



ENGLISH – 3rd year S5

COURSE BOOKLET

2017/2018 – term 1

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Responsable Pédagogique

COURSE OUTLINE ENGLISH S5

Course objectives

To develop general conversational and communicational English skills. Many activities will be done on Jalon: <http://jalon.unice.fr/> (sesame password needed)

To develop written English skills.

To develop cultural knowledge through the press, literature, research and videos.

To develop socializing skills (ex: business etiquette), emailing.

To review and develop useful linguistic tools such as figures, dates, numbers, hours, describing trends, etc.

To develop listening and reading comprehension in order to prepare for the TOEIC test taken in the 4th year.

To write a clean version of your CV in English.

To develop speed-reading skills using documents taken from the press, related to cultural themes. Debates.

To develop one's creativity (role-playing, drama, creative writing) (depending on the instructor)

It is highly recommended to put in 10 hours at the CRL (Centre de Ressources en Langues, room O+202) for all those who had a score under 585 on the September TOEIC test. A bonus point will be added to the final average mark for those who complete these 10 hours (no extra point for less).

A meeting will be organized for students who scored less than 400 points in the September TOEIC test. A special VIP program will be offered.

Evaluation

1. Continuous assessment: 50%

- Active participation in class: 15%
- Oral presentation / quizzes / tests / or other activities: 35%

2. Mid-term and final Exam in class 50%

- Please justify any absences IN ENGLISH and BY EMAIL
- If you are absent for a test, make sure you send a copy of your medical certificate to your instructor as soon as possible.

PLEASE READ THIS CAREFULLY:

For ALL exams in class, strict University rules will apply:

*turn off all your electronic devices, place them in your bags, place your bags out of reach (front of back of the room).

*be aware that, in case of **CHEATING**, a report will be submitted to the Disciplinary Commission (many expulsions every year!).

Also, be aware that all cases of **PLAGIARISM** will be submitted to the Disciplinary Commission (many expulsions every year!)

To find out more: http://unice.fr/contenus-riches/contenus-obsolètes/etudiants/scolarité-stages/scolarité/la-reglementation-des-examens/La_reglementation_des_examens

To find out more about languages in Polytech'Nice-Sophia: <http://www.polytech.unice.fr/etudiants/page584.html>

Looking for a translation? <http://www.wordreference.com>

Find all the course resources on: <https://sites.google.com/site/polytechniceenglish>

CRL information: http://www.unice.fr/sci/crl/index.php?option=com_content&view=article&id=65&Itemid=69

About the TOEIC Test:

<http://www.etsglobal.org/Fr/Fre/content/download/1153/15450/version/5/file/Manuel+du+Candidat+TOEIC+LR-v3-June2016.pdf> (user's guide)

<https://www.etsglobal.org/Fr/Fre/Tests-et-preparation/Les-tests-TOEIC/Exemples-de-test/Exemple-de-test-TOEIC-Listening-and-Reading> (sample questions)

PRESENTATIONS **(in class or Pecha Kucha Day)**

Reading from a script is not allowed (use cue cards with a few key-words only)
You can use the pecha-kucha presentation mode if you want.

Duration of the presentation in pecha kucha: 6mn40s. AUTOMATED: 20s/slide.
Watch this video: <https://sites.google.com/site/polytechniceenglish/year-3>

In some classes, a Pecha Kucha Day will be organized, instead of weekly presentations. Check out this website: <http://www.pechakucha.org/>

Duration of the presentation in normal style, with slideshow: 10mn maximum.

Topics available:

- **Famous** science-fiction authors or characters, **with emphasis on their contribution to science and/or society** (ex: Isaac Asimov, H.G Wells, Jules Verne, Dr Jekyll and Mr Hyde, Dr Frankenstein, the robot, the android, etc.);
 - **Historic** figures in science and technology, **with emphasis on social and cultural influences** (Elon Musk, Ray Kurzweil, Archimedes, etc.);
 - Characters of Mythology or Myth and their use in video or computer games (Athena, Hercules, Zeus, gnomes, fairies, centaurs, etc.).
 - A topic of your choice that you find interesting to present during the Pecha Kucha Day (teams of 2 people).
-
- ✓ Slideshow is compulsory (you can use Prezi if you want: <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 must appear clearly at the bottom of the slide, or at the end. **Indicate your SOURCES on a final slide.**
 - ✓ **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)
 - ✓ **Presentations could finish with a question that could be discussed or debated upon (NOT for Pecha Kucha Day),** ex: should Asimov's laws of robotics be imposed in all engineering projects? Should we be afraid of Ray Kurzweil's predictions on the future of robots? Why is mythology so extensively used in video games?

The teacher WILL interrupt the presentation if there is any reading.

ETIQUETTE – Project in Active Learning

- **Situation: You want to present a project on the Etiquette of a country to help your fellow colleagues who are going to do their internship abroad. They do not know anything about it. Give recommendations to help them ‘fit in’.**
- **Choices available: Brazil, South Africa, India, Russia, China.**
- **Only English may be used during the activity**
- **Time needed: 2 hours of group time + approx. 1 hour of personal work**
- **Groups of 4-5 students**
- **dispatch roles (can be changed at each session):**
 - * 1 coordinator (leads discussions, asks questions, makes sure everyone is heard, interrupts if needed)
 - * 1 time-keeper (keeps an eye on the time and indicates schedule)
 - * 1 scribe (organizes and writes down notes of discussions on the board, paperboard or notepad)
 - * 1 secretary (takes notes, compiles conclusions, submits them to the group, ensures that everyone is sent a copy of the notes before the end of each session)

Time	TASK
5 mn Session 1	1) Find a name for your team from mythical creatures 2) Organize the group: coordinator, time-keeper, scribe, secretary 3) Choose your country
5 mn	4) Coordinator dispatches homework: who will do research on Cultural Etiquette, Business Etiquette, Proxemics and Body Language? Research work involves taking notes and being able to present it to one's partners
20 mn Session 2	5) Present your partners what you found (coordinator organizes, time-keeper keeps eye on clock, scribe writes notes on paperboard, secretary types notes)
15 mn	6) Determine 3 or 4 main themes or questions or real-life situations, ex: meeting someone from your company at the airport, subjects to avoid during small talk, what to do when given a business card, meeting with other students
10 mn	7) What will your final production be (a slide show, a poster, a written document with explanations, a role-playing game, a play?)
15 mn	8) Organize yourselves for next week. Coordinator gives homework: what outline? Any props and material needed? Write a script for your part, do more research on this particular question, start preparing the visuals... *The secretary will make sure everybody has a copy of the notes
30 mn Session 3	Finish preparing, write your script (if necessary), rehearse.
5-8 mn	Present your recommendations orally to the rest of the class.

