



Document Pédagogique Polytech'Nice-Sophia

COURSE BOOKLET 3ème année – semestre 2 (S6)

année 2017/2018

3rd year / 2nd term 2017-18 (S6) ENGLISH COURSE

COURSE OBJECTIVES:

To develop general English skills in listening, speaking, reading, writing and communication. We will work on excerpts taken from the PBS film "Digital Nation": http://www.pbs.org/video/1402987791/

- ➤ To develop vocabulary and grammar (cf. vocabulary list at the end of this booklet). First half of the list was studied during the 1st term. Most activities on Jalon: http://jalon.unice.fr/. Many activities on: https://sites.google.com/site/polytechniceenglish/home
- To develop professional communication like writing a proper covering letter and emails.
- > To develop general communicational skills. Workshops and activities in oral and written expression, using the press, podcasts, videos, etc.
- ➤ To develop listening & reading comprehension in order to attain a B2 European level of English (equivalent to at least 785/990 TOEIC® points). At the beginning of the term, a full mock test will be taken in class in order to assess progress made since September (2 hours or 45mn+1h15mn needed). The test will not be taken into account in the final grade.
- Frequent speed-reading activities will be organized during the term (TOEIC style or not)
- Oral presentations in pairs
- Mid-term exam on listening comprehension & language skills (vocabulary & grammar). Final exam on reading comprehension & language skills.

EVALUATION:

1. Continuous assessment: 50% of final English mark

Active participation in class:
 Drills & activities
 Oral presentation

2. Exams in class: mid-term and final 50% of final English mark

- ➤ Thank you for justifying all absences by email (preferably written in English[©])
- ➤ BONUS POINTS (up to 2) added on general average for carrying out the VIP (Victory Is Possible) program (includes 20 hours of attendance at the Centre de Ressources en Langues). Contact your instructor or Françoise Storey for more information: fstorey@polytech.unice.fr
- More information on Language Teaching in Polytech'Nice-Sophia? http://www.polytechnice.fr/etudiants/page584.html
- More English practice? Fitlangue: http://www.polytechnice.fr/jahia/webdav/site/polytech/shared/EXTRANET/Res-langue/Fit-Langue2015.pdf

Online ressources:

Digital Nation:

http://www.pbs.org/video/1402987791/ (full documentary film)

http://www.pbs.org/wgbh/pages/frontline/digitalnation/etc/script.html (full transcript)

Presentation technique:

https://www.youtube.com/watch?v=wGaCLWaZLI4 (on Pecha Kucha presentations)

https://www.youtube.com/watch?v=zAZ_8UJUpno

Phrasal verbs:

http://www.phrasalverbexercises.com/ (hundreds of exercises!)

http://esl.about.com/qz/Phrasal-Verbs-with-Look-Quiz-for-English-Learners (phrasal verbs with 'look')

http://esl.about.com/qz/Phrasal-Verbs-with-Turn-ESL-Quiz (phrasal verbs with 'turn)

Modals:

http://www.anglaisfacile.com/exercices/exercice-anglais-2/exercice-anglais-38247.php (shall, should, etc.)

http://www.agendaweb.org/verbs/modals-shall-should-exercises.html (many exercises on shall/should, can could...)

Emailing:

http://www.businessenglishsite.com/exercise_email1.html

http://www.blairenglish.com/exercises/emails/exercises/formal_email_response/formal_email_response.html

Useful videos:

https://www.youtube.com/watch?v=54UN5ae9E0M (the benefits of the internet)

https://www.youtube.com/watch?v=crUS3so_PIA (the downsides of the internet)

Useful websites:

http://www.engineerlive.com/

http://uk.businessinsider.com/?r=US&IR=T

PRESENTATIONS in pairs

Reading from a script is not allowed (use cue cards with a few key-words only)

If you want to do your presentation in a Pecha Kucha style, watch this video (optional): https://www.youtube.com/watch?v=wGaCLWaZLI4

Duration of the presentation in normal style, with slideshow: 10mn maximum. 1st slide: indicate who the speakers are (First name + Last name, in this order). Finish with a question in order to introduce a debate.

Topics available:

- 1) A topical issue, ex:
- * should there be limits to freedom of expression?
- * should enhanced surveillance of all citizens on the web be developed?
- * should we be afraid of intelligence amplification?
- * should we be afraid of big data and predictive analytics?
- * should we be afraid of the technological singularity?
- * should we be afraid of nanotechnology?
- * should we make human clones?
- * should we continue to develop nuclear power?
- * should we...?

Develop arguments FOR/AGAINST; analysis needs to be well researched; personal opinion given in the conclusion.

- 2) A present-day invention or innovation (in engineering or science), with a few technical details, expected and imagined impact on our world, wellresearched analysis
 - Or: An **invention** (in engineering or science) that revolutionized our habits, with a few technical details and impact on its time, well researched analysis. A history of ... (with future evolutions).
 - Or: The best innovation of the year in your opinion, with a few technical details, what was done before, what will it change?
- 3) More artistic or creative presentations, like for example a passage from a play. Shakespeare, Pinter, Beckett? Take a passage from a play that you have read or seen and deliver it in front of the class (8-10mn, with props and costumes). Beware of pronunciation and intonation.
- ✓ <u>Slideshow</u> is compulsory for subjects 1) and 2) only (Prezi recommended: http://prezi.com/).
 ✓ Avoid colours like green and red (except to draw attention to a specific point)
- ✓ Check your material BEFORE class starts: solve any technical detail with the technician (T.) Nedelec, 2nd floor)
- ✓ To visualize your computer on the main screen, push: Fn F8
- ✓ Don't forget your Bibliography at the end (or "References")
- ✓ **BEWARE OF PLAGIARISM**: any sentence or idea that you took from a book, periodical or website (ex: Wikipedia) should be written between quotation marks and the reference should appear clearly at the bottom of the slide, or at the end.
- √ The slides are for the audience, not for the presenter, who should not even look at them (except when reading a quotation or describing trends or other data)

Planet of the phones

The smartphone is <u>ubiquitous</u>, addictive and transformative

Feb 28th, 2015 | The Economist

THE <u>dawn</u> of the planet of the smartphones came in January 2007, when Steve Jobs, Apple's chief executive, in front of a rapt audience of Apple acolytes, brandished a slab of plastic, metal and silicon not much bigger than a Kit Kat. "This will change everything," he promised. For once there was no hyperbole. Just eight years later Apple's iPhone exemplifies the early 21st century's

defining technology.

