

1. Jobs – Les postes

<i>board member</i>	membre du conseil d'administration	<i>PA (personal assistant)</i>	assistant de direction
<i>CEO (chief executive officer)</i>	PDG	<i>clerk, clerical worker</i>	employé de bureau
<i>CFO (chief financial officer)</i>	directeur financier	<i>executive</i>	cadre
<i>Human Resources director</i>	DRH	<i>temp</i>	intérimaire
<i>head of department</i>	chef de service	<i>job seeker</i>	demandeur d'emploi
<i>office manager</i>	responsable administratif	<i>contractor</i>	prestataire
<i>floor manager</i>	chef de magasin	<i>intern</i>	stagiaire
<i>account manager</i>	chargé de clientèle	<i>security guard</i>	agent de sécurité
<i>maintenance crew</i>	équipe de maintenance	<i>sales rep, salesperson</i>	commercial
<i>IT technician</i>	Informaticien	<i>graphic designer</i>	graphiste

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Exercice 1 Les mots à connaître : Jobs

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

- I'm having trouble with my PC. Could you call the
- I was a little anxious before my meeting with the, but she wanted to promote me to head of Human Resources!
- A good will find a way to sell anything!
- Please show your ID to the before entering the site.
- Because the economy has improved, there are fewer than before, so we are having difficulty recruiting.
- Our works 24-7 on the site to fix* and prevent damage to the machinery.
- The 's responsibilities include serving customers, supervising the junior store associates and arranging window displays*.
- Essential qualities of a are creativity and artistic ability.
- The CEO cannot approve the budget until it has been presented by the to the
- The new is doing very well. I think we should offer her a job when she graduates*.
- A typical works longer hours than a simple
- Responsibilities of an include organizing, scheduling and overseeing* administrative staff.
- The quickly felt at home*, despite not really belonging* to the company.
- An is responsible for building and maintaining relationships with key clients.
- After years of being a, Estelle wanted to do something other than answering the phone and making other people's travel arrangements. She spoke to the about her problem and they found her a new position.
- The asked for a meeting of all team members, in order to discuss which to choose to carry out* the renovations.

*Mots & expressions	<i>fix</i> : réparer <i>window display</i> : vitrine <i>graduate</i> : recevoir son diplôme <i>oversee</i> : superviser <i>feel at home</i> : se sentir chez soi <i>belong</i> : appartenir <i>carry out</i> : faire, effectuer
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Exercice 2 Les familles de mots

Complétez chaque phrase avec le mot qui convient.

- The new furniture for the was very expensive.
(A) board
(B) board member
(C) boardroom
(D) boarding
- our plan will be difficult.
(A) Execute
(B) Execution
(C) Executing
(D) Executive

- All of department must finish appraisals before the end of the month.
- (A) head
(B) heads
(C) headed
(D) header
- 4 Mr. Van Dam was appointed director after the departure of Mrs. Johanssen.
- (A) manage
(B) manager
(C) managing
(D) managerial
- 5 The equipment has been excellently since its installation.
- (A) maintain
(B) maintained
(C) maintenance
(D) maintainable
- 6 A job may not be very exciting, but it is a good entry-level position.
- (A) clerk
(B) cleric
(C) clergy
(D) clerical
- 7 The we hired was very efficient.
- (A) temp
(B) tempt
(C) temped
(D) temporary
- 8 Most people these days start their career with an
- (A) intern
(B) internal
(C) interred
(D) internship
- 9 The creative team's were very well received.
- (A) design
(B) designs
(C) designer
(D) designated
- 10 Jenny likes working as a because she can set her own hours.
- (A) contract
(B) contracted
(C) contractor
(D) contraction

Exercice 3 Les abréviations

► Corrigé p. 216

Les noms abrégés de certains métiers, départements ou documents sont très utilisés en entreprise.