SELF-EVALUATION OF PROGRESS MADE

A. Mark the progress you think you made during the activity:

1 2 3 4 5 6 7 8 9 10
 Poor Average Good Outstanding

	BEFORE activity	AFTER activity
Knowledge of Etiquette	/10	/10
Knowledge of Proxemics	/10	/10
Knowledge of Body Language	/10	/10
Knowledge of a country's etiquette	/10	/10
Ability to interact with a group	/10	/10
Ability to look for relevant information	/10	/10
Ability to produce a synthetic and useful report	/10	/10
Ability to speak in front of a group	/10	/10

B. Comment on your experience. Write whole sentences.

	PERSONAL COMMENTS (individual work)
ACTIVITY Did you find the activity useful, difficult, pleasant? Would you recommend the tutor to renew the experience? Why or why not?	
GROUP WORK What went well, what difficulties did you encounter in your group? What evolutions did you notice? Were there any conflicts? How were they handled?	
PERSONAL INVOLVEMENT Do you feel your personal involvement was sufficient? What part of the activity did you prefer? Did you learn anything about yourself?	
KNOWLEDGE & SKILLS What knowledge do you think you have acquired? What skills do you think you have developed? Do you feel this experience has helped you improve your language skills, your interpersonal skills, etc? Do you think these skills will be needed in your future work?	

SOCIALIZING: listening comprehension, vocabulary, culture

Chinese Etiquette & Cultural Awareness Training - Listening comprehension activity

<http://www.youtube.com/watch?v=aFL6gPEimSU>

Listening comprehension activity also available on Jalon.

1. Fill the gaps in the following passage taken from Brenda Wood's introduction:

_____ of _____ and tourists _____ the world are
_____ into Beijing right now for Olympics of _____. And,
_____, many of them will get a chance to see some of the Chinese
_____. I'm getting a chance to practise Chinese _____ which, by
the way, can _____ your visit here. And many businesses are discovering
that it _____ to know the _____ of this culture.

2. Answer the following questions:

- 1) What does the word 'etiquette' mean? What other expression in the video could be synonymous?
- 2) What are you supposed to do with a business card in China if you really want to seal a deal (3 things)?
- 3) What does Vicki Flier do?
- 4) What does the sentence "it is a bottom-line issue" mean?
- 5) "The Chinese respect a face-saving type of communication". What does it mean? Give an example.
- 6) What is Guan xi? Give an example.
- 7) If you decide to give a present, what colour of wrapping paper should you avoid or favour?

Remember:

To pour
Can make or break
the dos and don'ts
properly
to comment on something
a business card holder
to leverage
a bottom-line issue
revenue
a joint venture
a face-saving style of communication
deadline
rude
to seal a deal
wrapping paper

SOCIALIZING: speed-reading exercise, useful vocabulary, culture

Cracking cross-cultural etiquette

October 16, 2004

It may be konnichiwa in Japan, Guten Tag in Germany and Merhaba in Turkey -- saying hello is easy -- but understanding cultural nuances for international business is far more challenging.

Many people are familiar with business in the West, where there is little time for establishing relationships and **getting straight down to business** is not considered rude.

But in other parts of the world, achieving mutual success with an **overseas partner** involves a lot more than a few quick meetings and a signature on the **dotted line**.

"You could say that business is business in the West, and business is personal everywhere else," Neil Payne of Kwintessential, a culture specialist firm, told CNN.

"In other parts of the world being **mindful** of other cultures can **give you the upper hand** and help you **clinch that deal**."

For instance the consensual nature of Japanese society means that decision-making in a meeting can involve many members of a negotiating team.

"It is important to build a relationship not only with the director or the manager or the head of the team but all those involved," explains Payne.

One way of recognizing how the hierarchy works in a Tokyo boardroom is that the head of the team may normally sit in the middle of the table, **furthest away** from the door.

Payne suggests greeting the most senior person first -- due to a respect for hierarchy -- then **greeting** the rest of the team in descending order, in terms of **rank**.

In North Asia, handing out **business cards** with both hands in a respectful manner will also be noticed. For many in the West they are just bits of card, **handed over** as an **after-thought**, whereas in Asia they are **tokens** of value and esteem.

Speaking clearly and slowly, avoiding jargon and writing everything down can also help out in a meeting.

One common trait in Middle Eastern, Mediterranean, Asian and South American cultures is that many executives like to do business with people they know, trust and feel comfortable with.

"It is important to understand what these people may like, so if they are into sport it may be worth going to a match or having a round of golf," says Payne.

"It is more about putting yourself in a context where both **parties** can be relaxed and both parties can get to know each other as people -- not just as business people."

It is best to remember that business will only continue once this relationship has been established. "(Many executives) will not enter into a relationship because they will not feel comfortable conducting business with someone that they do not feel 100 percent comfortable with," explains Payne.

A few words in the language of the country you are visiting as a sign of respect is always appreciated. And before you travel, contact your embassy to request briefing on **business etiquette** and cultural background.

"If you are going to give one specific **pointer** to everyone, which is applicable across the world, that would be -- always maintain a sense of professionalism," says Payne.

http://articles.cnn.com/2004-10-15/travel/bt.culture.etiquette_1_business-people-upper-hand-etiquette?_s=PM:TRAVEL

I. True/False

1. One of the particularities of business in the West is the time taken to establish relationship.
2. In Japan, a decision is always taken by many members of a negotiating team.
3. Generally, the head of a Japanese team will never be the closest to the door in a meeting.
4. Still you can greet the members of a team in no particular order.

II. Questions

1. What is the expression used to qualify the westerners' method?
2. Why would people learn about another culture according to this text?
3. What are the few pieces of advice given to clinch a deal?
4. What do the various cultures have in common when it comes to business?