Smartphones matter partly because of

their ubiquity. They have become the fastest-selling gadgets in history, outstripping the growth of the simple mobile phones that preceded them. They outsell personal computers four to one. Today about half the adult population owns a smartphone; by 2020, 80% will.

20 Smartphones have also penetrated every aspect of daily life. The average American is buried in one for over two hours every day. Asked which media they would miss most, British teenagers pick mobile devices

- over TV sets, PCs and games consoles.

 Nearly 80% of smartphone-owners check messages, news or other services within 15 minutes of getting up. About 10% admit to having used the gadget during sex.
- The bedroom is just the beginning.
 Smartphones are more than a convenient route online, rather as cars are more than engines on wheels and clocks are not merely a means to count the hours. Much

 as the car and the clock did in their time, so today the smartphone is poised to enrich lives, reshape entire industries and transform societies—and in ways that

Snapchatting teenagers cannot begin to 40 imagine.

Phono sapiens

The transformative power of smartphones comes from their size and connectivity. Size makes them the first truly personal computers. The phone takes the processing power of yesterday's supercomputers—

even the most basic model has access to more number-crunching capacity than NASA had when it put men on the Moon in 1969—and applies it to ordinary human interactions. Because transmitting data is cheap this power is available on the move. Since 2005 the cost of delivering one megabyte wirelessly has dropped from \$8 to a few cents. It is still falling. The boring old PC sitting on your desk does not know much about you. But phones travel around

60 how healthy you are.

The combination of size and connectivity means that this knowledge can be shared and aggregated, bridging the realms of bits and atoms in ways that are both

with you—they know where you are, what websites you visit, whom you talk to, even

65 professional and personal. Uber connects available drivers to nearby fares at cheaper prices; Tinder puts people in touch with potential dates. In future, your phone might recommend a career change or book

70 a doctor's appointment to treat your heart murmur before you know anything is amiss.

As with all technologies, this future conjures up a host of worries. Some, such as "text neck" (hunching over a smartphone stresses the spine) are surely transient. Others, such as dependency—smartphone users exhibit "nomophobia" when they happen to find themselves

80 empty-handed—are a measure of utility as much as addiction. After all, people also hate to be without their wheels or their watch.

The greater fear is over privacy. The

smartphone turns the person next to you into a potential publisher of your most private or embarrassing moments. Many app vendors, who know a great deal about you, sell data without proper disclosure;

mobile-privacy policies routinely rival "Hamlet" for length. And if leaked documents are correct, GCHQ, Britain's signals-intelligence agency, has managed

- to hack a big vendor of SIM cards in order
 to be able to listen in to people's calls. If
 spooks in democracies are doing this sort
 of thing, you can be sure that those in
 authoritarian regimes will, too.
 Smartphones will give dictators

 or unprecedented scope to spy on and corral
- 100 unprecedented <u>scope</u> to spy on and corral their unwilling subjects.

The naked app

- Yet three benefits weigh against these threats to privacy. For a start, the autocrats will not have it all their own way.

 Smartphones are the vehicle for bringing billions more people online. The cheapest of them now sell for less than \$40, and prices are likely to fall even further. The
- same phones that allow governments to spy on their citizens also record the brutality of officials and spread information and dissenting opinions. They feed the demand for autonomy and help
- 115 protest movements to coalesce. A device that hands so much power to the individual has the potential to challenge authoritarianism.
- The second benefit is all those personal data which companies are so <u>keen</u> on. Conventional social sciences have been hampered by the limited data sets they could collect. Smartphones are digital census-takers, creating a more detailed
- view of society than has ever existed before and doing so in real time. Governed by

- suitable regulations, anonymised personal data can be used, among many other things, to optimise traffic flows, prevent crime and fight epidemics, measuring screen time by age group and device type.
 - The third windfall is economic. Some studies find that in developing countries every ten extra mobile phones per 100
- people increase the rate of growth of GDPper-person by more than one percentage point—by, say, drawing people into the banking system. Smartphones will remake entire industries, at unheard-of speed.
- 140 Uber is a household name, operating in 55 countries, but has yet to celebrate its fifth birthday. WhatsApp was founded in 2009, and already handles 10 billion more messages a day than the SMS global text-
- 145 messaging system. The phone is a platform, so startups can cheaply create an app to test an idea—and then rapidly go global if people like it. That is why it will unleash creativity on a planetary scale.
- 150 By their nature, <u>seminal</u> technologies ask hard questions of society, especially as people adapt to them. Smartphones are no different. If citizens aren't protected from prying eyes, some will suffer and others
- 155 turn their backs. Societies will have to develop new norms and companies learn how to balance privacy and profit.
 Governments will have to define what is acceptable. But in eight short years
- smartphones have changed the world—and they have <u>hardly</u> begun.

A/ Reading comprehension questions:

Answer the following questions, not repeating the article, but using your own words:

- 1) What makes the smartphone so popular?
- 2) What, according to the article, is the future of the smartphone?
- 3) Is the author of the article worried about health or addiction problems related to smartphone use?
- 4) Why is the author not worried about the question of privacy?
- 5) Do you share his optimism? How do you see the future of communications?

