



VOCABULAIRE

Tâche 6 Recevoir des appels téléphoniques

Tâche 7 Transmettre des messages

Tâche 8 Utiliser des formules d'absence

Mot anglais	Synonyme/Définition	Mot français
Accurate	Exactly correct	Exact
Aggravating	Annoying	Agaçant
Agreement	Approval	Accord
At fault	In the wrong	En faute
At hand	Within reach	À portée de la main
Cheerful	Happy	Gai
Clue	Something that helps to find an answer	Indication, indice
Effective	Producing desired result	Efficace
Efficient	Working well	Compétent
Goodwill	Kind feelings towards people	Bonne volonté
Gossip	Damaging talk about people's actions	Potins, commérages
Hurriedly	Done in haste	Hâtivement
Incoming call	A call arriving from outside the office	Appel de l'extérieur
Lasting	Unending	Durable
Lengthy	Very long	Long
Level	Position	Niveau
Location	Place	Endroit
Management	People in charge of a firm	Direction
Matter	A subject we give attention to	Affaire
No longer	Not any more	Ne plus
No way	Never	Pas question
Once	One time	Une fois
Rather	More willingly	Plutôt
Regardless of	Without worrying about	Sans se soucier de
Rude	Not at all polite	Impoli
Sequence	Order in which things follow each other	Enchaînement
Skill	Ability	Habilité
Smoothly	Gently	Sans problèmes
Step	An act (in a set of actions)	Étape
Task	Work	Tâche
Third party	Person who is not one of the two main people concerned	Tierce personne

Mot anglais	Synonyme/Définition	Mot français
Thrifty	Careful with money	Prévoyant
Tool	Instrument	Outil
To acknowledge	To show that you noticed	Reconnaître
To apologize	To say you are sorry	S'excuser
To avoid	Keep away from	Éviter
To bring something to light	To make something known	Mettre en évidence
To care to	To like	Voulez-vous?
To come in	To arrive	Entrer
To drawl	To speak with lengthened vowels	Parler avec une voix traînante
To dwell on	To speak a lot about	S'attarder sur
To hand over	To give into someone's care	Transférer, confier
To handle	To take care of	S'occuper
To hang up	To finish a telephone conversation	Raccrocher
To hang up on someone	To finish a phone call abruptly	Raccrocher au nez de quelqu'un
To join in	To take part	Participer
To look into	To examine	Examiner
To look over	To examine quickly	Parcourir
To mind	To be opposed	Est-ce que cela vous dérangerait?
To mix up	To put into disorder	Mettre en désordre
To reach	To get a message to	Joindre
To remain	To stay	Rester
To shorten	To reduce in length	Raccourcir
To solve	To find an answer	Résoudre
To step out	To walk out	Sortir
To take down	To record	Noter
To yell	To shout loudly	Crier, hurler
Warehouse	Building for storing things	Entrepôt
While	During the time that	Pendant que