

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)	reprandre
outing	sortie	postpone (vb)	reporter
attendee	participant	chair (vb / n)	présider / président

Exercice 13 Les mots à connaître : Work events

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

- 1 Fang was delighted* to see his photo on the wall after being voted He hoped this would make him eligible for a
- 2 Every year, the employees look forward to* their end-of-year to a restaurant.
- 3 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.
- 4 The meeting will be in conference room A.
- 5 Frank, could you please take the during the meeting?
- 6 Dwayne, could you make sure there is a in the room, for the conference to write on?
- 7 A charity event is always a good , especially if you invite the clients.
- 8 I have checked the , and the best date to hold the annual is October 20th because all employees are present then.
- 9 My financial advisor told me a is partially tax-deductible, if the money is donated to a registered group.
- 10 If you will all look at the , you will see that the first item today is the budget.
- 11 We will have a quick break* now and in 15 minutes.
- 12 It will be necessary to Friday's meeting, as the head of Marketing will be away at a
- 13 Barbara, would you please the next IT training workshop*?
- 14 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
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Exercice 14 Les familles de mots

Complétez chaque phrase avec le mot qui convient.

- 1 Every year the company's employees go on an to a local tourist spot.
(A) out
(B) out of
(C) outed
(D) outing
- 2 It can be hard to adapt to being a
(A) retire
(B) retired
(C) retiree
(D) retirement
- 3 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

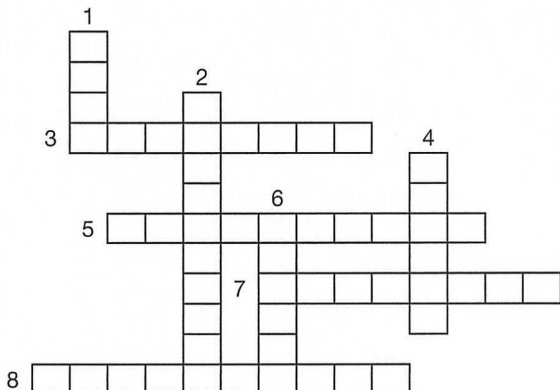
Exercice 15 Les expressions

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

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

Exercice 16 Les synonymes

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