B/ Vocabulary

1:	Find a s	ynonym for 'threats' (line 105):	_		
Α.		hazards	6:	Find a s	synonym for 'vendor' (line 89):
	В. 🗆		A.		CEO
		casualties		В. 🗆	clerk
	C.	treads			
	D. 🗆	treats		c	check-out assistant
2:		synonym for 'scope' (line 101):		D. 🗀	salesperson
Α.		sequel	7:	Find a s	ynonym for 'convenient' (line 31):
A.			Α.		lenient
	В.	breadth		_ [
	C.	sitcom		В.	in time
	$_{D}$	an authoriza ala		C.	useful
3:	٥.	mouthwash synonym for 'seminal' (line 152):		D. 🗆	windy
	П		8:		synonym for 'ubiquitous' (subtitle):
A.		weekly	Α.		used
	В.	directional	Λ.		
	c.	planted		В.	to beckon
				C.	cheeky
Л.	D. Find a s	early synonym for 'dawn' (line 1):		$_{D}$	omnipresent
₹.			9:		synonym for 'leaked' (line 92):
A.		midnight	A.		
	В. 🗆	noon	Α.		disseminated
	c.	daybreak		В.	a long, leafy onion
				c. 🗆	disembarked
G .	D.	dusk		D. 🗆	
j:	Find a s	synonym for 'hardly' (line 163):	10 ·		sank synonym for 'keen' (line 121):
A.		mysteriously			
	В. 🗆	eagerly	A.	_	eager
	c. \square			В.	neat
		vaguely		c. 🗆	versatile
	D.	scarcely			
				D.	chilly

Vocabulary activity also on http://jalon.unice.fr/

C/ Language skills : comparing

- 1) Make a list of all comparative and superlative forms in the article.
- 2) Make a list of all adverbs finishing with –ly, and find their meaning Ex : partly (line12) = 'en partie' in French

REVISIONS : INFINITIF ou GERONDIF ? Le gérondif

Le gérondif a la même forme que le participe présent (*V-ing*). Il s'agit d'un verbe employé comme nom. Il s'emploie dans les situations suivantes :

- 1. Comme sujet de la phrase :
 - o Ex. Smoking damages your health. Fumer nuit à votre santé.
- 2. Comme complément :
 - o Ex. I like skiing. J'aime faire du ski.
- 3. Après une préposition :
 - o Ex. Are you interested in working for us? Cela vous dirait de travailler pour nous?
 - Ex. Tim's very good <u>at building sand castles</u>. Tim est très doué pour construire des châteaux de sable.
- 4. Il s'emploie souvent avec les verbes suivants : admit, avoid, consider, delay, deny, detest, dread, enjoy, envisage, fancy, feel like, finish, imagine, involve, keep, mind, miss, postpone, practise, recall, regret, resent, risk, stop, suggest (traductions ci-dessous).
 - o Ex. It has stopped raining. La pluie s'est arrêtée.
 - o Ex. I dread going to the dentist's. Je redoute aller chez le dentiste.
- 5. Pour parler d'une action terminée, on peut employer le gérondif ou le gérondif parfait (having done, having eaten, etc).
 - o Ex. Penny regretted having changed jobs. Penny a regretté d'avoir changé de travail.

L'infinitif

- 1. Après ces verbes, on emploie l'infinitif : afford, agree, aim, appear, arrange, ask, choose, consent, dare, decide, decline, demand, expect, fail, forget, hope, learn, manage, offer, plan, prepare, pretend, promise, refuse, seem, swear, tend, threaten, want, wish (traductions ci-dessous).
 - o Ex. Owen pretended to be asleep. Owen a fait semblant de dormir.
 - Ex. The boss refused to give us a day off. Le patron a refusé de nous donner un jour de congé.
- 2. Après les verbes suivants, on peut employer un mot en WH + infinitif : ask, decide, explain, forget, know, remember, understand.
 - o Ex. He forgot what to say. Il a oublié quoi dire.
 - o Ex. Do you know how to play the piano? Savez-vous jouer du piano?
 - Ex. *I don't know whether to tell him or not.* Je ne sais pas si je devrais le lui dire ou non.
 - o Aussi **show / tell / ask** someone what / how / where to do something.
 - Ex. Tell me <u>how</u> to do this exercise. I don't know <u>what</u> to do. Dites-moi comment faire cet exercice. Je ne sais pas quoi faire.
- 3. Il y a l'infinitif parfait (to have + participe passé) et l'infinitif progressif (to be + participe présent) que l'on emploie surtout après les verbes **appear**, **pretend**, **seem**.
 - Ex. Arnold seems to have enjoyed himself. Arnold semble s'être amusé.
 - Ex. Arnold seems to be enjoying himself. Arnold semble s'amuser.
- 4. Après dare, on peut employer l'infinitif avec ou sans particule.
 - Ex. He doesn't dare to ask for a raise. He doesn't dare ask for a raise. Il n'ose pas demander une augmentation.
- 5. Après would like on met l'infinitif.
 - o Ex. I would like to be taller. J'aimerais être plus grand.

L'infinitif ou le gérondif

Après certains verbes on peut mettre ou l'infinitif ou le gérondif.

- 1. Après **begin, can't bear, continue, intend, love, start** on peut mettre ou l'infinitif ou le gérondif.
 - Ex. *I can't bear <u>getting up</u> early. I can't bear <u>to get up</u> early. Ces deux phrases ont le même sens, à savoir "Je ne supporte pas de me lever tôt".*
- 2. Après *like* on emploie le gérondif lorsqu'il s'agit d'apprécier quelque chose et l'infinitif lorsqu'il s'agit de trouver cela bien de faire quelque chose (sans nécessairement le trouver agréable).

- o Ex. I like playing polo. J'aime jouer au polo. => Cela me plaît.
- Ex. I like to go to the dentist's twice a year. Je trouve cela bien d'aller chez le dentist deux fois par an. => Je trouve qu'il est bien (ou nécessaire) d'y aller. Cela ne me plaît pas pour autant.
- 3. Après *stop* on met le gérondif lorsqu'il s'agit d'arrêter quelque chose; mais on met l'infinitif lorsqu'il s'agit d'arrêter ce que l'on est en train de faire afin de faire autre chose.
 - Ex. He has stopped smoking. Il a arrêté de fumer. => Il avait fumé, mais maintenant il a arrêté.
 - Ex. He stopped to look at the shop window. Il s'est arrêté pour regarder la vitrine. => Il
 a arrêté de marcher ou de conduire de façon à pouvoir regarder la vitrine.
- 4. Après *remember* on met l'infinitif lorsqu'il s'agit de se rappeler quelque chose **avant** de le faire; on met le gérondif lorsqu'il s'agit de se rappeler quelque chose **après** l'avoir fait.
 - Ex. Did you remember to feed the cat? Avez-vous pensé à donner à manger au chat? => Je veux savoir si vous vous êtes rappelé de donner à manger au chat, et si ensuite vous l'avez fait.
 - Ex. Yes, I remember feeding the cat before leaving for work. Oui, je me rappelle lui avoir donné à manger avant de partir pour le travail. => Je vous assure que je me souviens d'avoir donné à manger au chat.