Retrouvez les abréviations à partir de ces formes complètes.

temporary worker		representative	
chief executive officer		Information Technology	
personal assistant		Public Relations	
vice president		Human Resources	
memorandum		Research and Development	

Exercice 4 Les postes et leurs fonctions

► Corrigé p. 216

Associez deux activités de la liste à chaque poste.

programming – creating – advising – troubleshooting – typing

stocktaking – increasing sales – coordinating – supervising – drawing

account manager		
graphic designer		
floor manager		
PA		
IT technician		

2. Human Resources (HR) & Recruitment Ressources humaines et recrutement



résumé	CV	assess (vb)	évaluer
vacancy	poste vacant	be shortlisted (vb)	être sur la liste de candidats
temp agency	agence d'intérim		sélectionnés
appraisal	évaluation	take on (vb)	embaucher
staff attendance	(taux de) présence du personnel	appoint (vb)	nommer
(sick, maternity...) leave	congé (maladie, maternité...)	clock in/out (vb)	pointer
manpower	main-d'œuvre, effectifs	downsize (vb)	réduire les effectifs
transfer (n / vb)	mutation / muter	lay off (vb)	licencier pour motif économique
		dismiss (vb)	renvoyer
apply (vb)	poser sa candidature	give notice (vb)	donner son préavis
provide a reference (vb)	fournir une référence	resign (vb)	démisionner

Exercice 5 Les mots à connaître : Human Resources & Recruitment

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

- 1 We have to investigate* why is so low at the moment.
- 2 Before you can leave the company, you have to of one month.
- 3 She applied for a to the West Coast.
- 4 One of the benefits of working for this is having four weeks of annual
- 5 If you don't on time in the morning, your pay may be docked*.
- 6 The employee was for being late three times in one month.
- 7 Unfortunately, we had to 20 members of our production team, as there is not enough work to justify the we had available.
- 8 Being is a very good sign that you will get the job.
- 9 If you wish* to for the position, please send us your and be prepared to
- 10 Kurt received a promotion after an excellent annual
- 11 Ms. Newberry didn't find her job fulfilling any longer, so she and found a better job.
- 12 The first action of a company in trouble is to – to reduce the overall* number of employees.
- 13 We hope to an excellent candidate to fill the in the Advertising department.
- 14 In 360° evaluations, coworkers* are asked to their colleagues.
- 15 The new staff representative* was yesterday. I have high hopes* for her.

*Mots & expressions

investigate : chercher à savoir **docked** : réduit **wish** : souhaiter **overall** : total
coworker : collègue **staff representative** : délégué du personnel **high hopes** : grands espoirs

Exercice 6 Les familles de mots

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Complétez chaque phrase avec le mot qui convient.

- 1 The vice president's happened immediately after the merger.
(A) dismiss
(B) dismissed
(C) dismissal
(D) dismissive
- 2 The of a new Production Manager was very welcome news.
(A) appoint
(B) appointed
(C) appointee
(D) appointment
- 3 Frida received a lot of from her line manager for completing the project ahead of time.
(A) praise
(B) appraise
(C) appraisal
(D) appraising

- 4 There's an opening in Marketing that I encourage you to for.
 (A) apply
 (B) applied
 (C) applicant
 (D) application
- 5 At his annual, Gareth was told to be more punctual.
 (A) assess
 (B) assessed
 (C) assessor
 (D) assessment
- 6 I asked for a day of leave in order to care for my mother who broke her leg.
 (A) annual
 (B) maternity
 (C) sick
 (D) family
- 7 Hans decided to leave the company on a Wednesday and handed in his the next day.
 (A) sign
 (B) resign
 (C) resigned
 (D) resignation
- 8 Ian asked to be from the Baker Street site to the downtown site.
 (A) transfer
 (B) transferred
 (C) transferral
 (D) transferring
- 9 From the 25 applicants, we have selected a of three.
 (A) shortlists
 (B) shortlist
 (C) shortlisted
 (D) shortlisting
- 10 The applicant's history is not complete – there's a big gap of five years.
 (A) employ
 (B) employee
 (C) employer
 (D) employment

Exercice 7 Les verbes

► Corrigé p. 217

Complétez les verbes avec une préposition ou une particule de la liste, puis complétez les phrases avec les verbes obtenus.

out – off – on – on – from – for

apply (a job)

take (staff)

clock (before leaving the office)

resign (a position)

lay (workers)

be the shortlist

- 1 At 5 P.M. Yolanda was waiting by the time clock, impatient to and leave.
 2 Did you the vacancy in the Human Resources department?
 3 I didn't get the job, but at least I was
 4 The person we will must be flexible and reliable.
 5 If we budget carefully, we can avoid too many workers.
 6 Why did you your last position?

Exercice 8 Les synonymes

► Corrigé p. 217

Remettez les lettres dans l'ordre pour trouver le synonyme de chaque mot.