III. Vocabulary: associate!

getting straight down to
executive
to give the upper hand
pointer
due to

a piece of advice
to get the advantage
because of
≈manager
not beating around the bush

Useful websites

For more detailed information on cultural etiquette & proxemics :

http://www.ediplomat.com/np/cultural_etiquette/cultural_etiquette.htm

<http://www.cyborlink.com/besite/>

<http://www.worldbusinessculture.com/business-with-other-countries.html>

<http://www.kwintessential.co.uk/resources/country-profiles.html>

<http://smallbusiness.chron.com/cross-cultural-business-etiquette-2907.html>

<http://en.wikipedia.org/wiki/Proxemics> (definition of proxemics)

<http://www.youtube.com/watch?v=tgO8V6TdAKM> (short passage of TV series *Seinfeld*)

<http://www.youtube.com/watch?v=aFL6gPEimSU> (CBC News 3 rules on Chinese Business Etiquette 3mn ++++)

<http://www.youtube.com/watch?v=7XHiorYoMes> (Chinese business etiquette +++, 3mn)

<http://www.youtube.com/watch?v=GtVHjrLQKLI> (on Chinese business etiquette - exchanging cards +++, 2mn)

<http://www.youtube.com/watch?v=of8UgykfUbw> (Japanese way of exchanging cards - very precise - useful +++ 3mn)

<http://www.youtube.com/watch?v=hc6ppkNb-Aw&NR=1> (same speaker - meetings)

<http://www.youtube.com/watch?v=mUCODUvKbzE> (HSBC commercials on respecting cultural differences 6mn ++++)

http://business.illinois.edu/aquilera/F08_BA381_Presentations/etoquette_BA_381_Presentation_USE_THIS_ONE.ppt

(powerpoint presentation & quiz +++)

<http://www.gradview.com/articles/careers/etiquette.html> (quiz & answers)

Writing a student CV

The aim of this document is to help students write their CVs in English with particular emphasis on explaining the changes necessary to ensure efficient communication with people who are not familiar with the French Education system.

General Remarks

An international CV (or 'résumé' in the USA) is not a French CV with English words. It is concise, factual and structured. It should contain brief explanations of aspects of the French system which would not be known outside of France.

There are of course many different ways of presenting a CV. The style of CV chosen for this document is a reverse chronological form which has shown itself to be the best and easiest to read. It is recommended however that students ask a native speaker to "proof-read" their finished CVs.

In contrast to a French CV, the language style of a CV in English could be described as "télégraphique" rather than "rédigé". For example, instead of "I organised", only the particle "Organised" would be used.

Acronyms (ex: EPU) will be unknown outside of France and should be written out completely the first time they appear, with the acronym in brackets, ex: EPU (Ecole Polytechnique Universitaire Polytech'Nice-Sophia).

The Headings

The following headings will be used:

Name & Address

Objective

Education

Experience

Computer & Language Skills

Community involvement (or: volunteer work)

Miscellaneous

Personal

References

LOOKING FOR A JOB: the resume / cv

1) NAME & CONTACT INFORMATION


CURRICULUM VITAE¹


Philippe Durand²


 Philippe.durand@mymail.fr³

 facebook.com/philippe.durand

 twitter.com/philippedurand

 plus.google.com/philippedurand

 +33 (0)6 43 44 55 66⁴

 17 rue de Nice, 06800 Cagnes-sur-mer, France⁵

2) OBJECTIVE / PROFILE

This should always be included in the CV and can be as general or as specific as you like. Two examples follow, one general and one specific.

- a) A placement from to⁶ which will enable me to both apply the skills I have acquired during my studies and gain international experience.
- b) A position in computer programming, systems analysis or internet consultancy

3) EDUCATION

A difficult part of the CV, due to the difference between the various systems of education. The rule is: DO NOT TRANSLATE – EXPLAIN (cf. annex1 to explain different qualifications)

2013-2014 **Ecole Polytechnique Universitaire Polytech’Nice-Sophia** (Graduate School of Engineering), Sophia-Antipolis, France. Diploma in “Mathématiques Appliquées et Modélisation” (M.A.M) – a first-year Master’s degree in engineering specialized in Applied Mathematics and Modelling.

2010-2012 Institut Universitaire de Technologie (I.U.T), Université de Haute Alsace, Mulhouse, France. Obtained a basic two-year degree in Computer Programming. Graduated 2/99

2010 Lycée Carnot, Penestin, France.
Baccalauréat “S”⁷ (scientific subjects, equivalent to British ‘A’ Levels or American High School Diploma).
Grade: magna cum laude⁸

4) PROFESSIONAL EXPERIENCE

¹ Optional

² Always the first name first and the surname (family name) after

Do not use titles like Mr/Mrs/Miss/Ms

³ Recommended sections for easy contact (check contents of social network accounts first to ensure they look as professional as possible)

⁴ Do not forget to add the international code for France

⁵ As this CV will be used outside France do not forget to add the country name after each address given

⁶ Specify the dates

⁷ Always give the original name of the qualification and EXPLAIN

⁸ All selective exams are graded in England and the USA. For example A levels are graded from A to E. Include a rating if you can. With honours, cum laude, magna cum laude, top of his class (= major de promo)

Here you should include all your « work » experience, not just “prestigious” jobs. A wide variety of activities will be respected rather than otherwise and will give a better picture to the reader. Use company logo if useful.

- 2012 Internship⁹, 6 months at South Carolina Super Net (internet services)
Columbia, SC, USA
➤ Defined specifications and implemented job related applications for internet distribution. Used Allaire’s Cold Fusion, Microsoft Access, Java Script & HTML.
- 2011 Internship, 2 months at Aerospaciale (aerospace)
Cannes, France
➤ Installed software applications and configured PCs, participated in hardware/software purchase decisions.
- 2010-2012 Other Activities:
Many part time jobs in different fields
(industrial bakery, hospital, chocolate warehouse) in order to finance studies.
Tutoring in Math and French for school children.

5) SOFTWARE AND LANGUAGE SKILLS

For computer students, it is suggested that this be divided into two sections. “Software” could also be called “Computer Science Expertise” and the information structured into:

Operating Systems

Programming Languages

Database

Internet, etc.

Remember that no one will believe that you are equally proficient in all computer languages, so put “minor experience” languages under “Miscellaneous” and indicate your level of expertise (good – proficient). You can use visual markers like stars to indicate your level.

Language Skills

French – native language¹⁰

English – fluent (T.O.E.I.C® - Test Of English for International Communication – score: 850/990)¹¹

German – conversational (working knowledge)¹²

6) COMMUNITY INVOLVEMENT (or) MISCELLANEOUS

This heading has become essential over the years as volunteer work, especially in anglo-saxon countries is given more and more attention.