Practice: http://e-anglais.com/exercices/infin_ger3.php

Traductions

Certains de ces verbes n'ont pas tous leurs sens habituels lorsqu'ils sont suivis par l'infinitif ou le gérondif.

Verbe + gérondif			Verbe + infinitif
admit	admettre	afford	être à même de
avoid	éviter	agree	être d'accord
consider	considérer	aim	viser
delay	retarder	appear	apparaître
deny	nier	arrange	arranger
detest	détester	ask	demander
dread	redouter	choose	choisir
enjoy	apprécier	consent	consentir
envisage	envisager	dare	oser
fancy &	avoir envie de	decide	décider
feel like	avoir erivie de	decline	refuser
finish	finir	demand	exiger (faux ami)
imagine	imaginer	expect	s'attendre à
involve	impliquer, entraîner	fail	rater, échouer
keep	continuer à	forget	oublier
mind	être dérangé par, etc.	hope	espérer
miss	manquer, rater	learn	apprendre
postpone	reporter	manage	parvenir à
practise	pratiquer	offer	offrir
recall	se rappeler	plan	projeter
regret	regretter	prepare	préparer
resent	s'offenser de	pretend	faire semblant (faux ami)
risk	risquer	promise	promettre
stop	arrêter	refuse	refuser
suggest	suggérer	seem	sembler
		swear	jurer
		tend	avoir tendance à
		threaten	menacer
		want	vouloir
		wish	souhaiter

PROFESSIONAL ENGLISH:

<u>Objective:</u> to write a professional cover letter & email to go with your CV. Here is the model of an email to help you apply for a training period.

Cover letter models:

https://resumegenius.com/cover-letters-the-how-to-guide http://career.cooper.edu/students/eng/coverletter.php http://www.seas.virginia.edu/admin/careerdev/files/coverletters.pdf

Email model (one among many possibilities):

Dear Ms Baggioli,

I am a 20 year-old graduate engineering student in Polytech'Nice-Sophia, specializing in... (computer science/ applied mathematics/ water engineering, etc). I am writing to you as I would like to apply for a training period in your company from 1-30 June 2018.

I had the pleasure of meeting you during the Engenious student convention last December and I was particularly impressed by Fansoft's line of software and company values.

Please find enclosed a copy of my CV and a cover letter.

I am available for an interview at your convenience.

Looking forward to hearing from you soon,

Yours sincerely,

Emilie Dupont 3rd year graduate engineering student Polytech'Nice-Sophia, France

TOEIC® VOCABULARY BANK

Pronunciation is to be checked in a <u>dictionary</u> or on a <u>text-to-speech website</u>.

1. Business trips

Abroad A l'étranger
Accommodate Loger
Accommodation Logement

(indénom)
Attend
Attende
Attendee
Audience
Audience
Audience
Assister à
Participant
Public, auditoire

BanquetBanquetBellmanGroom

Booked up

Booth

Border

Caterer

Caterer

Complet (hôtel)

Cabine

Frontière

Traiteur

Check in Se présenter à la réception en arrivant Check out Régler la facture en partant Check-out time Heure à laquelle il faut libérer la

Concierge chambre
Conference hall chambre
Réceptionniste
Salle de conférence

Convention
Congrès
Conventioneer
Crowded
Cruise
Croisère
Croisère
Croisère

Display Exposition, étalage

Doorman Portier

Entertainment Divertissement Exposer, présenter

Exhibition Exposition
Fair Foire
Front desk Réception
Guest Hôte, client
Guidebook Guide

Hotel clerk
Housekeeper
Indoor pool
Lecture
Lobby
Location
Luxury

Employé de l'hôtel
Gouvernante
Piscine couverte
Conférence
Hall (hôtel)
Emplacement
Luxe

Newsstand
To overlook
Overnight
Overseas
Pack
Pack
Pass
Pask season
Pass
Riosque à journaux
Surplomber
Du soir au matin
A l'étranger
Paquet/emballer
Bondé, plein
Laisser-passer
Laute seison

Peak season
Pillow
Oreiller
Porter
Concierge
Queue
File d'attente/faire la queue

Resort Station (balnéaire,...)
Room service Service d'étage
Safe Coffre-fort
Schedule Programme, horaire

Schedule Programme, horai Seminar Séminaire

Seminar Séminaire
Show hall Salle de spectacle
Sightseeing Tourisme
Single Chambre simple

Smoke free Non-fumeur Soap Savon

Stay Séjour/séjourner Time zone Fuseau horaire Tour Excursion
Towel Serviette

Trade fair Foire commerciale
Travel allowance Frais de déplacement
Vacancy Chambre(s) libre(s)

<u>Valet</u> parking Service de garage de voitures

Valuables
Objets de valeur
Lieu (d'un évènement)

<u>Voucher</u> Bon d'échange/ coupon de réduction

2. Restaurants

AppetizersAmuse-bouchesBakeCuire au fourBeverageBoissonCheckAdditionChefChefChinaPorcelaineChoppedHaché

Clear the table Débarrasser la table Cook Cuisinier /cuisiner

CutleryCouvertsDessertDessertDicedCoupés en dés

Dish Plat

Flavor Parfum, Arôme Fork Fourchette French fries Frites Hôte, client Guest Helping Portion Knife Couteau Plat principal Main course Maitre d' Maitre d'hôtel

