

IPSA Promo 2024

AERO 2 Year 2020 -2021



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English Syllabus

Teachers: *Mr MOKA – MR NICHOLLS – Ms FRELAT (Piscines)*

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Rules:

- **No French will be spoken in class.**
- **Don't be late. If you're not present for attendance, you cannot attend the class.**
- **Frequent marked tests will assess that the homework has been done.**
- **You will get a zero for any missed test or POV (without official document shown to your teacher).**
- **You will be required to bring this booklet to every class.**
- **The use of mobile phones will not be tolerated in the classroom.**
- **Computer translation and plagiarism will systematically result in a zero**

Point of View

Every week, two students will give a ten-to-fifteen-minute **group** presentation in front of the class. You will have to **give your opinion** on a **press article** in a clear, well-structured way. Your article will have to be picked up from one of the newspapers websites. **Five difficult and relevant words** extracted from the text and looked up in an all-English dictionary will also have to be **defined** orally.

Your presentation must clearly include and separate a summary of the article and the author's opinion about the subject, then your own argued opinion about it, and finally a relevant and exciting question so as to generate a discussion in class.

You will be marked on the structure and content of your speech (including the 5 words required) as well as the quality of your English and your presentation skills. N.B: you will not get more than 10/20 if you read your notes or if your POV does not generate a debate.

The POV is a mandatory exercise (coef 1). Failing to deliver at least one in the semester will result in a zero.

Scientific and Aeronautical vocabulary

IPSA is an engineering school that specializes in aeronautics and space. It is logical that our students master the basic vocabulary required in their professional lives. This will be achieved by the exploration of various Aerospace themes, throughout the year (the various types of aircraft engines: Piston engines, Turboprops, Turbofans, etc.) and the English vocabulary for Maths.

Toeic Preparation

Various exercises (reading and listening comprehension) will be done to prepare you for the test as well as regular ½ tests in class. One complete Toeic test will be given during the year: it will be used for the TOEIC credit (La223) as well as the exam for the Toeic practice course (La224).

Writing and Reading

A series of essays on subjects of technical or scientific interest will assess your writing skills throughout the year and articles of general or technical interest will be used in class as supports for debates.

ENGLISH EXAMS SCHEDULE – Aero2

- September/October 2020: English "*piscine*" n°1
- November 2020: **DS n°1**
- January 2021: **Partiel n°1**
- February/March 2021: English "*piscine*" n°2
- May 2021 : Mock TOEIC
- May 2021 : **Partiel n°2**

Grading for the English class (La211/La221):

- Partiel = coeff. 3
- DS = coeff. 2
- Points of view = coeff. 1
- Tests in class and homework = coeff. 1

Credits for the “UE” (reminder)

- La211 – La221: English classes (*1st & 2nd semester*)
- La212 – La222: English “piscines” (*1st & 2nd semester*)
- La223: TOEIC (*minimum score required: 620 /990*) (*2nd semester*)
- La224: TOEIC practice (*2nd semester*)

Presenter (Introduction and Conclusion):

Introduction:

I've chosen to talk about...because...

Has everyone heard of this issue?

First, I'll give you my opinion. I think that...

Inviting class discussion:

Where do you stand on this issue? / What do you think about this issue?

Closing the discussion:

I'm afraid we've run out of time. Thanks for sharing your opinions.

Class and Presenter (Discussion):

❖ Introducing your point of view:

In my opinion,...

It seems to me that...

I'm in favour of/ against...

❖ Introducing somebody else's opinion:

According to the media/the papers,...

People say that...

❖ Partial Agreement:

You could have a point there.

That's one way of looking at it.

You may be right about that, but...

I see what you mean but...

❖ Agreement:

I agree / I totally agree / That's true.

I think you're right there.

I couldn't agree more.

Exactly! / Absolutely!

❖ Disagreement:

I doubt that.

I'm sorry but I disagree.

I'm afraid you're mistaken.

I don't agree in the least.

That's ridiculous!

That's absolute rubbish / nonsense!

❖ Avoiding giving an opinion:

I suppose it depends on your point of view.

Ok, let's agree to disagree.

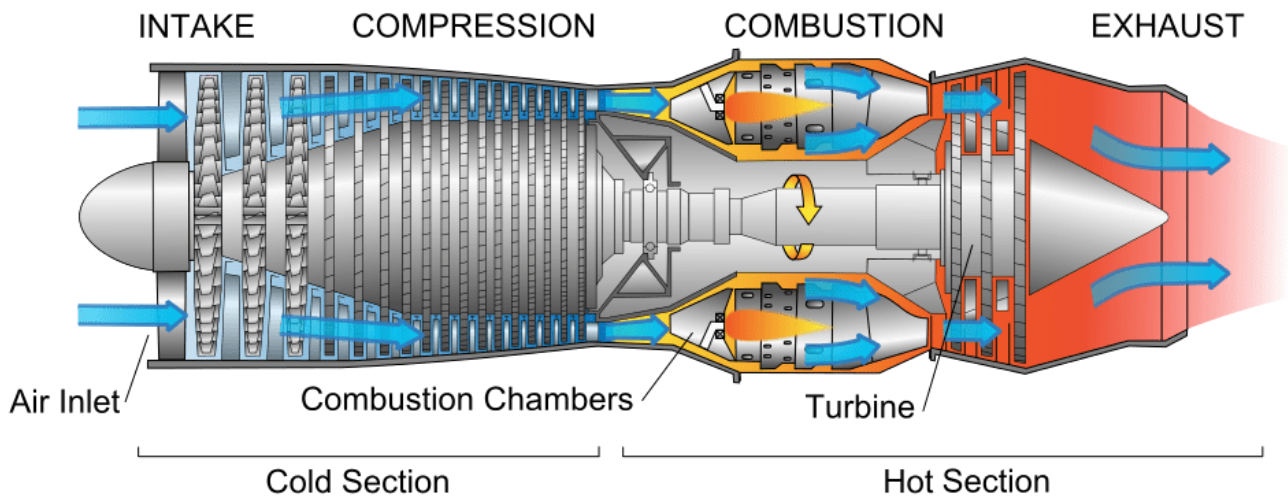
AEROSPACE TECHNICAL VOCABULARY

Turbojet engines

For older generation commercial aircraft and jet fighters.

Pros: Capable of reaching high speeds, simple design.

Cons: High fuel consumption (not fuel efficient), loud, poor performance at lower speeds.



