 2008 -> Je travaille chez/pour CGI depuis 2008

**DUREE** ->I have been working for CGI FOR 12 years -> Je travaille chez /pour CGI depuis 12 ans

1. **Efficient presentation**

>>Intro

The purpose of my presentation/slide/meeting is to…

>Le sujet de ma présentation / diaporama / réunion est…

*Before beginning, I'd like to outline/focus/ present the structure of today's presentation.*

*To begin, ….*

>>Ordering points

*First of all (I’m going to talk about our company)*

*Then (I will talk about our products)*

*Next / Following that / Finally / to conclude*

>>Synonyms of speak about

*To outline, to illustrate, to show, go through (passer en revue tous les points), to highlight, to describe, to look at*

>>Question policy

*Feel free to interrupt if you have any questions*

*Please keep any questions you have until the end of the presentation*

>> Introduce the slide

*Let’s begin with …*

*Moving ON TO the next slide*

*Turning TO the next slide*

>> To give an example

*To give an example*

*to share an example with you*

>> To highlight:

*I’d like to bring your attention in particular to…*

>> To refer to your slide »

*If you look at (the line-graph / the photo…) ,*

*AS you can see that…*

>>To focus the audience

*I'd like to bring your attention in particular to = j'aimerai retenir votre attention en particulier sur…*

>> Inviting questions

*Do you have any questions?*

*I’d be happy to answer any questions you might have.*

>> To conclude

*That leads us to the end of today’s presentation / That brings me to the end of today’s presentation*

*In short*

*In a nutshell*

*To put it simply*