- | | |
|---------------------------------------|--------------------------------------|
| 1 opening : vyaancc | 4 presence : aaeettnncd |
| 2 give notice : rnsegi | 5 hire : teka no |
| 3 assessment : aaarslppi | |

3. Remuneration and contracts – La paie et les contrats



<i>trial period</i>	période d'essai	<i>freelance</i>	à son compte
<i>full-time / part-time</i>	à plein temps / à temps partiel	<i>agreement</i>	accord
<i>pay slip</i>	bulletin de paie	<i>amendment</i>	avenant
<i>salary</i>	salaire	<i>party</i>	partie
<i>hourly wage</i>	salaire horaire	<i>binding</i>	qui lie
<i>overtime</i>	heures supplémentaires	<i>hereunder</i>	ci-dessous
<i>raise (n / vb)</i>	augmenter / augmentation	<i>whereby</i>	selon lequel, par lequel
<i>incentive</i>	motivation		
<i>benefits</i>	avantages	<i>abide by (vb)</i>	respecter
<i>perks</i>	avantages (en nature)	<i>be eligible (vb)</i>	avoir droit
<i>volunteer</i>	bénévole		

Exercice 9 Les mots à connaître : Remuneration and contracts

► Corrigé p. 213

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

- 1 If your situation changes, we can modify your contract with an
- 2 I asked my boss for a and she said yes!
- 3 I'm not sure I would like to have a contract, because there is no guarantee of revenue.
- 4 It can look good on your résumé if you work as a during periods of unemployment*.
- 5 When you sign the contract, it becomes
- 6 If you are on a monthly, then you are not paid extra for working However*, if you are paid an, then you are paid more for every extra hour you work.
- 7 Each agrees to the terms of the contract for its duration*.
- 8 At the end of your 6-week, you will for all the advantages the company offers.
- 9 Sometimes your salary and are not enough of an to stay in a job you don't like.
- 10 Mrs. Samantha Drew, referred to as the "service provider"...
- 11 The two parties reached an after some negotiating.
- 12 The contract stipulates* that both and employees will receive a at the end of each pay period (monthly or fortnightly).
- 13 The grievance* procedure, the employee may make a complaint* about the employer, is long and complicated.
- 14 There are some notable to working for a larger company.

*Mots & expressions

unemployment : chômage *however* : cependant *duration* : durée *stipulate* : stipuler
grievance : doléance *complaint* : plainte

Exercice 10 Les familles de mots

► Corrigé p. 218

Complétez chaque phrase avec le mot qui convient.

- 1 The two parties to sign the contract.
(A) agrees
(B) agreed
(C) agreeing
(D) agreement
- 2 You are by the terms of the contract.
(A) bind
(B) binding
(C) bound
(D) binder

- 3 The company is referred to as the "contractor"
 (A) whereby
 (B) whereas
 (C) hereby
 (D) hereunder
- 4 Automotive have been increased by 0.5%.
 (A) salary
 (B) salaries
 (C) salaried
 (D) wage
- 5 I sat in on an meeting on the subject of pay raises.
 (A) hour
 (B) hours
 (C) hourly
 (D) hour-long
- 6 Susan regularly at her local soup kitchen.
 (A) volunteer
 (B) volunteers
 (C) voluntary
 (D) volunteer work
- 7 Only workers are eligible for all benefits.
 (A) full-time
 (B) part-time
 (C) overtime
 (D) half time
- 8 The government has once again taxes.
 (A) rise
 (B) risen
 (C) raise
 (D) raised
- 9 If you are over 18, you are to vote in my country.
 (A) alleged
 (B) legible
 (C) eligible
 (D) illegible
- 10 You should choose a family member to be the of your insurance policy.
 (A) benefit
 (B) benefits
 (C) beneficial
 (D) beneficiary

Exercice 11 Le vocabulaire

► Corrigé p. 218

Choisissez le mot en gras qui convient le mieux au sens de la phrase.

- Salaries will **rise** / **raise** next month.
- My **salary** / **wages** were smaller this month.
- I was very happy to receive my **pink slip** / **pay slip** today.
- Sorry, but your handwriting is completely **legible** / **illegible**!
- The **freelance** / **volunteer** billed us by the hour.

Exercice 12 Les synonymes

► Corrigé p. 218

Trouvez le synonyme des mots entre parenthèses dans la liste *Remuneration and contracts* p. 28.

- When you sign an (contract), you agree to (respect) the terms.
- I get a lot of (benefits) in my job – a company car, health insurance and luncheon vouchers.
- There is a six-week (probationary period) built into my contract.
- Each (signatory) must sign at the bottom of every page.