<https://interestingengineering.com/how-a-jet-engine-works>

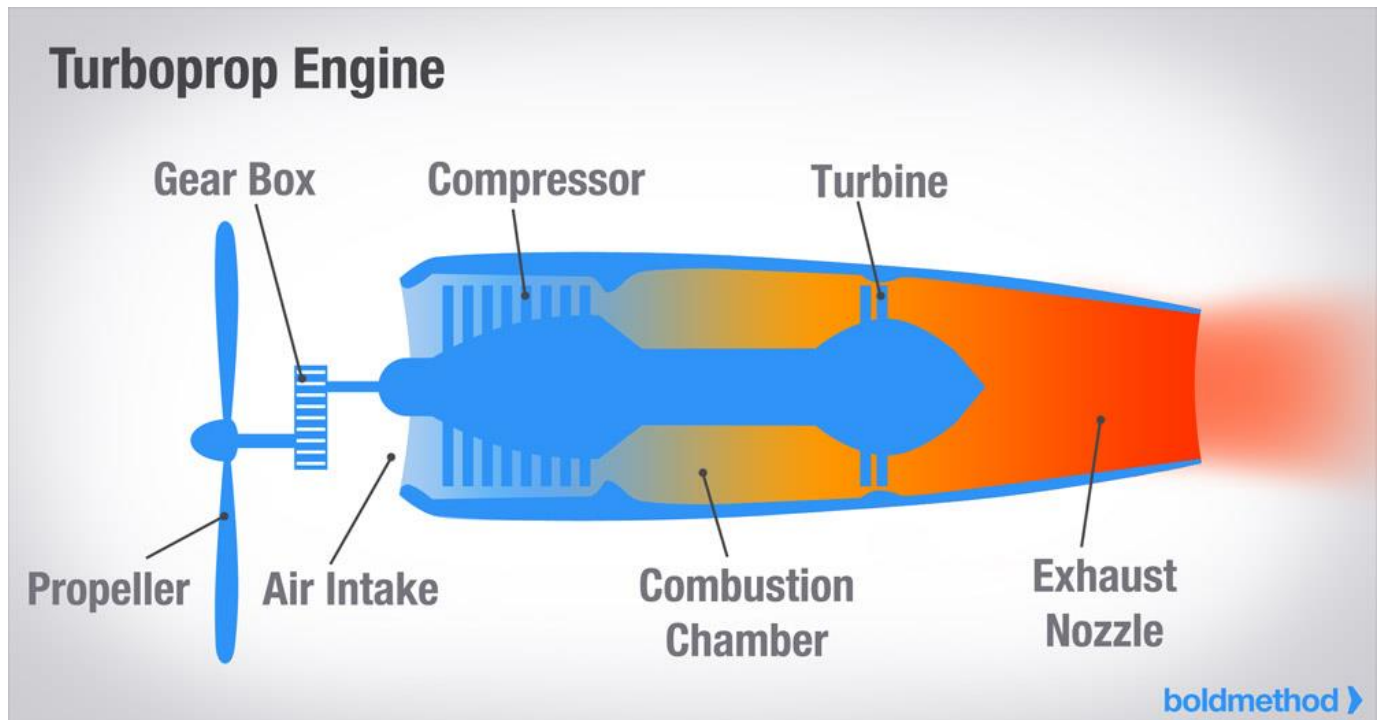
Air intake	Admission d'air
Compressor (three stage)	Compresseur axial
Centrifugal compressor	Compresseur centrifuge
Combustion chamber	Chambre de combustion
Compressor turbine	Turbine de compresseur
Driveshaft	Arbre de transmission
Exhaust nozzle	Tuyère d'échappement
Igniter	Allumeur

Turboprop engines

For small commercial aircraft (e.g. ATR 72) and transport planes (e.g. Airbus A400M).

Pros: Efficient at low speed, lower cost (purchase, maintenance) and can take off and land on shorter, non-concrete runways.

Cons: Slower cruising speed, shorter range, and lower cruising altitude.



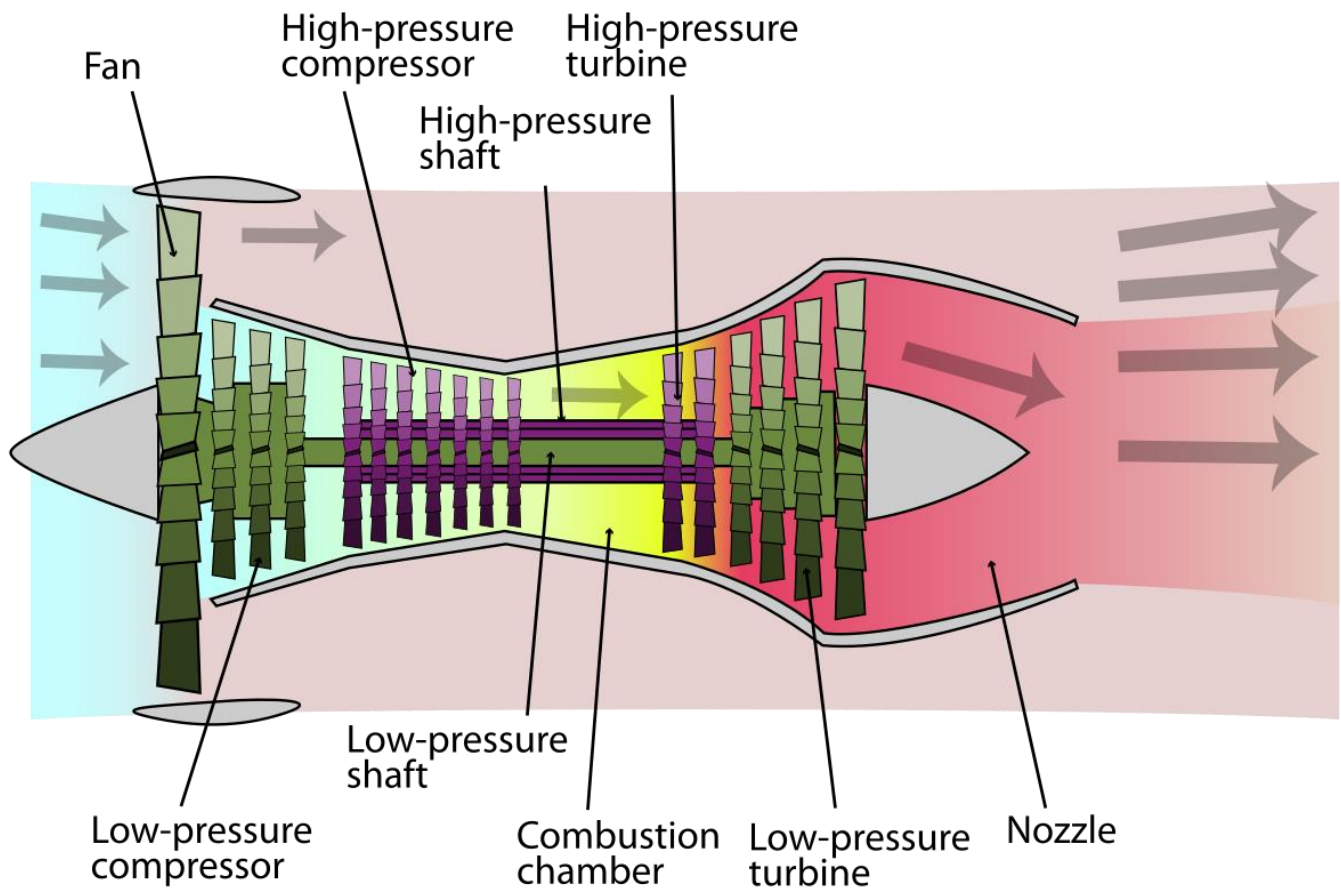
Air intake	Admission d'air
Axial compressor (three stage)	Compresseur axial (à trois étages)
Centrifugal compressor	Compresseur centrifuge
Combustion chamber	Chambre de combustion
Compressor turbine	Turbine de compresseur
Exhaust nozzle	Tuyère
Igniter	Allumeur
Power turbine	Turbine de puissance
Propeller	Hélice
Propeller driveshaft	Arbre de transmission hélice
Reduction gearbox	Réducteur

Turbofan engines

For large commercial aircraft (Airbus A300 to A380, Boeing 737 to 787 ...) and modern jet fighters (F-15, Rafale ...).