Member of the Student Union Committee¹³

Qualified group leader for summer camps for children¹⁴

Volunteer worker for Les Restaurants du Coeur – raised funds for a French charity

7) PERSONAL

New legislation, especially in the USA, specifies that you are not bound to include information on race, age, marital status or gender in a CV. However, you could include the following:

⁹ « stage » = internship (U.S) job placement (U.K)

¹⁰ « mother tongue » is literary

¹¹ Do not write “spoken, written, etc” – this is French, not English.

¹² Do not write « notions » - this is French, not English.

¹³ B.D.E. Include any other memberships of associations here. Specify if you are Chairperson, Secretary, Accountant.

¹⁴ Specify if you have the B.A.F.A (Brevet d’Aptitude en Formation et en Animation) and explain (diploma to become qualified group leader).

Male

Born 28 March 1990 in Amiens, France (24 years old)¹⁵

Marital status – single (married, separated, divorced, children)

Clean driver's licence (motorcycle driver's licence, heavy vehicle driver's licence)

Interests: travel, sport (swim and play tennis), music (play saxophone)

Have travelled to Great Britain, the USA and Germany

8) REFERENCES

Do not leave this heading. References are extremely important in the Anglo-saxon world and the absence of references may seem to indicate that you could not obtain any. You can put the addresses of referees or include one of the following sentences:

Will be supplied on request (or) Available on request

9) ANNEX 1

Ways of explaining French qualifications in English. Keep the French title but indicate equivalent between brackets:

C.I.P (Cycle intégré Préparatoire): a two-year in-school preparatory degree in engineering

D.U.T a two-year University of Technology degree

Double cursus a two year joint honours degree

Licence en Droit equivalent to a Bachelor's degree in Law

Maîtrise en Chimie equivalent to a Master's degree in Chemistry

D.E.S.S equivalent to a one-year specialized postgraduate degree

C.P.G.E (Classes Préparatoires aux Grandes Ecoles): Preparatory Classes for national competitive entrance exams to leading French "Grandes Ecoles" (graduate schools), specializing in... (ex: mathematics and physics)

Diplôme d'ingénieur equivalent to a Master's degree in Engineering

10) ANNEX 2

Vocabulary for explaining placement assignments:

Analyzed sales figures

Surveyed customer base

Researched into customer attitudes

Student member of a research team working on...

Evolved and implemented a strategic business plan for...

Advised on computer systems and expanded them to...

Determined suitable market niches for further development

Proposed a system of increased computer use in the collection of bad debts

Designed several pilot projects

Assisted the managing director

Was responsible for auditing, invoicing and budget control

Monitored sales performance

Carried out research on customer satisfaction

Designed and supervised sales promotion projects

Hired and supervised staff on local, regional and national basis

Responsible for contract negotiations

Supervised 10 employees

Led a research team

Responsible for preparation and implementation of inventory control

Functioned as office services manager

Duties involved financial analysis

¹⁵ Avoid writing 28/03/1986 as this is in British English (03/28/1986 in American English)

Assisted with bank liaison
Participated in meetings on...
Prepared and presented a report on...
Reported to the marketing manager
Helped to co-ordinate feedback and follow-up
Developed website
Determined needs

Online videos or tips on job hunting:

<https://europass.cedefop.europa.eu/cvonline>

(make your own European CV in English and other languages – simplified version of the CV)

<http://www.best-interview-strategies.com/videos.html> (many very interesting videos: on the guerrilla CV for instance)

http://education-portal.com/video_library/Job_Interviewing_Videos.html (tips for interviews ++)

<http://www.best-interview-strategies.com/videos.html> (commented powerpoint on cover letters – 9mn ++++)

http://www.ehow.com/videos-on_9655_job-interview-tips.html (many videos, quite recent & dynamic)

<http://www.youtube.com/user/DenhamResources> (Tell me about yourself? Good answer)

<http://www.youtube.com/user/DenhamResources> (Tell me about yourself? Wrong answer)



FOR BEAUTIFUL LOOKING CVs, you can use software programs like Photoshop or LaTeX. There are also a lot of websites offering free templates. Here's some beautiful templates:
<http://www.resume2016.net/50-awesome-resume-templates-2016/>

However, even if a beautiful looking CV will attract a potential employer's attention, always make sure that your CV remains informational enough, clear and professional looking! Look at John Doe's CV below for an efficient and nice-looking CV.

TWO CVs instead of one? It is recommended that you write 2 CVs:


- a beautiful, one-page version to hand out during forums or events (that will work like a business card). Cf. John Doe's CV.
- a more detailed two-to-three-page version that you will send afterwards or that you will use for interviews (the CV on the next page is an example). Cf. Philippe Durand's CV.


Philippe DURAND


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 +33 (0)6 33 44 55 66

 17 rue de Nice, 06800 Cagnes-sur-mer, France

A qualified international Math & IT graduate student of engineering looking for an internship in computer programming from June 23rd to July 31st, 2017

EDUCATION



2014-2017

Ecole Polytechnique Universitaire Polytech'Nice-Sophia (Graduate School of Engineering), Sophia-Antipolis, France.

Diploma in "Mathématiques Appliquées et Modélisation" (M.A.M) – first year of a Master's degree in engineering – specialized in Applied Mathematics and Modeling.



2012-2014

Institut Universitaire de Technologie (I.U.T), Université de Haute Alsace, Mulhouse, France. Obtained a Diplôme Universitaire de Technologie (equivalent to a two-year university of technology degree) in Computer Programming. Graduated 2/99.

2012

Lycée Carnot, Penestin, France. Baccalauréat "S" (scientific subjects, equivalent to British 'A' Levels or American High School Diploma). Graduated with honours.

PROFESSIONAL EXPERIENCE



2013

Internship, 6 months at South Carolina AT&T (internet services), Columbia, SC, USA

- Defined specifications and implemented job related applications for internet distribution.
- Used Allaire's Cold Fusion, Microsoft Access, Java Script & HTML.