4. Work events – Les événements professionnels



employee of the month	employé du mois	a charity event	un événement de bienfaisance
employee appreciation dinner	dîner pour récompenser les employés	fundraiser	collecte de fonds
promotion	promotion	retirement	retraite
schedule (n / vb)	planning / planifier	retirement reception	pot de départ à la retraite
agenda	ordre du jour	hold (vb)	organiser (une réunion)
(the) minutes	compte-rendu	take place (vb)	avoir lieu
flip chart	paper-board	lead (vb)	mener
convention	congrès	resume (vb)	reprandre
outing	sortie	postpone (vb)	reporter
attendee	participant	chair (vb / n)	présider / président

Exercice 13 Les mots à connaître : Work events

► Corrigé p. 213

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

- Fang was delighted* to see his photo on the wall after being voted He hoped this would make him eligible for a
- Every year, the employees look forward to* their end-of-year to a restaurant.
- On Friday we will be holding a in honour of the of Marcy Dean. Anyone who wishes to contribute to a gift should contact her PA.
- The meeting will be in conference room A.
- Frank, could you please take the during the meeting?
- Dwayne, could you make sure there is a in the room, for the conference to write on?
- A charity event is always a good, especially if you invite the clients.
- I have checked the, and the best date to hold the annual is October 20th because all employees are present then.
- My financial advisor told me a is partially tax-deductible, if the money is donated to a registered group.
- If you will all look at the, you will see that the first item today is the budget.
- We will have a quick break* now and in 15 minutes.
- It will be necessary to Friday's meeting, as the head of Marketing will be away at a
- Barbara, would you please the next IT training workshop*?
- Despite* having very little experience in the matter, the boss has asked Han to the next meeting, which will in a fortnight*.

*Mots & expressions

delighted : ravi **look forward to** : attendre avec impatience **break** : pause **workshop** : atelier
despite : malgré **fortnight** : quinze jours

Exercice 14 Les familles de mots

► Corrigé p. 219

Complétez chaque phrase avec le mot qui convient.

- Every year the company's employees go on an to a local tourist spot.
 (A) out
 (B) out of
 (C) outed
 (D) outing
- It can be hard to adapt to being a
 (A) retire
 (B) retired
 (C) retiree
 (D) retirement
- The marketing team has created some fantastic material.
 (A) promote
 (B) promoted
 (C) promoting
 (D) promotional

- 4 The meeting has been for first thing on Monday.
 (A) schedule
 (B) scheduled
 (C) scheduler
 (D) scheduling
- 5 After a short break, the of negotiations was very fruitful.
 (A) resume
 (B) résumé
 (C) resumed
 (D) resumption
- 6 Although she had never a meeting before, Ms. Chan did a good job.
 (A) chair
 (B) chaired
 (C) chairing
 (D) chairperson
- 7 The brand on the market has a 38% market share.
 (A) led
 (B) lead
 (C) leader
 (D) leading
- 8 Do you mind if we the appointment from Wednesday to Thursday?
 (A) bring back
 (B) bring forward
 (C) cancel
 (D) postpone
- 9 Staff at work dropped dramatically due to the flu season.
 (A) attend
 (B) attended
 (C) attendee
 (D) attendance
- 10 Before we start the meeting, did everyone receive a copy of the ?
 (A) agent
 (B) agenda
 (C) agency
 (D) ageless

Exercice 15 Les expressions

► Corrigé p. 219

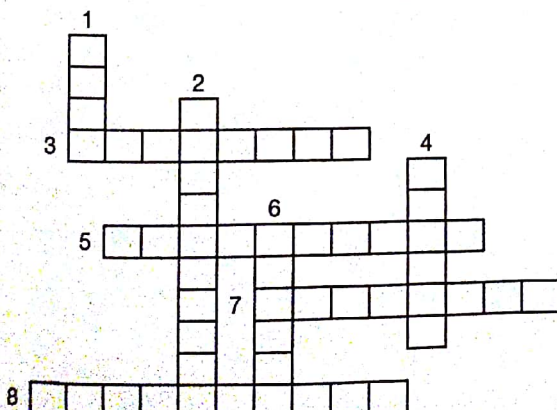
Reliez les mots des deux colonnes pour retrouver des expressions courantes.

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

Exercice 16 Les synonymes

► Corrigé p. 219

Complétez les mots croisés avec les synonymes des mots indiqués.



- 1 outing
- 2 presence
- 3 put off
- 4 program
- 5 charity event
- 6 start again
- 7 calendar
- 8 convention