Pros: Highly fuel efficient, noise reduction

Cons: high specific weight



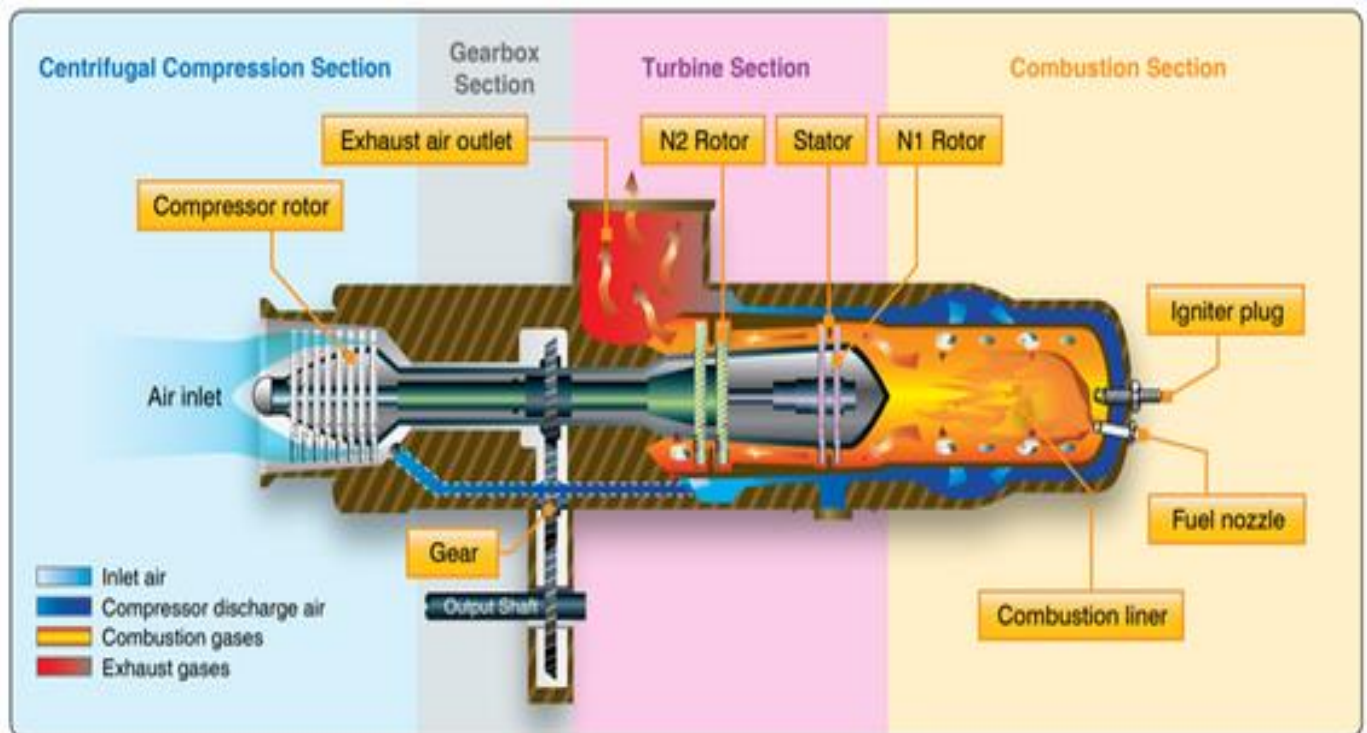
<https://en.wikipedia.org/wiki/Turbofan>

Afterburner	Post-combustion , réchauffe
*APU (Auxiliary Power Unit)	APU
*Blades (Fan, compressor or turbine)	Aubes (Fan, compresseur ou turbine)
Bypass (duct), cold section	Cœur
Bypass ratio	Taux de dilution
Combustion chamber, combustor	Chambre de combustion
Core, hot section	Cœur
*Engine cowling	Capot moteur
Fan	Soufflante
Fuel efficiency	Rendement énergétique
*High bypass ratio engine	Moteur à grand taux de dilution
High pressure compressor	Compresseur haute pression
High pressure shaft	Arbre (de turbine) haute pression
High pressure spool	Cors haute pression
Inlet	Admission
Low (High) pressure turbine	Turbine basse (haute) pression
Low pressure compressor	Compresseur basse pression
Low pressure shaft	Arbre (de turbine) basse pression
Low pressure spool	Corps basse pression
Nozzle	Tuyère
Primary flow, stream	Flux primaire
Rotor	Rotor
Secondary flow, stream	Flux secondaire
*Stator	Stator
*Thrust	Poussée
*Turbojet	Turboréacteur
Turbofan	Turboréacteur à double flux