2012

Internship, 2 months at Thales Alenia Space (Satellites), Cannes, France

- Installed software applications and configured PCs, participated in hardware/software purchase decisions.
- Used Excel, Java, C++, C#

- **Many part time jobs in different fields** (industrial bakery, hospital, chocolate warehouse) in order to finance studies. Developed a sense of responsibility and a true sense of hard work.
- **Tutoring** in Math and French for school children (last years of highschool)

COMPUTER SCIENCE EXPERTISE

Operating Systems:	DOS, Windows , Novell Netware	★★★★★
Database:	Oracle, Access , SQL	★★★★
Internet:	HTML, Javascript	★★★★
Programming languages:	C++, C# , Pascal, Java	★★★★
Miscellaneous:	Word, Excel, Powerpoint, Photoshop	★★★★★

LANGUAGE SKILLS

French – native language	★★★★★★
English – fluent	★★★★
T.O.E.I.C® - Test Of English for International Communication score: 850/990	
German – conversational (working knowledge)	★

COMMUNITY INVOLVEMENT

Member of the **Student Union Committee**

Volunteer work for *Les Restos du Coeur* charity (collecting food donations from supermarkets in winter), 2010-present day.

Qualified group leader for summer camps for children, Falmouth, UK (2012-present)

PERSONAL

Born March 28th, 1990, in Amiens, France (**24 years old**)

Marital status – single

Clean driver's licence

Interests: sports (swim and play tennis), music (play saxophone), Egyptology, new technologies

Have travelled to Great Britain, the USA and Germany

REFERENCES

Michael Scofield,
Purchasing manager
Thales Alenia, Cannes, France
michael.scofield@mymail.com

Sara Tancredi,
Camp supervisor
Greenlife summer camps, Falmouth, UK
Fiona.robertson@mymail.com

John DOE

**A highly motivated and skilled international IT student
looking for a 3-month internship (March 2018)**

EDUCATION

Graduate school of engineering – Polytech' Nice-Sophia

University of Nice, France | Current

*First year of a Master's degree in engineering
specialized in computer science.*



CPGE PCSI/PSI – Lycée Masséna – Nice, France | 2014 – 2016

*Preparation for national competitive entrance
exams to leading French "grandes écoles",
specializing in mathematics, physics and IT.*



B.I.A. – Lycée Masséna – Nice, France | 2015

Aeronautics Initiation Certificate. Grade: with honours.

Baccalauréat "S" – Lycée A. Honnorat – Barcelonnette, France | 2014

*Scientific subjects, equivalent to British 'A' Levels or American High
School Diploma. Grade: with honours.*

CAREER SUMMARY

AT&T Internet services, California, USA | August 2013

Implemented software applications

Participated in software/hardware purchasing decisions

Used Java, C, Access

Thales Alenia Space, Mandelieu, France | July/August 2014

Defined specifications, installed software applications

Used C++, HTML, Java

PERSONAL EXPERIENCE

School projects | 2016 – 2017

- Created a "Brainf*ck" language interpreter.
- Implemented a resources management video game.

Personal projects | 2016 – 2017

- Worked on Android and iOS mobile applications.
- Participated in the "nuit de l'info 2015", a programming contest that takes place overnight.

REFERENCES

Mr. Michael SCOFIELD

Chief of staff

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Ms. Sara TANCREDI

Head of Software Engineering

sara.tancredi@alenia.fr



PERSONAL

Male - French

Born 7 April 1996 in Nice, France
(21 years old)



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06100 Nice, France



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Driver's licence

PROGRAMMING

Java	○ ○ ○ ○ ○
C	○ ○ ○ ○ ○
Python	○ ○ ○ ○
Linux	○ ○ ○
HTML	○ ○

LANGUAGE SKILLS

French	○ ○ ○ ○ ○ Native language
English	○ ○ ○ ○ (TOEIC® 830/990)
Spanish	○ ○ ○ Working knowledge

ACTIVITIES & INTERESTS

IT, Science, New technologies, video
games (MMORPGs)

Rock, Jazz and Classical guitarist
(since 2008)

Ski/Snowboard (since 2000)
Tennis (since 2006)
Paragliding (since 2012)

THE STORY OF STUFF PROJECT: ELECTRONICS

<https://sites.google.com/site/polytechniceenglish/year-3/semester-1-theme-2>

Listening comprehension activities (1 & 2): cf. Jalon.

Listen to the video and answer the following questions:

- 1) Explain the expression “designed for the dump”:**
- 2) What is Moore’s Law and how was it turned into the law of “More”?**
- 3) What do today’s electronics contain that make them toxic? Why are they responsible for pollution? In what parts of the world in particular?**
- 4) What, according to the presenter, could we change that could improve this global situation?**

Vocabulary:

lifeline:	corde de sécurité, bouée de sauvetage
tangled:	emmêlé
a device:	un appareil
designed for the dump:	conçu pour la décharge
a « key » strategy:	une stratégie « clé » / « phare »
unsustainable energies:	les énergies non-renouvelables
39 « bucks » = \$39 (slang)	
a blip:	(here) un détail insignifiant
to ship:	envoyer, acheminer
an assembly plant:	une usine d’assemblage
a miscarriage:	une fausse-couche
kidney cancer:	cancer du rein
to toss out (familiar) = to chuck (fam.) = to throw out	
drinking water:	de l’eau potable
disposals:	(here) poubelles, déchets
ewaste = electronic waste:	déchets électroniques
to release toxic fumes:	libérer des émanations toxiques
lead poisoning (pronounced ‘lèd’):	empoisonnement au plomb
a protective gear:	du matériel de protection, une combinaison
to pile up:	s’entasser
a CEO = chief executive officer:	PDG (président directeur général)
you can bet...:	vous pouvez parier que...
takeback laws:	des lois de récupération des appareils usagés
longer-lasting:	qui dure plus longtemps
to strengthen:	renforcer
toxic-free products:	des produits non toxiques

TOEIC® VOCABULARY BANK

Click on underlined words for pronunciation.