MealRepasMediumA pointMenuCarte

Napkin Serviette de table Order Commande/commander

Oven Four
Pan Casserole
Plate Assiette
Pour Verser
Rare Saignant
Recipe Recette
Set the table Mettre la table

Side order Garniture, accompagnement

Silver Argenterie Slice Tranche/trancher Specialty Spécialité Epicé Spicy Starter Entrée Take-away A emporter Goût/goûter Taste Insipide **Tasteless**

Taste Goul/gouter
Tasteless Insipide
Tip Pourboire
Today's special Plat du jour

Topping Assaisonnement/ « ce que l'on met dessus »

Tray Plateau
Utensil Ustensile
Waiter Serveur
Well done Bien cuit
Wine list Carte des vins

Woothon

3. Weat	ner
32°F	0°C
50°F	10°C
60°F	15.5°C
70°F	21°C
80°F	26.6°C
Black ice	Verglas
Blow	Souffler
Breeze	Brise
Bright	Ensoleillé
Chill	Refroidissement
Cloudy	Nuageux
Damp	Humide
<u>Drought</u>	Sécheresse
Dull	Maussade
Earthquake	Tremblement de terre
Flood	Inondation
Fog	Provillard

Fog Brouillard Freeze Geler Frost Gelée Gale Coup de vent Gust Rafale Hail Grêle Hazard Danger Brume légère Haze Heat Chaleur

Vague de chaleur, canicule Heat wave

Verglacé Icy Lightning Foudre Lower seventies Environ 21°C Lull Accalmie Melt Fondre Environ 15°C Mid sixties Mild Doux

Mist Brume Outdoors **Dehors** Overcast Couvert Pour Couler, ruisseler Rainfall Précipitation Rayon Ray

Shine Briller Shower Averse Sleet Grésil

Snowbound Bloqué par la neige

Spell Période Storm Tempête Crue Swelling Thaw Dégeler Thunderstorm Orage Environ 32°C Upper eighties Wet Mouillé

4. Transportation

Aircraft

Bridge

Airline	Compagnie aérienne
Airline ticket counter	Comptoir d'une compagnie
	aérienne
<u>Aisle</u>	Couloir
Announcement	Annonce, avis
Arrival	Arrivée
Baggage claim	Lieu de récupération des bagages
Board	Monter à bord
Boarding pass	Carte d'embarquement
Book	Réserver

Pont

Avion

Cab	Taxi
Cabin	Carlingue
Cabin attendant	Membre d'équipage

Faire escale Call at Wagon Car Carrier Transporteur Cart Chariot

Check in Enregistrer ses bagages Faire la navette domicile-travail Commute

Concourse

Connecting flight Vol de correspondance Connecting passenger Passager en transit

Equipage Crew Crowded Bondé

Altitude de croisière Cruising altitude Customs Douane

Delay Retard Departure Départ Hors service Disabled Duty-free Hors-taxe **Empty** Vide Fare Prix du billet Flight Vol

Flight attendant Membre d'équipage Flight deck Cabine de pilotage

Freight Fret Front Avant Full Plein Get in Monter Get off Descendre Jet-lag Décalage horaire Land Atterrir

Carte de débarquement Landing card

Lounge Salon Luggage (indénomb) **Bagages**

Porte-bagages (train, bus) Luggage rack

Miss Rater Network Réseau Nonstop Sans escale On time A l'heure One-way ticket Aller-simple

Overhead compartment Porte-bagages (avion) Voyage organisé Package tour Passenger Passager Platform Quai de gare

Se présenter à la porte n° Proceed through gate...

Voie ferrée Railroad Rear Arrière Repairs Réparations

Retrieve Récupérer (bagages)

Recommencer/reprendre (activité) Resume Ride Trajet/voyager (train, bus, métro)

Rider Passager Round trip ticket/return ticket Aller-retour Itinéraire Route Row Rangée Piste Runway

Rush hour Heure de pointe

Schedule Horaire Seat Siège

Ceinture de sécurité Seatbelt

Shuttle Navette Stopover Escale Stow Arrimer Suitcase Valise Take off Décoller

Tour	Voyage, excursion
Track	Voie
Trip	Voyage
Trolley	Chariot
Window	Hublot

Agenda Assignment Attached Bid Bid Offre Binder Board Booklet Briefcase Carry out Cartridge CEO Chart Competitor Competet Corporate Data Data processing Deadline Delete Department Dismiss Data Point Attached Joint Travail à accomplir, mission/tâche Joint Offre Binder Carvail à accomplir, mission/tâche Joint Travail à accomplir Travail accomplication Trava
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Draft Brouillon
Drawer Tiroir
Earnings Gains
Entitled to Ayant droit à
Executive Cadre
Expenditures Dépenses
Extension Poste téléphonique
Fan Ventilateur
Feasible Faisable
File Classeur/classer
Flyer Prospectus
Folder Chemise
Font Police d'écriture Form Formulaire
Formulaire Forward Transmettre
Glue Colle
Guidelines Instructions
Handling Manutention
Head Chef
Incentive Motivation, prime
Income Revenu
Inquiry Enquête, demande de renseignements
Intern Stagiaire
Internship Stage
IT Informatique
Jam Bourrage de papier
Key Touche
Keyboard Clavier
Laptop Ordinateur portable
Launch Lancement/lancer

Présentation d'un document Layout Leave Congé Load Chargement/ charger Margin Marge Marketplace Part de marché Mixed up Mélangé Monitor Moniteur Mouse pad Tapis de souris Name tag Badge nominatif Network Réseau Notepad Bloc-notes Notice Préavis Overdue En retard Overnight mail Courrier qui arrive le lendemain Pad of paper Bloc de papier Parent company Société-mère Pick up Ramasser, aller chercher Position Poste (occupé par salarié) Postpone Retarder Printer **Imprimante** Traiter Process Purchase Acheter Raise Augmentation/Augmenter Receiver Combiné téléphonique Record Archive Resign Démissionner Retire Prendre sa retraite Scheme Système Screen Ecran Sheet Feuille Shipment Envoi, expédition Qualification, compétence Skill Slide Diapositive Logiciel Software Trier Sort Tableur Spreadsheet Staff Personnel Staple Agrafe Stationery Fournitures de bureau Store Stocker Supplies Fournitures Supply room Réserves (de fournitures) Survey Sondage Switchboard Panneau, Clavier Take on Embaucher Takeover bid **OPA** Task Tâche Temp Intérimaire Trainee Stagiaire Training Formation Transfer Mutation/muter Trash Ordures Trend Tendance Trial order Commande d'essai Triplicate En trois exemplaires Chiffre d'affaires Turnover Taper, dactylographier Type Faute de frappe Typing error Update Mettre à jour Vacancy Poste à pourvoir Vacant Libre, à pourvoir Vacation Vacances Wage Salaire Word processing Traitement de texte Wrap Emballer

