

Préparation TOEIC

Grammaire | Vocabulaire | Conseils pratiques | Tips Toeic

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1 Grammaire essentielle

1.1 Tenses

1.1.1 Present simple

a. Formulation

Affirmative form

- **I / You / We / They** + *base verb* *Example* : I work every day.
- **He / She / It** + *verb + s / es* *Example* : She works in a bank.

Negative form

- **I / You / We / They** + *do not (don't) + base verb* *Example* : They don't like coffee.
- **He / She / It** + *does not (doesn't) + base verb* *Example* : He doesn't play football.

Interrogative form

- **Do** + *I / you / we / they + base verb?* *Example* : Do you speak English?
- **Does** + *he / she / it + base verb?* *Example* : Does she study French?

b. The verbs *to be* and *to have*

To be

- **Affirmative** : I am / You are / He-She-It is / We are / They are *Example* : She is a teacher.
- **Negative** : I am not / You aren't / He isn't / etc. *Example* : They aren't tired.
- **Interrogative** : Am I...? / Are you...? / Is he...? *Example* : Are you ready?

To have

- **Affirmative** : I/You/We/They have – He/She/It has *Example* : He has a car.
- **Negative** : I/You/We/They don't have – He/She/It doesn't have *Example* : She doesn't have time.
- **Interrogative** : Do you have...? / Does he have...? *Example* : Do they have children?

c. Uses of the Present Simple

- **General facts and situations** : *Example* : The sun rises in the east.
- **Regular actions and routines** : *Example* : I go to the gym on Mondays.
- **With adverbs of frequency** : always, usually, often, sometimes, rarely, never. *Example* : She always drinks tea in the morning.
- **Universal or scientific truths** : *Example* : Water boils at 100°C.
- **Timetables and scheduled events** : *Example* : The train leaves at 9 a.m.

1.1.2 Present Continuous (Progressive)

a. Formulation

Structure

Subject + to be (am / is / are) + verb + -ing

Examples :

- I am studying English.

- She is watching TV.
- They are working on a new project.

Negative form

Subject + am / is / are not + verb + -ing

Examples : He isn't listening. / We aren't playing football.

Interrogative form

Am / Is / Are + subject + verb + -ing ?

Examples : Are you coming ? / Is she reading now ?

b. Uses of the Present Continuous

- **Actions happening now** : *Example* : She is talking on the phone right now.
- **Ongoing projects or activities** : *Example* : We are building a new website this month.
- **Temporary situations** : *Example* : I am living with my parents for a few weeks.
- **Changing or developing situations (trends, evolution)** : *Example* : The climate is getting warmer.
- **Future plans or arrangements (near future)** : *Example* : I'm meeting her soon.

c. TOEIC Tips

- With time adverbs

The Present Continuous is almost always used with time adverbs.

Common time adverbs : currently, at the moment, this year, this week, today, still, these days, now, meanwhile, right now.

Examples :

- She is studying for her exams at the moment.
- We are planning a trip to Japan this year.
- He is still working on the project right now.

- With *always* to express criticism

Normally, *always* is used with the Present Simple. However, when expressing irritation, annoyance, or a negative emotion, we use the Present Continuous.

Examples :

- He always loses his keys. (Present Simple — it's habitual)
- He is always losing his keys! (Present Continuous — it's annoying!)

1.1.3 Present Perfect Simple

1.2 Nouns :

Nouns

Num	Word / Structure	Definition	Example
1	<i>under which</i>	on utilise under which pour parler d'une règle ou loi	The policy under which refunds are processed has changed.
2	<i>prefer + V-ing + to + V-ing</i>	Compare two activities / preferences	I prefer reading reports to attending long meetings.
3	<i>has/have been + past participle</i>	Present perfect passive : past action with a present result	The contract has been signed .
4	<i>delighted with</i>	Pleased/very happy about something	The client was delighted with the results.
5	<i>jewellery</i> (uncountable)	Uncountable noun ; no plural *jewelleries* ; verb takes singular	Her jewellery is expensive.
6	<i>once + present simple</i>	Use present simple after "once" even for future reference	Once he arrives , we will start.
7	<i>could</i> (possibility)	Express possibility/conditional suggestion	If we had more time, we could expand the study.
8	<i>object to + N / V-ing</i>	"Object" always with <i>to</i> ; if a verb follows, use -ing	They objected to the proposal / to working late.
9	<i>be keen on + N/V-ing ; keen to + V</i>	Enthusiasm/interest (<i>keen on</i>) ; willingness/intent (<i>keen to</i>)	She is keen on learning Python ; she is keen to learn Python.

1.3 Tips for TOEIC

2 Vocabulaire & collocations

Expression	Exemple TOEIC
meet a deadline	We must meet the deadline by Friday.
make a decision	Management will make a decision tomorrow.
apply for a position	She applied for the marketing position.
be responsible for	He is responsible for quality control.
in accordance with	The policy is in accordance with regulations.

3 Contractions & connecteurs

Contractions fréquentes (écoute TOEIC)

Forme	Exemple
I'm, you're, he's, we're, they're	<i>They're ready for the call.</i>
don't, doesn't, didn't	<i>She doesn't agree.</i>
I'll, you'll, we'll, they'll	<i>I'll send the report.</i>
can't, won't, shouldn't, couldn't	<i>We can't attend today.</i>

Connecteurs logiques (écrit/oral)

- **Therefore, consequently** : conséquence — *It was delayed ; therefore, we rescheduled.*
- **However, nevertheless** : opposition — *Expensive ; however, effective.*

- **Moreover, in addition** : addition — *Moreover, we reduced costs.*

4 Conseils d'examen & stratégies

Conseil

Timing : ne t'attarde pas — 1 question difficile = passe et reviens plus tard.

Listening : anticipe le contexte (lieu, rôle, objectif) avant l'audio.

Reading : lis d'abord les questions, puis le texte (gain de temps).

Grammaire : repère les indices (prépositions fixes, structure des temps).

Vocabulaire : privilégie collocations et expressions métiers.

À éviter

Évite de sur-analyser. Les distracteurs typiques au TOEIC : synonymes proches, négations cachées, dates/chiffres piégés.

5 Mini-fiches & pièges classiques

- **After / before / once / when** + présent simple pour futur proche.
- **Depend on, insist on, apologize for, object to.**
- **Few** (peu, négatif) vs **a few** (quelques, positif).
- **Since** (point de départ) vs **for** (durée).