1. Business trips

Abroad	A l'étranger
Accommodate	Loger
<u>Accommodation</u> (indénom)	Logement
Attend	Assister à
Attendee	Participant
Audience	Public, auditoire
<u>Banquet</u>	Banquet
Bellman	Groom
Booked up	Complet (hôtel)
Booth	Cabine
Border	Frontière
<u>Caterer</u>	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 chambre
Concierge	Réceptionniste
Conference hall	Salle de conférence
Convention	Congrès
Conventioneer	Congressiste
Crowded	Bondé, rempli
<u>Cruise</u>	Croisière
Display	Exposition, étalage
Doorman	Portier
Entertainment	Divertissement
Exhibit	Exposer, présenter
Exhibition	Exposition
Fair	Foire
Front desk	Réception
Guest	Hôte, client
Guidebook	Guide
Hotel clerk	Employé de l'hôtel
Housekeeper	Gouvernante
Indoor pool	Piscine couverte
<u>Lecture</u>	Conférence
Lobby	Hall (hôtel)
Location	Emplacement
<u>Luxury</u>	Luxe
Newsstand	Kiosque à journaux
To overlook	Surplomber
Overnight	Du soir au matin
<u>Overseas</u>	A l'étranger
Pack	Paquet/emballer
Packed	Bondé, plein
Pass	Laisser-passer
Peak season	Haute-saison
Pillow	Oreiller
Porter	Concierge
<u>Queue</u>	File d'attente/faire la queue
Resort	Station (balnéaire,...)
Room service	Service d'étage
Safe	Coffre-fort
Schedule	Programme, horaire
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
<u>Venue</u>	Lieu (d'un événement)
<u>Voucher</u>	Bon d'échange/ coupon de réduction

2. Restaurants

<u>Appetizers</u>	Amuse-bouches
Bake	Cuire au four
<u>Beverage</u>	Boisson
Check	Addition
Chef	Chef
<u>China</u>	Porcelaine
Chopped	Haché
Clear the table	Débarrasser la table
Cook	Cuisinier /cuisiner
Cutlery	Couverts
<u>Dessert</u>	Dessert
Diced	Coupés en dés
Dish	Plat
Flavor	Parfum, Arôme
Fork	Fourchette
French fries	Frites
Guest	Hôte, client
Helping	Portion
<u>Knife</u>	Couteau
Main course	Plat principal
<u>Maitre d'</u>	Maitre d'hôtel
<u>Meal</u>	Repas
Medium	A point
<u>Menu</u>	Carte
Napkin	Serviette de table
Order	Commande/commander
Oven	Four
Pan	Casserole
Plate	Assiette
Pour	Verser
Rare	Saignant
<u>Recipe</u>	Recette
Set the table	Mettre la table
Side order	Garniture, accompagnement
Silver	Argenterie
Slice	Tranche/trancher
<u>Specialty</u>	Spécialité
Spicy	Epicé
Starter	Entrée
Take-away	A emporter
Taste	Goût/goûter
Tasteless	Inspide
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

3. Weather

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
Drought	Sécheresse
Dull	Maussade
Earthquake	Tremblement de terre
Flood	Inondation
Fog	Brouillard
Freeze	Geler
Frost	Gelée
Gale	Coup de vent
Gust	Rafale
Hail	Grêle
Hazard	Danger
Haze	Brume légère
Heat	Chaleur
Heat wave	Vague de chaleur, canicule
Icy	Verglacé
Lightning	Foudre
Lower seventies	Environ 21°C
Lull	Accalmie
Melt	Fondre
Mid sixties	Environ 15°C
Mild	Doux
Mist	Brume
Outdoors	Dehors
Overcast	Couvert
Pour	Couler, ruisseler
Rainfall	Précipitation
Ray	Rayon
Shine	Briller
Shower	Averse
Sleet	Grésil
Snowbound	Bloqué par la neige
Spell	Période
Storm	Tempête
Swelling	Cruel
Thaw	Dégeler
Thunderstorm	Orage
Upper eighties	Environ 32°C
Wet	Mouillé

4. Transportation

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

Cab	Taxi
Cabin	Carlingue
Cabin attendant	Membre d'équipage
Call at	Faire escale
Car	Wagon
Carrier	Transporteur
Cart	Chariot
Check in	Enregistrer ses bagages
Commute	Faire la navette domicile-travail
Concourse	Hall
Connecting flight	Vol de correspondance
Connecting passenger	Passager en transit
Crew	Equipage
Crowded	Bondé
Cruising altitude	Altitude de croisière
Customs	Douane
Delay	Retard
Departure	Départ
Disabled	Hors service
Duty-free	Hors-taxi
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
Landing card	Carte de débarquement
Lounge	Salon
Luggage (indénomb)	Bagages
Luggage rack	Porte-bagages (train, bus)
Miss	Rater
Network	Réseau
Nonstop	Sans escale
On time	A l'heure
One-way ticket	Aller-simple
Overhead compartment	Porte-bagages (avion)
Package tour	Voyage organisé
Passenger	Passager
Platform	Quai de gare
Proceed through gate...	Se présenter à la porte n°
Railroad	Voie ferrée
Rear	Arrière
Repairs	Réparations
Retrieve	Récupérer (bagages)
Resume	Recommencer/repandre
Ride	Trajet/voyager (train, bus, métro)
Rider	Passager
Round trip ticket/return ticket	Aller-retour
Route	Itinéraire
Row	Rangée
Runway	Piste
Rush hour	Heure de pointe
Schedule	Horaire
Seat	Siège
Seatbelt	Ceinture de sécurité
Shuttle	Navette
Stopover	Escale
Stow	Arrimer
Suitcase	Valise
Take off	Décoller
Tour	Voyage, excursion

Track	Voie
Trip	Voyage
Trolley	Chariot
Window	Hublot

5. Office life

Agenda	Ordre du jour
Assignment	Travail à accomplir, mission/tâche
Attached	Joint
Bid	Offre
Binder	Classeur
Board	Conseil
Bold	En gras
Booklet	Fascicule
Briefcase	Porte-document
Cancel	Annuler
Carry out	Effectuer
Cartridge	Cartouche
CEO	PDG
Chart	Graphique
Commercial	Spot publicitaire
Competitor	Concurrent
Complete	Achever
Corporate	D'entreprise
Data	Données
Data processing	Traitement de données
Deadline	Date limite
Delete	Effacer
Department	Service
Desk	Bureau
Dial	Composer (n°)
Directory	Annuaire
Dismiss	Renvoyer
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
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
Layout	Présentation d'un document
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
Process	Traiter
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
Skill	Qualification, compétence
Slide	Diapositive
Software	Logiciel
Sort	Trier
Spreadsheet	Tableur
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
Turnover	Chiffre d'affaires
Type	Taper, dactylographier
Typing error	Faute de frappe
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
Busy	Occupé (tonalité)
Call back	Rappeler
Cell phone	Téléphone portable
Connection	Communication
Cut off	Couper
Dial	Composer
Emergency call	Appel d'urgence
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
Press a key	Appuyer sur une touche
Put someone through	Passer qq'un à
Receiver	Combiné
Recording	Enregistrement
Speak up	Parler plus fort
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
Bid	Offre / faire une offre
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	Envoyer
Handling	Manutention
In bulk	En nombre
Inconvenience	Inconvénient, gêne
Inquiry	Demande de renseignements
Invoice	Facture
Item	Article