6. Phone calls

Answering machine Répondeur Area code Indicatif Be cut off Être coupé Beep Bip Occupé (tonalité) Busy

Call back Rappeler Téléphone portable Cell phone Communication Connection

Cut off Couper Composer <u>Dial</u> Appel d'urgence Emergency call Engaged Occupé (ligne) Extension

Poste (tél. d'un correspondant)

Hang up Raccrocher Hold on Rester en ligne Hold the line Rester en ligne Key (ki:) Touche Off the hook Décroché

Phone directory Annuaire téléphonique Appuyer sur une touche Press a key

Passer qqu'un à Put someone through Combiné Receiver Enregistrement Recording Parler plus fort Speak up Speaking A l'appareil Spell Epeler

Stay on the line Rester en ligne Subscriber Abonné Switchboard

Standard téléphonique Telephone booth Cabine téléphonique Time zone Fuseau horaire Toll-free number Numéro vert Tone Tonalité

7. Ordering, packaging shipping, complaining

Amount Montant Arrange for Organiser, fixer Backlog Arriéré, retard Behind schedule En retard

Offre / faire une offre Bid Bill Facture Billing Facturation Charge Facturer Check Vérifier Commodity Denrée Complaint Réclamation Consignment Envoi Courier Coursier Credit note Avoir Damaged Endommagé Deadline Date limite Deduct Déduire

Delay Retard Deliver Livrer Discrepancy Différence Dispatch Expédier Draft Traite Forward Envover Handling Manutention In bulk En nombre Inconvenience Inconvénient, gêne

Demande de renseignements Inquiry

Invoice Facture Item Article Lead time Délai Camion Lorry Mailman Facteur Order Commande/commander En rupture de stock Out of stock

Overdue En retard Overnight mail Courrier qui arrive le lendemain

Package Paquet Parcel Colis

Pick up Ramasser, Aller chercher Place an order Passer une commande Postpone Retarder, reporter Process Processus/traitement/traiter

Ouotation Devis, prix Regarding Concernant

Registered mail Courrier recommandé

Sample Échantillon Shipment Expédition Shortage Pénurie Short of A court de Sort Trier

Stamp Timbre/affranchir Trial order Commande d'essai

Truck Camion Décharger Unload Unpack Déballer Warehouse Entrepôt Wrap Emballer

8. Applying for a job and working

Appendix Annexe Applicant Candidat Assets Actif (bilan) Be entitled to Avoir droit à Blue collar Col bleu Board Conseil

Board of directors Conseil d'administration

Bonus Prime Buyer Acheteur

Call in sick Informer qu'on est souffrant

Candidate Candidat Carry out Effectuer **CEO PDG** Chairman Président Civil servant Fonctionnaire Classified ads (classifieds) Petites annonces Clerical De bureau Employé de bureau Clerk Competitor Concurrent

Titres, références Credentials Credit Honneur, mérites Day off Jour de congé Deal Affaire, négociation

Licencier **Dismiss** Downsize Dégraisser Draft project Avant-projet Earn Gagner (salaire) Earnings Résultats, gains Enrollment Inscription Cadre Executive Renvoyer Fire

Head Chef Headhunter Chasseur de têtes

Exercice

Fiscal year

Head-office Siège social
Headquarters Siège social
Health care package Mutuelle de santé
Help wanted ad Annonce de recrutement

Hire Embaucher
Incentive Motivation, prime
Revenu

Income Revenu
Intern Stagiaire
Internship Stage
Investor Investisseur
Job hunter Demandeur d'emploi

Lawsuit Procès
Lay off Licencier
Leave Congé

Liabilities Passif (du bilan)/responsabilité

Lunch break Pause déjeuner

MarginMargeNoticePréavisOccupationEmploiOfficerDirigeant

Operating costs
Overtime

Coûts de fonctionnement
Heures supplémentaires

Parent company Société mère

Pay check
Pay scale
Payslip
Perk
Paye, chèque de salaire
Échelle des salaires
Fiche de paye
Avantage en nature

Position Poste Grossesse

R&D Recherche et développement

Raise Augmentation
Redundancy Mise au chômage
Regulations Règlement
Resign Démissionner

Résumé CV

Retire Prendre sa retraite

SchemeSystèmeScreeningSélectionSeniorityAnciennetéSick leaveCongé maladie

Skill Compétence, qualification

Skilled Qualifié
Staff Personnel
Standard Norme
Stockholder Actionnaire
Strike Grève
Take on Embaucher

Takeover Prise de contrôle, rachat

Takeover bid OP.