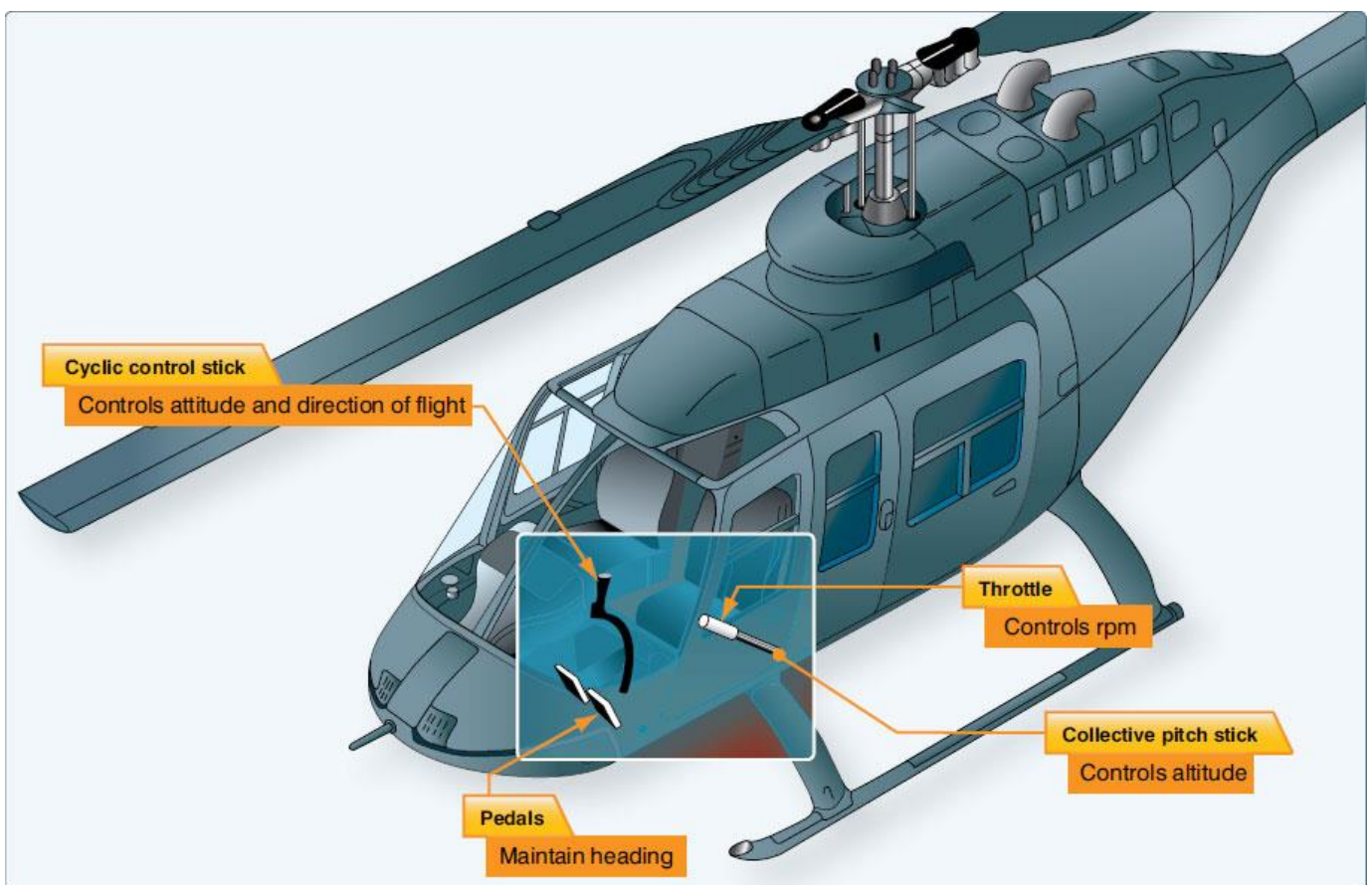
*Not in drawing

Turboshaft engines and helicopters

For helicopters (e.g. Bell 206), boats or tanks



<https://www.danubewings.com/helicopter-turbine-engines/>



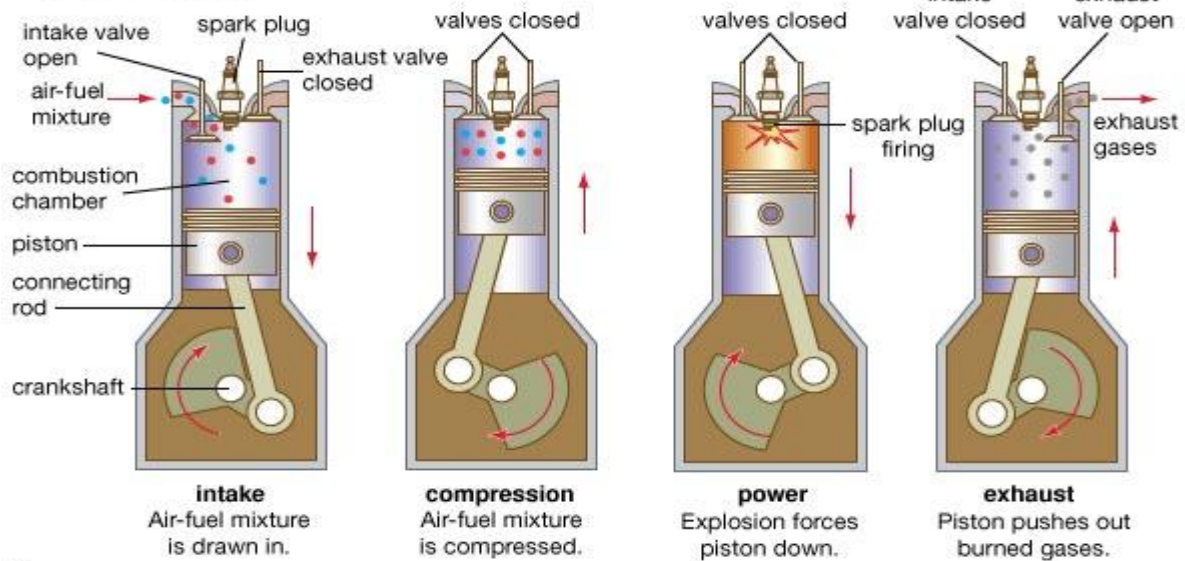
<https://engineeringinsight101.wordpress.com/2018/01/29/how-helicopter-fly/>

Air inlet/ Air intake	Admission d'air
Anti-torque pedals (control)	Palonnier
Canopy	Coque
Cockpit/ Flight deck	Cockpit
Collective (pitch control)	Pas collectif ou Pas général
Combustion chamber	Chambre de combustion
Cyclic (pitch control)	Cyclique
Fin	Dérive
Free turbine	Turbine libre
Gas (producer) turbine (N1)	Turbine Haute Pression
Gearbox	Boîte de transmission
Igniter plug	Bougie d'allumage
Landing skids	Patins atterrisseurs
Main rotor	Rotor principal
Power turbine (N2)	Turbine libre
Powerplant / Engine	Moteur
Rotor blades	Pales de rotor
Swashplate	Plateau cyclique
Tail boom	Poutre de queue
Tail rotor	Rotor anti-couple ou Rotor de queue
Throttle (control) / Twist grip	Commande/ Manette de gaz
Transmission	Transmission
Turboshaft	Turbomoteur