Lead time	Délai
Lorry	Camion
Mailman	Facteur
Order	Commande/commander
Out of stock	En rupture de 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
Quotation	Devis, prix
Regarding	Concernant
Registered mail	Courrier recommandé
Sample	Échantillon
Shipment	Expédition
Shortage	Pénurie
Short of	A court terme
Sort	Trier
Stamp	Timbre/affranchir
Trial order	Commande d'essai
Truck	Camion
Unload	Décharger
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	Informé qu'on est souffrant
Candidate	Candidat
Carry out	Effectuer
CEO	PDG
Chairman	Président
Civil servant	Fonctionnaire
Classified ads (classifieds)	Petites annonces
Clerical	De bureau
Clerk	Employé de bureau
Competitor	Concurrent
Credentials	Titres, références
Credit	Honneur, mérites
Day off	Jour de congé
Deal	Affaire, négociation
Dismiss	Licencier
Downsize	Dégraissier
Draft project	Avant-projet
Earn	Gagner (salaire)
Earnings	Résultats, gains
Enrollment	Inscription
Executive	Cadre
Fire	Renvoyer
Fiscal year	Exercice
Head	Chef
Headhunter	Chasseur de têtes
Head-office	Siège social
Headquarters	Siège social

Health care package	Mutuelle de santé
Help wanted ad	Annonce de recrutement
Hire	Embaucher
Incentive	Motivation, prime
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
Margin	Marge
Notice	Préavis
Occupation	Emploi
Officer	Dirigeant
Operating costs	Coûts de fonctionnement
Overtime	Heures supplémentaires
Parent company	Société mère
Pay check	Paye, chèque de salaire
Pay scale	Échelle des salaires
Payslip	Fiche de paye
Perk	Avantage en nature
Position	Poste
Pregnancy	Grossesse
R&D	Recherche et développement
Raise	Augmentation
Redundancy	Mise au chômage
Regulations	Règlement
Resign	Démissionner
Résumé	CV
Retire	Prendre sa retraite
Scheme	Système
Screening	Sélection
Seniority	Ancienneté
Sick leave	Congé maladie
Skill	Compétence, qualification
Skilled	Qualifié
Staff	Personnel
Standard	Norme
Stockholder	Actionnaire
Strike	Grève
Take on	Embaucher
Takeover	Prise de contrôle, rachat
Takeover bid	OPA
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 de travail
Workplace	Lieu de travail
Workshop	Atelier

9. Marketing and advertising

Ad	Annonce publicitaire
Adman	Publicitaire
Aim	But/viser
Audience	Public, audience
Bargain	Bonne affaire/négociateur
Behavior(US)/Behaviour(UK)	Comportement
Bid	Offre
Blueprint	Plan, avant-projet
Boost	Promouvoir
Bracket	Tranche
Brand	Marque
Broadcast	Diffuser
Brochure	Brochure
Commercial	Spot publicitaire
Consumer	Consommateur
Consumer goods	Biens de consommation
Contest	Concours
Data	Données
Data processor	Traitement des données
Database	Base de données
Disposable	Jetable
Draft	Brouillon, avant-projet
Flyer	Prospectus
Hoarding	Panneau publicitaire
Household	Ménage
Launch	Lancement/lancer
Layout	Présentation, disposition
Leaflet	Prospectus
Literature	Documentation
Loyalty	Fidélité
Market share	Part de marché
Misleading	Trompeur
Niche	Créneau
Poll	Sondage/sonder
Poster	Affiche
Press release	Communiqué de presse
Purchasing power	Pouvoir d'achat
Rate	Tarif, taux
Rebate	Rabais
Run an ad	Passer une annonce
Sample	Échantillon
Sampling	Échantillonnage
Sketch	Croquis
Sponsor	Sponsor/sponsoriser
Sponsorship	Sponsoring
Sticker	Autocollant
Survey	Sondage
Tap a market	Exploiter un marché
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	Chaîne de montage
Battery	Pile
Beam	Poutre, rayon
Belt	Courroie
Bolt	Boulon
Broom	Balai
Can	Boîte en fer / mettre en boîte
Check	Vérifier
Chemist	Chimiste
Circuit	Circuit
Conveyor belt	Tapis roulant
Damage	Dégâts
Data	Données
Device	Système, dispositif
Drill	Forer, percer
Facilities	Installations
Factory	Usine
Failure	Échec, panne
Faulty	Défectueux
Fix	Réparer
Fold	Plier
Fuel	Carburant
Fuse	Fusible
Gallon	Gallon = 3.785 litres
Halt	Arrêter
Handle	Poignée/manipuler
Handling	Manutention
Hose	Tuyau
Inch	Pouce = 2.54cm
Lab work	Travail de laboratoire
Ladder	Échelle
Leak	Fuite/fuir
Lever	Levier
Lift	Soulever
Load	Charge/charger
Log	Noter, enregistrer
Mechanic	Mécanicien
Meter	Compteur
Mishap	Incident
Monitor	Moteur/contrôler
Nut	Écrou
Ounce	Once = 28.35g
Out of service	En panne
Overhaul	Réviser
Panel	Panneau
Plant	Usine
Pipe	Tuyau
Pound	Livre = 453.6g
Power	Courant électrique
Premises	Lieux
Pull	Tirer
Repair man	Réparateur
Replacement part	Pièce de rechange
Sample	Échantillon
Screw	Vis
Screwdriver	Tournevis
Scrub	Nettoyer
Shelf	Étagère
Shift	Équipe de travail
Spare part	Pièce de rechange
Spread	Étaler
Store	Stocker
Switch	Interrupteur/permuter
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
Dealership	Concession automobile
Dent	Bosse
Directions	Indications, directions
Downtown	Centre ville
Driver's license	Permis de conduire
Engine	Moteur
Fix	Réparer
Flat tire	Pneu dégonflé
Gas	Essence
Gas station	Station d'essence
Gears	Vitesses
Highway	Autoroute
Hit	Heurter
Honk	Klaxonner
Hood	Capot
Horn	Klaxon
Ignition	Allumage
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
Rental car	Voiture de location
Road sign	Panneau de signalisation
Roof rack	Galerie
Seat	Siège
Seat belt	Ceinture de sécurité
Service a car	Réviser une voiture
Sidewalk	Trottoir
Skid	Déraper
Tank	Réservoir
Ticket	Amende
Tire (US)/tyre (UK)	Pneu
Toll booth	Péage
Traffic lights	Feux de signalisation
Trailer	Remorque
Trench	Tranchée
Truck	Camion
Trunk	Coffre
Turnpike	Autoroute à péage
Vehicle	Véhicule
Walkway	Passage pour piétons
Wheel	Roue, volant
Windshield	Pare-brise