Temp Intérimaire, faire de l'intérim

Terminated Résilié
Trainee Stagiaire
Training Formation
Turnover Chiffre d'affaire
Union Syndicat
Vacancy Poste à pourvoir

Vacant Vacant (poste)
Vacation Vacances
Wage Salaire
Work load Charge do trove

Work load Charge de travail
Workplace Lieu de travail
Workshop Atelier

9. Marketing and advertising

Ad Annonce publicitaire
Adman Publicitaire
Aim But/viser
Audience Public, audience
Bargain Behavior(US)/Behaviour(UK) Comportement

Bid Offre
Blueprint Plan, avant-projet
Boost Promouvoir
Bracket Tranche

Bracket Tranche
Brand Marque
Broadcast Diffuser
Brochure Brochure
Commercial Spot publicitaire
Consumer Consommateur

Consumer goods Biens de consommation

Contest Concours
Data Concours
Données

Data processor Traitement des données
Database Base de données

Disposable Jetable

Draft Brouillon, avant-projet

Flyer Prospectus

Hoarding(UK) Panneau publicitaire

Household Ménage

Launch Lancement/lancer Layout Présentation, disposition

LeafletProspectusLiteratureDocumentationLoyaltyFidélitéMarket sharePart de marchéMisleadingTrompeurNicheCréneau

Poll Sondage/sonder

Poster Affiche

Press release
Purchasing power
Rate
Rebate
Communiqué de presse
Pouvoir d'achat
Tarif, taux
Rabais

Run an ad Passer une annonce
Sample Échantillon
Sampling Échantillonnage

Sketch Croquis

Sponsor Sponsor/sponsoriser

SponsorshipSponsoringStickerAutocollantSurveySondage

Tap a market Exploiter un marché
Target Cible/cibler

Target Cible/cibler
Taste Goût/goûter

Trade advertising Publicité professionnelle

Trade mark Marque
Trend Tendance
Upscale Haut de gamme
User Utilisateur

10. Factory and maintenance **Apparatus** Appareil Assembly line Chaine de montage Battery Pile Beam Poutre, rayon Belt Courroie Bolt Boulon Broom Balai Boîte en fer / mettre en boîte Can Check Vérifier Chimiste Chemist Circuit Circuit Conveyor belt Tapis roulant Damage Dégâts Données Data Système, dispositif Device Drill Forer, percer **Facilities** Installations Factory Usine Failure Échec, panne Faulty Défectueux Réparer Fix Plier Fold Carburant Fuel Fusible Fuse Gallon = 3.785 litresGallon Halt Arrêter Handle Poignée/manipuler Manutention Handling Hose Tuyau Inch Pouce = 2.54cmLab work Travail de laboratoire Échelle Ladder Leak Fuite/fuir Levier Lever Lift Soulever Load Charge/charger Noter, enregistrer Log Mechanic Mécanicien Meter Compteur Mishap Incident Monitor Moteur/contrôler Écrou Nut Ounce Once = 28.35gOut of service En panne Overhaul Réviser Panel Panneau Plant Usine Pipe Tuyau Pound Livre = 453.6gCourant électrique Power Premises Lieux Pull Tirer Repair man Réparateur Replacement part Pièce de rechange Échantillon Sample Screw Vis Screwdriver Tournevis Nettoyer Scrub Shelf Étagère Shift Équipe de travail

Pièce de rechange

Interrupteur/permuter

Étaler Stocker

Spare part

Spread

Store Switch Switchboard Panneau de commandes
Trigger Déclencher
Warehouse Entrepôt
Waste disposal Traitement des déchets
Yard Yard = 91.44cm

11. Emergencies

Airlift	Évacuer par pont aérien
Avoid	Éviter
Blast	Détonation
Burn	Brûler
Burst	Éclater
Casualty	Victime
Collapse	Effondrement/s'effondrer
Crack	Fissure
Crumble	S'effriter
Damage	Dégâts
Damages	Dommages et intérêts
Delay	Retard
Drift	Dérive/dériver
Dwindle	S'affaiblir
Failure	Défaillance
Fire hydrant	Bouche d'incendie
Flood	Inondation
Give way	Céder
Gush	Jaillir
Harmful	Dangereux, nuisible
Hazard	Danger
Hazardous	Dangereux
Hurricane	Ouragan
Injury	Blessure
Leak	Fuite/fuir
Mud	Boue
Out of service	Hors service
Power	Courant (énergie)
Power blackout	Panne de courant
Power surge	Surtension
Relief	Secours
Rescuer	Sauveteur
Resume	Reprendre, recommencer
Rip	Déchirer
Smash into	S'écraser contre
Storm	Tempête
Stretcher	Civière
Subside	Se calmer
Trigger	Déclencher
Twister	Tornade

12. **Driving**

Bend Virage Brake Frein/freiner Breakdown Panne Bump Bosse Bumper Pare-chocs

Carmaker Fabricant de voiture Change lanes Changer de file Check Vérifier

Crash into Entrer en collision avec Concession automobile Dealership

Dent Bosse Directions Indications, directions

Downtown Centre ville Permis de conduire Driver's license

Engine Moteur Fix Réparer Flat tire Pneu dégonflé Gas Essence Station d'essence Gas station

Vitesses Gears Highway Autoroute Heurter Hit Honk Klaxonner Hood Capot Horn Klaxon Allumage Ignition Ignition key Clé de contact Junction Bretelle Lane File, voie

Leak Fuite / fuir (liquide) License plate Plaque d'immatriculation

Lot Parking Mechanic Mécanicien Mileage Kilométrage Oil Huile Overtake Doubler Parking space Place de parking

Pedestrian Piéton

Voiture de location Rental car Panneau de signalisation Road sign

Pneu

Roof rack Galerie Siège Seat Ceinture de sécurité Seat belt

Service a car Réviser une voiture Sidewalk **Trottoir** Skid Déraper Réservoir Tank Ticket Amende

Tire (US)/tyre (UK) Toll booth Péage Traffic lights Feux de signalisation

Trailer Remorque Tranchée Trench Truck Camion Trunk Coffre

Turnpike Autoroute à péage

Véhicule Vehicle

Passage pour piétons Walkway Roue, volant Wheel

Windshield Pare-brise

13. **Shopping**

Afford Se permettre (un achat)

After-sales service Service après-vente Allée/rayon d'un magasin Aisle

Banknote Billet de banque Code-barres Barcode

Bonne affaire / marchander Bargain

Battery Pile

Bill Facture / facturer Cash register Caisse enregistreuse Charge Faire payer, débiter une carte

Coin Pièce de monnaie Competition Concurrence Confectionery Confiserie

Counter Guichet, caisse Coupon Bon

Dealer Revendeur, commerçant

Remise

Department Ravon Deposit Acompte Pièce de 10 cents Dime

Discount Étalage, exposition Display

Franchise Franchisé Gift Cadeau Grocery store Épicerie ID Pièce d'identité Jeweler **Bijoutier** Make Marque Margin Marge Middleman Intermédiaire