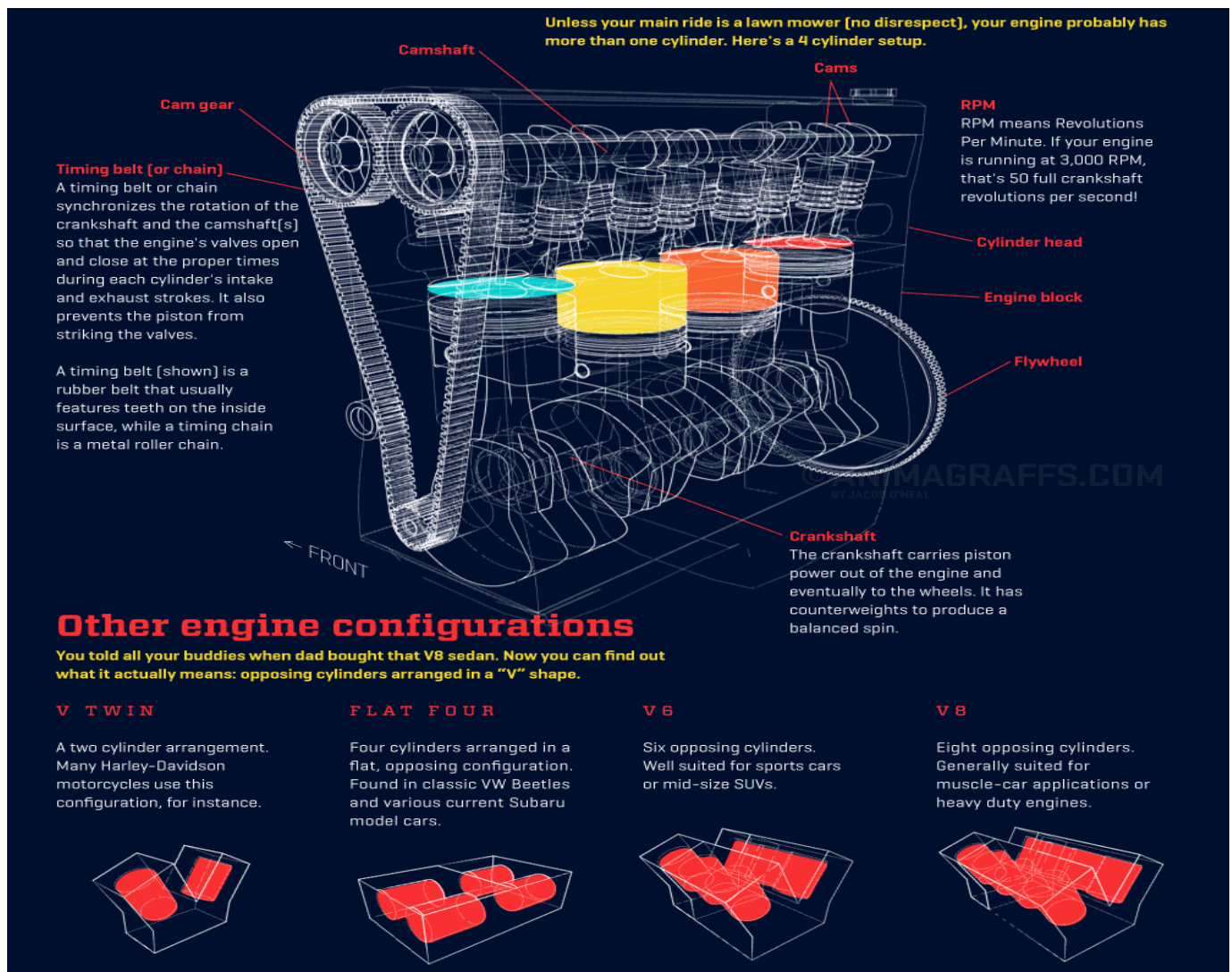
4-stroke piston engines

For automotive (car, motorbike...), light aircraft (Cessna 172, 182..., Piper PA46, Red Bull race planes, etc.), old aircraft, boats or machinery.

Four-stroke cycle



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4-stroke engine	Moteur à 4 temps
Intake stroke	Admission
Compression stroke	Compression
Ignition (Power) stroke	Puissance
Exhaust stroke	Echappement
Cylinder block	Bloc moteur
Cylinder head	Culasse
Oil sump	Carter d'huile
Piston	Piston
Crankshaft	Vilebrequin
Connecting (piston) rod	Bielle
Cam	Came
Camshaft	Arbre à cames
Engine block	Bloc-cylindres, bloc-moteur
Exhaust valve	Soupape d'échappement
Flywheel	Volant d'inertie, volant moteur
Intake valve	Soupape d'admission
Oil pressure	Pression d'huile
Revolutions per minute (RPM)	Tour par minute
Spark plug	Bougie
Timing belt or chain	Chaine (Courroie) de distribution
Valve spring	Ressort de soupape

+	Addition, plus
-	Subtraction, minus
×	Times, multiply by
÷	Divide by, quotient
=	Equal to, equals
<	Less than
≤	Less than or equal to
>	Greater than
≥	Greater than or equal to
√	Square root
³√	Cube root
⁴√	Forth root
4²	Four squared
5³	Five cubed
6⁴	6 to the power of 4
≈	Is approximately equal to

π	Pi (pronounced ‘paille’)
$\%$	Percent
\emptyset	Empty set
\propto	Proportional to
\therefore	Therefore
\because	Because
\parallel	Parallel to
\angle	Right angle
\sphericalangle	Measured angle
\triangle	Right (angled) triangle
\perp	Perpendicular to
■	End of proof (QED)
Σ	Summation sign
\iint	Double integral

Phrasal verbs

Phrasal verb	Definition
Break down	(of a machine or a vehicle) to stop working because of a fault.
Call (something) off	To cancel, to abort.
Check in	To go to an airport (or a hotel) tell an official that you have arrived
Cut out	(of engines) To suddenly stop functioning.
Flame out	(of a jet engine) To lose power through the extinction of the flame in the combustion chamber.
Fly away / Fly off	Leave flying.
Fly by / Fly past	Pass flying.
Fly in	Enter by aeroplane.
Fly out	Leave by aeroplane
Fly over	Pass over something or someone in a plane.
Fly someone/something in	Bring someone or something by plane.
Fly someone/something out	Take someone or something by aeroplane.
Get in/into	To arrive at a place.
Get off	To leave a place or start a journey.
Lift off	To leave the ground and rise into the air.
Look after	To take care.
Pass on	To deliver a message to a third person.
Pass out	To faint, to become unconscious.
Pick up	To take hold of something and lift them up.
Power (something) up	To prepare a machine to start working by supplying it with electricity.
Power (something) down	To stop a machine by turning off the electricity supply.
Pull up	To discontinue an approach.
Put (something) off	To postpone, to delay.
Put (something) out	To stop something from burning.
Run out of (something)	To have less and less of something.
Run up	To test engine operation on the ground.
See (someone) off	To go to a station, an airport, etc. to say goodbye to somebody who is starting a journey
Set off	To begin a journey.
Set out	To begin a journey.
Show up	To arrive where you have arranged to meet somebody or do something.
Shut down	To stop a machine (engines or APU for instance) from working.
Shut off	To stop a fluid supply.
Start up	To turn on the engines.
Stop over, lay over	To stay somewhere for a short time during a long journey.
Switch (something) off	To cause (a device) to stop operating by or as if by moving a switch, knob, or lever.
Switch over	To transfer from one system, frequency, etc. to another.
Take off	To leave the ground and begin to fly.
Take over	To replace someone in the function they are performing.

Touch down	To land or return to the ground.
Turn back	To head back towards the place you come from.
Turn (something) down	To refuse to consider an offer. To reduce the noise, heat, etc. produced by a piece of equipment by moving its controls.
Turn off	To leave a runway or taxiway. To stop the flow of electricity, gas, water, etc. by moving a switch, button, etc.
Turn (something) on	To start the flow of electricity, gas, water, etc. by moving a switch, button.
Turn (something) up	To increase a volume or intensity of something.

Flying idioms

Idiom	Meaning	Example
The sky's the limit	There is no limit to what we can do to our enjoyment.	<i>Once you've got that professional qualification the sky's the limit.</i>
To bail out	To disassociate oneself from a risky business.	<i>She didn't think the company had much of a future so she bailed out and set up her own business.</i>
To be flying blind	To not know what you are doing; improvise.	<i>Without some serious market research we'll be flying blind in that country.</i>
To fly by the seat of one's pants	To operate by instinct.	<i>They have no formal qualifications so they manage the company by the seat of their pants.</i>
To fly in the face of	To act in a way that ignores danger or defies logic.	<i>You're flying in the face of common sense!</i>
To fly off the handle	To react in a very angry way to something that someone says or does	<i>He's extremely irritable - he flies off the handle at the slightest thing.</i>
To fly under the radar	To not be noticed	
To get something off the ground	To get something started.	<i>They couldn't get their consultancy business off the ground and it closed after nine months.</i>
To go into a flat spin	To panic.	
To go pear-shaped	To go (very) wrong.	<i>I was happily working away on the computer when suddenly, for no apparent reason, it went pear-shaped!</i>
Golden parachute	A clause in the employment contract of some top executives that allows for generous compensation if they lose their jobs.	<i>The director seemed less worried by the closure than the employees -but of course he had a golden parachute.</i>
To ground someone	To not allow a child to go out as a punishment.	<i>He's been grounded because his Dad caught him smoking.</i>
To push the envelope	To go beyond established limits; to be a pioneer.	<i>People who are pushing the envelope in biotechnology can find themselves vilified by some people.</i>
To take a nosedive	To fall sharply in value.	<i>Sales took a nosedive at the beginning of the year because of the unfavourable economic climate.</i>
To wing it	To improvise.	<i>I didn't have time to prepare this speech, so I'll have to wing it.</i>