13. Shopping

Afford	Se permettre (un achat)
After-sales service	Service après-vente
Aisle	Allée/rayon d'un magasin
Banknote	Billet de banque
Barcode	Code-barres
Bargain	Bonne affaire / marchander
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
Department	Rayon
Deposit	Acompte
Dime	Pièce de 10 cents
Discount	Remise
Display	Étalage, exposition
Franchise	Franchisé
Gift	Cadeau
Grocery store	Épicerie
ID	Pièce d'identité
Jeweler	Bijoutier
Make	Marque
Margin	Marge
Middleman	Intermédiaire
Newsagent	Marchand de journaux
Nickel	Pièce de 5cents
Order	Commande / commander
Out of stock	En rupture de stock
Outlet	Point de vente, débouché
Patron	Client
Price tag	Étiquette de prix
Purchase	Achat / acheter
Purse	Sac à main
Quarter	Pièce de 25 cents
Range	Gamme
Receipt	Reçu
Refund	Remboursement
Repair request	Demande de réparation
Replace	Remplacer
Retailer	Détaillant
Sales	Ventes, soldes
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
Supplier	Fournisseur
Till	Caisse enregistreuse
Toy	Jouet
Upscale	Haut de gamme
Vending machine	Distributeur automatique
Voucher	Bon d'échange
Wallet	Portefeuille
Warranty	Garantie
Wholesale	En gros
Window shopping	Lèche-vitrine
Worth	Qui vaut/valeur

14. Money

Account	Compte
Amount	Montant
Amount to	S'élever à
ATM	Distributeur de billets
Award	Attribuer
Balance	Solde
Bank charges	Frais, agios
Banknote	Billet de banque
Branch	Agence, succursale
Brokerage	Courtage
Cash	Argent liquide
Cashier	Caissier
Change	Changer (argent)
Charge	Faire payer
Charge on a credit card	Débiter une carte de crédit
Checkbook	Chéquier
Checking account	Compte-chèques
Coin	Pièce de monnaie
Currency	Devise
Deposit account	Compte de dépôt
Dime	Pièce de 10 cents
Draft	Traite
Fees	Frais
Fill out a form	Remplir un formulaire
Funds	Fonds
Instalment (UK), installment (US)	Versement, mensualité
Investment bank	Banque d'affaires
Lump sum	Somme forfaitaire
Nickel	Pièce de 5 cents
Owe	Devoir
Pay back	Rembourser
Passbook	Livret d'épargne
Portfolio	Portefeuille d'actions
Purse	Sac à main
Quarter	Pièce de 25 cents
Rate	Taux
Remittance	Versement
Repayment	Remboursement
Savings account	Compte épargne
Teller	Guichetier
Transfer	Virement / virer
Wallet	Portefeuille
Window	Guichet
Withdraw	Retirer
Withdrawal	Retrait
Worth	Qui vaut
Worthwhile	Avantageux, rentable
Write a check	Établir un chèque
Yield	Rendement / rapporter

15. The house

Air-conditioner	Climatiseur
Appliance	Appareil
Attic	Grenier
Bookcase	Bibliothèque
Cabinet	Meuble de rangement
Carpet	Tapis
Carpeting	Moquette
Ceiling	Plafond
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
Landlord	Propriétaire
Lawn	Pelouse
Lawnmower	Tondeuse à gazon
Light bulb	Ampoule
Lighting	Éclairage
Painting	Peinture
Plumber	Plombier
Roof	Toit
Shelves	Étagères
Stories	Étages
Tap	Robinet
Tenant	Locataire
Tidy	Rangé / ranger
Upstairs	En haut
Utility bill	Charges
Vacuum cleaner	Aspirateur
Wall paper	Papier peint

16. Clothing

Apparel	Habillement
Cap	Casquette
Casual	Décontracté
Cleaner's	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
Long-sleeved	À manches longues
Loose-fitting	Ample
Loosen	Desserrer
Pants	Pantalon
Pattern	Motif
Pressed	Repasé
Seam	Couture
Shade	Ton
Shorten	Raccourcir
Short-sleeved	À manches courtes
Silk	Soie
Sleeve	Manche
Smart	Élégant
Stain	Tache
Starch	Amidon
Stitch	Point (de couture)
Stripe	Rayure
Suit	Costume
Sweater	Pull, chandail
Tan	Beige
Tie	Cravate
Tight	Serré
Try on	Essayer
Underwear	Sous-vêtements
Wear	Porter
Wool	Laine

17. Miscellaneous

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
Hardly	À peine
Hill	Colline
Huge	Énorme
Implement	Mettre en place
Issue	Numéro (magazine), problème
Lake	Lac
Law	Droit, loi
Library	Bibliothèque
Lift	Soulever
Location	Emplacement
Loud	À voix haute, fort
Map	Carte
Movie theater	Cinéma
Nap	Sieste
Noon	Midi
Notice	Préavis / remarquer
Occur	Se produire
Off	Éteint, à l'écart de
Panel	Panneau, groupe
Prize	Prix, récompense
Provided	Du moment que
Purpose	But
Quarter	Trimestre
Rating	Note, jugement
Rental	De location
Respondent	Personne sondée
Rest	Repos
Resume	Reprendre, recommencer
Seldom	Rarement
Shore	Rive
Shortcut	Raccourci
Site	Site
Soccer	Football
Spoil	Gâcher
Spring	Printemps
Stack	Pile / empiler
Stand	Être debout
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

Online version (with pronunciation of difficult words):

<https://docs.google.com/file/d/0B8qNSG8gC2L1LTBpMTQxVUtpUjg/edit>