Marchand de journaux Newsagent Nickel Pièce de 5cents

Order Commande / commander Out of stock En rupture de stock Point de vente, débouché Outlet

Client Patron

Étiquette de prix Price tag Purchase Achat / acheter Purse Sac à main Ouarter Pièce de 25 cents

Range Gamme Receipt Recu

Refund Remboursement

Repair request Demande de réparation Remplacer

Replace Retailer Détaillant Ventes, soldes Sales Sales rep Représentant Second hand D'occasion Shelves Étagères, rayons Shop assistant Vendeur, vendeuse Shoplifting Vol à l'étalage Shopping mall Centre commercial Small change Menue monnaie Store Magasin / stocker Fournisseur Supplier

Till Caisse enregistreuse

Toy Jouet

Upscale Haut de gamme

Vending machine Distributeur automatique

Voucher Bon d'échange Wallet Portefeuille Garantie Warranty Wholesale En gros Window shopping Lèche-vitrine Worth Qui vaut/valeur

Money

Account Compte Montant Amount S'élever à Amount to Distributeur de billets **ATM** Award Attribuer Solde Balance Bank charges Frais, agios Billet de banque Banknote Branch Agence, succursale Brokerage Courtage Argent liquide Cash Cashier Caissier Change Changer (argent) Faire payer Charge Charge on a credit card Débiter une carte de crédit Checkbook Chéquier Checking account Compte-chèques

Coin Currency Devise Deposit account Dime

Draft Fees Fill out a form **Funds**

Instalment (UK), installment

(US) Investment bank Lump sum Nickel Owe

Pay back Passbook Portfolio Purse Quarter

Rate Remittance Repayment Savings account Teller Transfer

Wallet Window Withdraw Withdrawal Worth Worthwhile

Write a check

Yield

Pièce de monnaie

Compte de dépôt Pièce de 10 cents

Traite Frais

Remplir un formulaire

Fonds

Versement, mensualité Banque d'affaires Somme forfaitaire Pièce de 5 cents Devoir

Rembourser Livret d'épargne Portefeuille d'actions Sac à main

Pièce de 25 cents Taux Versement Remboursement Compte épargne Guichetier Virement / virer Portefeuille Guichet

Retirer Retrait Oui vaut Avantageux, rentable Établir un chèque

Rendement / rapporter

15. The house

Air-conditioner Climatiseur Appliance Appareil Attic Grenier Bookcase Bibliothèque Cabinet Meuble de rangement

Carpet **Tapis** Moquette Carpeting Plafond Ceiling Cellar Cave Chore Corvée Closet Placard Cupboard Placard Curtains Rideaux Door knob Poignée de porte

Downstairs En bas

Filing cabinet Classeur (meuble) Fitted with Équipé de Fix Réparer Hang Suspendre Heating Chauffage Household Foyer Propriétaire Landlord Pelouse Lawn

Tondeuse à gazon Lawnmower Light bulb Ampoule Lighting Éclairage **Painting** Peinture Plumber Plombier Roof Toit Shelves Étagères Stories Étages Robinet Tap

Tenant Locataire Tidy Rangé / ranger Upstairs En haut Utility bill Charges Vacuum cleaner Aspirateur Papier peint Wall papering

Clothing

Long-sleeved

Apparel

Cap	Casquette
Casual	Décontracté
Cleaners	Teinturier
Cloth	Étoffe
Clothes	Vêtement
Fabric	Tissu
Fashionable	À la mode
Fit	Être de la bonne taille, bien aller
Fold	Plier
Formal	(très) habillé
Garment	Vêtement
Gloves	Gants
Hanger	Cintre
Hem	Ourlet
Lengthen	Allonger

Habillement

À manches longues

Loose-fitting Ample Loosen Desserrer **Pants** Pantalon Motif Pattern Repassé Pressed Couture Seam Shade Ton Shorten Raccourcir Short-sleeved À manches courtes

Silk Soie Sleeve Manche Smart Élégant Stain Tache Starch Amidon

Point (de couture) Stitch Stripe Rayure Suit Costume Pull, chandail Sweater Tan Beige Cravate Tie Tight Serré

Try on Essayer Underwear Sous-vêtements Wear Porter Wool Laine

Miscellaneous 17.

Above	Au-dessus de
Among	Parmi
Available	Disponible
Below	En dessous de
Beneath	En dessous de
Beside	À côté de
Boundaries	Frontières
Broad	Large
By	Près de
Cancel	Annuler
Climb	Monter, gravir
Close to	Près de
Crane	Grue
Crop	Récolte
Demanding	Exigeant
Downward	Vers le bas

Early Tôt Earth Terre Entertainment Divertissement Fall Automne Fill Remplir Flag Drapeau Forward Vers l'avant Gather Rassembler Handle Poignée / manipuler À peine Hardly Colline Hill Huge Énorme Implement Mettre en place Issue Numéro (magazine), problème Lake Lac Droit, loi Law Bibliothèque Library Lift Soulever Location **Emplacement** Loud À voix haute, fort Map Carte Movie theater Cinéma Nap Sieste Noon Midi Notice Préavis / remarquer Occur Se produire Éteint, à l'écart de Off Panel Panneau, groupe Prize Prix, récompense Provided Du moment que Purpose But Quarter Trimestre Note, jugement Rating Rental De location Respondent Personne sondée Rest Repos Resume Reprendre, recommencer Seldom Rarement Shore Rive Raccourci Shortcut Site Site Soccer Football

Spoil Gâcher Spring **Printemps** Pile / empiler Stack Être debout Stand Stand up Se lever

Standstill Arrêt, immobilisation

Terms Conditions Toward Vers Town hall Mairie

Upcoming Imminent, à venir Upset Bouleversé / bouleverser

Wave Faire signe Weigh Peser Weight **Poids**

Available online with hyperlinks:

https://goo.gl/0rjM0K