FALSE FRIENDS

English	French	French	English
abusive	<i>grossier, injurieux</i>	<i>Abusif</i>	excessive, exorbitant
to achieve	<i>mener à bien, réaliser</i>	<i>Achever</i>	to complete
actual	<i>Véritable</i>	<i>Actuel</i>	Current
actually	<i>en fait</i>	<i>Actuellement</i>	now, currently, nowadays...
to advocate	<i>prôner, défendre</i>	<i>avocat (job)</i>	lawyer, attorney
to arrive	<i>arriver (place), atteindre</i>	<i>arriver/se produire ; arriver/réussir</i>	to happen; to succeed/to manage
bail	<i>caution (prison)</i>	<i>bail (rental)</i>	Lease
balance	<i>Equilibre</i>	<i>Balance</i>	scale(s)
basket	<i>panier, corbeille</i>	<i>Baskets</i>	trainers, sneakers
benevolent	<i>bienveillant, généreux</i>	<i>Bénévole</i>	voluntary (adj); volunteer (noun)
car	<i>Voiture</i>	<i>Car</i>	Coach
casket (US)	<i>Cercueil</i>	<i>Casquette</i>	Cap
cave	<i>Grotte</i>	<i>Cave</i>	basement, cellar
chance	<i>opportunité, hasard</i>	<i>Chance</i>	Luck
to charge	<i>faire payer ; accuser</i>	<i>Charger</i>	to load
comprehensive	<i>exhaustif, détaillé</i>	<i>Compréhensif</i>	understanding, sympathetic
concurrence	<i>accord ; concours de circonstances</i>	<i>Concurrence</i>	competition
conductor	<i>chef d'orchestre ; receveur (bus)</i>	<i>Conducteur</i>	Driver
to cry	<i>Pleurer</i>	<i>Crier</i>	to shout
to deceive	<i>Tromper</i>	<i>Décevoir</i>	to disappoint, to let down
defendant	<i>inculpé, prévenu, accusé</i>	<i>Défenseur</i>	defender, advocate
to delay	<i>retarder, différer</i>	<i>Délai</i>	time limit; delivery time
to demand	<i>Exiger</i>	<i>Demander</i>	to ask, to request
to design	<i>concevoir, créer</i>	<i>Désigner</i>	to point out, to indicate
distracting	<i>qui empêche de se concentrer</i>	<i>divertissant, distrayant</i>	entertaining
editor	<i>rédacteur en chef</i>	<i>Editeur</i>	publisher
engaged	<i>fiancé ; occupé (tel)</i>	<i>Engagé</i>	committed; hired
eventually	<i>Finalement</i>	<i>Eventuellement</i>	Possibly
evidence [U]	<i>Preuve</i>	<i>évidence ; évident</i>	obviousness; obvious
fabric	<i>Tissu</i>	<i>Fabrique</i>	factory, mill
to fix	<i>Réparer</i>	<i>fixer (look)</i>	to stare (at)
front	<i>le devant</i>	<i>Front</i>	forehead
global	<i>Mondial</i>	<i>global, total</i>	total, overall

gratuity	<i>pourboire ; gratification</i>	<i>Gratuit</i>	free (of charge)
hazard	<i>risque, danger</i>	<i>Hasard</i>	chance, fate
intoxication	<i>ivresse, ébriété</i>	<i>Intoxication</i>	poisoning
to introduce	<i>Présenter</i>	<i>Introduire</i>	to put in, to insert
issue	<i>numéro (magazine), sujet (débat)</i>	<i>Issue</i>	exit, outcome (negotiation)
journey	<i>Voyage</i>	<i>Journée</i>	Day
large	<i>Grand</i>	<i>Large</i>	broad, wide
lecture	<i>conférence, cours ; sermon</i>	<i>Lecture</i>	Reading
library	<i>Bibliothèque</i>	<i>Librairie</i>	bookshop (Br), bookstore (US)
location	<i>endroit, situation (lieu)</i>	<i>Location</i>	rental, renting, hiring
lunatic	<i>fou, dément</i>	<i>Lunatique</i>	Moody
major	<i>important, majeur</i>	<i>majeur (age)</i>	over 18, of age
miserable	<i>triste, malheureux</i>	<i>Misérable</i>	poor, destitute
morale	<i>le moral</i>	<i>la morale / moralité</i>	morals / morality
mundane	<i>banal, prosaïque</i>	<i>Mondain</i>	Social
novel	<i>Roman</i>	<i>nouvelle (book)</i>	short story
onerous	<i>pénible, lourd</i>	<i>Onéreux</i>	expensive, costly
to pass an exam	<i>réussir un examen</i>	<i>passer un examen</i>	to take an exam/ to sit an exam (Br)
patron	<i>client (d'un restaurant)</i>	<i>Patron</i>	Boss
pest	<i>insecte nuisible</i>	<i>la peste</i>	Plague
petrol	<i>Essence</i>	<i>Pétrole</i>	(crude) oil
photograph	<i>Photographie</i>	<i>Photographe</i>	photographer
phrase	<i>Expression</i>	<i>Phrase</i>	sentence
physicist	<i>Physicien</i>	<i>médecin, docteur</i>	physician
placard	<i>affiche, pancarte</i>	<i>Placard</i>	cupboard, cabinet
prejudice	<i>préjugé, parti pris</i>	<i>Préjudice</i>	loss, harm, damage, wrong
procurer	<i>Proxénète</i>	<i>Procureur</i>	(state, public) prosecutor
profitable	<i>rentable, lucratif</i>	<i>Profitable</i>	beneficial, fruitful
recipient	<i>bénéficiaire, destinataire</i>	<i>Récipient</i>	container
to resume	<i>recommencer, reprendre</i>	<i>Résumer</i>	to sum up, to summarise
sensible	<i>sensé, raisonnable</i>	<i>Sensible</i>	Sensitive
surname	<i>nom de famille</i>	<i>Surnom</i>	nickname
sympathetic	<i>compatissant, compréhensif</i>	<i>Sympathique</i>	Friendly

WORK / JOBS

ad / advert, advertisement	publicité, annonce / publicité
to advertise	faire de la publicité pour ; passer une petite annonce
agenda	agenda ; ordre du jour, programme
applicant, candidate / application	candidat, postulant / candidature
to apply (for a job)	poser sa candidature, postuler
appointment / to make an appointment	un rendez-vous (business, doctor) / fixer un rendez-vous
to assemble / to disassemble, dismantle	monter, assembler / démonter, désassembler, démanteler
assembly line	chaîne de montage
to assign / assignment	assigner, attribuer / devoir, mission, tâche
blue print	plan (building, machine)
board room	salle de réunion
(book of) specifications	cahier des charges
briefcase	porte-documents, attaché-case
to cater (for) / caterer / catering	s'occuper, préparer les repas (pour) / traiteur / restauration
to chair / chairman, chairwoman	présider / président(e) (company, organisation)
civil engineering	travaux publics
civil servant	Fonctionnaire
clerk	employé (de bureau)
to clock in, on / to clock out/off	pointer (à l'arrivée / au départ)
to conduct	conduire, diriger (meeting)
contractor	Entrepreneur
(under) construction	(en) travaux
courier	Coursier
customer, patron, client (business)	Client
(car) dealer	concessionnaire
to deliver / delivery / delivery man	livrer / livraison / livreur
department	service, rayon, section (in a company)
(property, real-estate) developer	promoteur (immobilier)
dismissal	renvoi, licenciement (job)
to downsize	réduire les effectifs (company)
employment / unemployment	l'emploi / le chômage
estimate, quotation, quote	Devis
expertise, skill	compétence, aptitude

field	champ ; domaine
to fire, to dismiss, to sack	licencier (avec faute)
folder	chemise (documents) ; répertoire (computers)
foreman	contremaître, chef d'équipe
form	Formulaire
hard-hat	casque (building site)
(to) harvest	moissonner, récolter (information, corn) ; moisson, récolte
industrial tribunal	conseil de Prud'hommes
(job) interview	entretien (d'embauche)
to launch	lancer (product, project, rocket)
to market	Commercialiser
mechanic	Mécanicien
to merge / merger	fusionner / fusion
(to) minute	(rédiger) compte rendu
to monitor, to supervise	Surveiller
odd jobs [pl.]	petits boulots ; petits travaux
to operate, to work, to run	faire fonctionner
(switchboard) operator	Standardiste
(to) order / order form	commander ; commande / bon de commande
outlet	débouché (market) ; exutoire (emotion) ; point de vente
(to) outline	exposer les grandes lignes ; plan (essay, exposé)
output	Production
overheads	frais généraux
(to work, to do) overtime	(faire des) heures supplémentaires
panel	panneau ; comité ; groupe
(to) patent	faire breveter ; brevet d'invention
pay-slip	bulletin de salaire
to perform, to carry out	accomplir, exécuter
(to) plan	faire des projets, projeter de ; projet
plant	usine, centrale
(to) post	afficher ; poster ; poste (work)
(to) process	traiter ; transformer ; processus
proposal	Proposition
prospects (pl.)	débouchés, perspectives (career)
range	gamme, panel
raw / raw material	cru / matière première
reference (letter)	lettre de recommandation
to resign / resignation	démissionner / démission

résumé, CV	CV
to retail	vendre au détail
(pay) rise (Br), (pay) raise (US)	Augmentation
(to) schedule / to be behind schedule	planifier ; emploi du temps / avoir du retard (project)
to ship	expédier, envoyer
shortage, lack	carence, pénurie, manque
skilled / unskilled	qualifié / non-qualifié
sold out	épuisé, en rupture de stock ; complet
to stand in, to cover (for sb) / stand-in	remplacer / remplaçant
(to) staple ; stapler	agrafe(r) ; agrafeuse
stationery [U], office supplies	fournitures de bureau
(to) stock	approvisionner, stocker ; action (en Bourse), fonds, réserve
(to) survey	faire un sondage sur / un sondage, une enquête
takeover / takeover bid	rachat / OPA (offre publique d'achat)
to temp / temp, temporary worker	faire de l'intérim / intérimaire
temping agency	agence d'intérim
(to) trade	(faire du) commerce
vacancy	chambre à louer, libre ; poste vacant, à pourvoir
warehouse	entrepôt, magasin
wholesale / wholesaler, wholesale dealer	vente en gros / grossiste
works, workers' council	comité d'entreprise

TOEIC VOCABULARY BY THEME

PEOPLE

to advise / adviser, advisor	conseiller / conseiller (ère)
to appoint	nommer ; engager (staff)
to attend	assister à
attorney, lawyer (Br)	Avocat
(to) award	récompenser ; prix
aware / awareness [U]	conscient, au courant / conscience
on behalf of	de la part de, au nom de
competition / competitor	concurrence / concurrent
crew	équipage, équipe
crowd / (over)crowded, crammed with	foule / bondé, plein (people, things)
(account, passport) holder	titulaire, détenteur
knowledge [U]	Connaissances
latecomer	Retardataire
lobby	vestibule, hall ; groupe de pression
mainstream	principal, dominant, traditionnel (opinion)
onlooker	badaud, spectateur (in the street)
owner	Propriétaire
real estate / real-estate agent, realtor	l'immobilier / agent immobilier
representative	Représentant
shopkeeper	commerçant, marchand
single	Célibataire
spokesperson, spokesman	porte-parole
to stand in, to cover (for sb) / stand-in	remplacer / remplaçant
tenant	résident, locataire
party (of 5) / third party	groupe (de 5) / tiers, une tierce personne
to train / trainee	former / stagiaire, jeune recrue
trustee	Administrateur
waiter, waitress / to wait on	serveur, serveuse / servir (restaurant)

FINANCE

accountant	comptable
accounting, book-keeping	comptabilité
to afford / affordable	pouvoir se permettre, avoir les moyens / abordable
to allocate, to apportion	affecter, allouer, répartir, distribuer (money)
(to) amount	s'élever à, équivaloir à, revenir à ; somme, quantité
asset / the assets	atout, bien / les biens, le capital, l'actif
(to) auction	vendre aux enchères ; vente aux enchères
benefit	avantage ; allocation
bill, check (US)	facture, addition (restaurant), note (hotel)
bond	obligation (Bourse)
bonus	prime, bonification
(to) bribe / bribery	soudoyer, corrompre ; pot-de-vin / corruption
broker	Courtier
to cash a cheque	encaisser un chèque
cash machine, cash dispenser, ATM (US)	distributeur de billets
cashier	Caissier, caissière
change [U]	(de la) monnaie
coin	pièce de monnaie
cost-effective	Rentable
costly, dear	cher, coûteux
coverage	couverture (event, insurance)
currency	monnaie (€, \$, £...)
deductible	franchise (insurance)
embezzlement	détournement de fonds
expense account	note de frais
fee	cotisation, redevance, honoraires
free (of charge)	gratuit
to fund / funding	subventionner / financement
instalment, down payment / instalment	versement initial, acompte / échéance
(to) lease	louer ; bail
(to) loan	prêter ; prêt (money, library), emprunt
luncheon voucher (Br), meal ticket (US)	ticket restaurant
mortgage	hypothèque, prêt immobilier
(bank)note, bill (US)	billet de banque

outstanding	remarquable ; impayé (adj.)
to be overdrawn / overdraft	un découvert (compte) / être à découvert
overdue	en retard (train, payment, bill)
to owe	devoir (money, favour)
portfolio	portefeuille (list of investments)
(to) purchase	acheter ; achat
quarter	quart ; trimestre ; quartier
rate	taux
receipts	recettes (money taken)
reminder	rappel, pense-bête
(to) share	partager ; action (stock market)
shipping charges	frais d'envoi
to soar, to skyrocket, to spiral	monter en flèche
spendthrift, extravagant	dépensier
tariff	taxe douanière ; tarif (restaurant, hotel)
threshold	seuil, palier
thrifty	économe
tip, gratuity	pourboire
(to) transfer	muter ; virer (money) ; virement
VAT (Value Added Tax)	TVA
(to) yield	produire ; rapporter ; céder ; rendement
wasteful	gaspilleur, peu rentable
wealth [U]	richesse(s)
withdrawal	retrait (cash)

TOEIC VOCABULARY BY THEME

COMMUNICATION and MEDIA-TECHNOLOGY

to attach / attachment	mettre en pièce jointe, joindre / pièce jointe
to call back, to return a call	rappeler au téléphone
commercial	pub à la radio ou à la télé
computer science, computer, IT	Informatique
cover letter (US), covering letter (Br)	lettre de motivation
data(base)	(base de) données
(desktop) computer	ordinateur (de bureau)
digital	Numérique
to draft / draft, draught	rédiger / premier jet, brouillon ; courant d'air
enclosed	ci-joint
engaged	occupé (telephone, taxi) ; fiancé
(to) forward	faire suivre, transférer (mail) ; en avant
hardware [U]	matériel informatique ; quincaillerie
headset, headphones, earphones	casque audio, écouteurs
to highlight	mettre en relief, souligner, surligner
laptop	ordinateur portable
layout	mise en page
leaflet	prospectus, dépliant
(to) load / to download / to unload	charger ; charge / télécharger / décharger
to log on, in / off, out	(se) connecter / (se) déconnecter
mainframe	unité centrale (computer)
news stand	kiosque (à journaux)
to proof(read)	relire, corriger
remote / remote control	à distance, éloigné / télécommande
scale	graduation, échelle, barème
to scan	lire rapidement, balayer
slide	diapositive, écran de présentation
software [U]	logiciel
to subscribe / subscription	s'abonner, souscrire / abonnement
to type (up)	taper (à la machine, à l'ordinateur)

TOEIC VOCABULARY BY THEME

PLACES / TRAVEL

to accommodate	satisfaire (needs) ; accommoder, adapter ; loger, héberger
accommodation, lodging [U]	logement, hébergement
cabinet	Placard
(to) commute	voyager (every day) ; trajet
cutlery (Br), silverware (US)	couverts, argenterie
department store	grand magasin
domestic	national, intérieur (flight, economy)
hall, hallway	couloir, vestibule, entrée
to hitch-hike	faire du stop
(to) lobby	vestibule, hall ; groupe de pression ; faire pression sur
to locate / location	situer / endroit
to lock	fermer à clé, verrouiller
to pack	emballer ; faire sa valise
to park / parking lot, car park	se garer / parking
pavement (Br), sidewalk (US) ; pavement (US)	trottoir ; chaussée (US)
platform	quai (station)
(to) rent, lease	louer ; louer
(to) resort	recourir à, avoir recours à ; station (holiday)
scheduled flight	vol régulier
shelf (shelves)	étagère(s)
sightseeing	Tourisme
skyscraper	gratte-ciel
to stop over / stopover	faire escale / escale
sunny spell	Eclaircie
surroundings	les environs, les alentours
timely	opportun, qui tombe à point nommé
tire, tyre (Br)	Pneu
(to) tour	visiter ; visite, voyage
truck, lorry (Br)	Camion
upcoming	à venir, prochain

VERBS + PREPOSITIONS

Verb + preposition

To agree **with** / **on**
To apologize (to sb) **for**
To approve **of**
To be fed up **with**
To belong **to**
To concentrate **on** / to focus **on**
To look **at**
To pay **for**
To rely **on** / to count **on**
To recover **from**
To smell **of**
To succeed **in** / to manage **to**
To suffer **from**

Verb + object + preposition

To ask sb **for**
To blame sb **for** / to reproach sb **with**
To borrow sth **from**
To congratulate sb **on**
To divide sth **into**
To explain sth **to** sb
To forgive sb **for**
To introduce sb **to** sb
To prevent sb **from**
To protect sb **from** / to save sb **from**
To provide sb **with** / to supply sb **with**
To say sth **to** sb
To thank sb **for**
To translate sth **into**

VERBS + NO PREPOSITION

To access **Ø**
To discuss **Ø**
To enter **Ø**
To lack **Ø**
To marry **Ø**
To obey **Ø**
To phone **Ø**
To resemble **Ø**
To tell **Ø**

DEADLY MISTAKES <i>(reminder)</i>
--

- ✓ 's' for the 3rd person singular
- ✓ Adjectives **never** take an 's'
- ✓ Adjectives **always** come before the noun

Modals + BV (can, must, may, might, should, could, shall, etc.) → she can Ø sing Ø very well

Present	Future	Past
Can	will be able to	could, was able to
Must	will have to	had to

Pronouns:

Subject	I	You	He	She	It	We	You	They
Object	Me	You	Him	Her	It	Us	You	Them
Possessive adjectives	My	Your	His	Her	Its	Our	Your	Their
Possessive pronouns	Mine	Yours	His	Hers	-	Ours	Yours	Theirs
Reflexive pronouns	Myself	Yourself	Himself	Herself	Itself	Ourselves	Yourselves	Themselves

Relative pronouns:

- ✓ Somebody → WHO
- ✓ Something → WHICH

A few grammatical reminders:

- ✓ **The** United States (**is**), **the** United Kingdom (**is**), **the** Netherlands (**is**) **but** Ø France, Ø China
- ✓ *Je suis d'accord* → I agree *Je ne suis pas d'accord* → I don't agree/I disagree
- ✓ *J'ai 20 ans* → I **am** 20 (**years old**)
- ✓ This book/That book (sing) → **These** books/**Those** books (plural)
- ✓ *Pour* → FOR + noun TO + verb → I study hard **to succeed** (pour réussir)
- ✓ *Toute la journée* → all day (long) *Tous les jours* → everyday
- ✓ *Tout le monde* → everybody/everyone + singular → Everybody wants to come
- ✓ There is + sing There are + plural *il y a 2 ans* → 2 years **ago + past**
- ✓ *La plupart des gens* → Ø most Ø people **or** most **of the** people
- ✓ *Beaucoup* → much + singular many + plural a lot of **or** Ø lots of
- ✓ *Malgré* + noun → despite the noise/in spite of the noise... *Bien que* + verb → Although they are noisy...
- ✓ Good → better than → the best Bad → worse than → the worst
- ✓ **On** (the) one hand..., **on the** other hand

Beware of those words :

- ✓ 'I work in a big **company**' **but** 'we live in a consumer **society**'
- ✓ 'Children shouldn't talk to **strangers**' **but** 'many **foreigners** visit Paris in the summer'
- ✓ 'I'm keen on **economics**' **but** 'what's Spain's **economic** situation' **and** 'this car is **economical**'
- ✓ 'I'm keen on **politics**' **but** 'the company's **policy** isn't fair' **and** '**politicians** bother me'

Spelling :

- ✓ **Capital letters** for - days of the week and months
 - adjectives and nouns related to nationality
- ✓ 1 man → 2 men 1 woman → 2 women 1 child → 2 children 1 person → 2 people
- ✓ *Un autre* → **another** *les autres* (noun) → the **others** *les autres* (adj) *pays* → the **other** countries
- ✓ /C+y/ → /-ies/ 1 party → 2 parties **and** to cry → she **cries** **but** she **plays**
- ✓ ~~Usefull~~ → **useful**
- ✓ ~~Ingenier~~ → **engineer**
- ✓ ~~Nowaday~~ → **nowadays**
- ✓ ~~Peeple~~ → **people**
- ✓ ~~Compagny~~ → **company**
- ✓ ~~Exemple~~ → **example**

Words that DO NOT exist :

- ✓ ~~Informatie~~ → computing/computer science
- ✓ ~~Actualities~~ → current affairs
- ✓ ~~To determinate~~ → to determine
- ✓ ~~To considerate~~ → to consider
- ✓ ~~Interessant~~ → interesting
- ✓ ~~To precise~~ → to specify
- ✓ ~~Scientifies~~ → scientists
- ✓ ~~In a first time/in a second time~~ → First(ly)/second(ly)

Singular and uncountable nouns (1→ a piece of) :

- ✓ News, information, advice, furniture, baggage/luggage, weather, etc.

Prepositions :

- ✓ interested **in** depend **on** deal **with** go **to** want **to** listen **to** wait **for**