

PRELIMINARY

WORD LIST

French

Module 1 pp 4–5	POS	Pronunciation	Translation	Definition	Examples
advise sb on sth	Verb	/əd'vaɪz ˌsʌmbədi ɒn ˌsʌmθɪŋ/	conseiller quelqu'un au sujet		
attend a workshop	Phrase	/əˌtend ə 'wɜː(r)kʃɒp/	de quelque chose	to give somebody information on a subject	<i>I advise the managing director on financial matters.</i>
author	Noun	/'ɔːθə(r)/	participer à un atelier	to be present at an event where people meet to discuss a particular subject	<i>I attend a lot of workshops as part of my job.</i>
badge	Noun	/bædʒ/	auteur	a person who writes books or articles	<i>She's the author of several books on public speaking.</i>
		/biː rɪ'spɒnsəb(ə)l ˈɔː(r) /, /biː rɪ'spɒnsəb(ə)l fə(r)/	badge	a piece of plastic or metal, with writing on it, that you wear to show who you are	<i>We need to wear a badge with our name and photo at the conference.</i>
be responsible for	Phrase	fə(r)/	être responsable de	having the job of doing something and making sure that nothing goes wrong	<i>I'm responsible for the company's accounts.</i>
CFO = chief financial officer	Noun	/ˌsiː ef 'əʊ/	directeur financier	the person in a company who has the most control over the company finances	<i>She's the CFO of a company which designs gadgets and gifts.</i>
complaint	Noun	/kəm'pleɪnt/	réclamation	a statement that someone makes saying that they are unhappy with something	<i>He deals with customers' complaints.</i>
consultancy	Noun	/kən'sʌltənsi/	conseils	a company that gives expert knowledge and advice to other companies	<i>J&C is a training consultancy for personal and professional development.</i>
consultant	Noun	/kən'sʌltənt/	consultant	a person who is paid to give expert knowledge and advice to other people	<i>The IT consultant advises the company on software and system requirements.</i>
design	Verb	/dɪ'zaɪn/	concevoir	to decide how something will look or work, and making drawings of it	<i>The company designs gadgets and gifts.</i>
employee	Noun	/ɪm'plɔɪː /, /,emplɔɪ'iː/	employé	someone who is paid to work for a company or a person	<i>I deal with employees' problems.</i>
gadget	Noun	/'gædʒɪt/	gadget	a small tool that does something useful	<i>He owns a lot of electronic gadgets.</i>
gift	Noun	/ɡɪft/	cadeau	something that you give to someone on a special occasion	<i>His colleagues gave him a clock as a retirement gift.</i>
			conseiller quelqu'un au sujet		
give sb advice on sth	Phrase	/ɡɪv ˌsʌmbədi əd'vaɪs ɒn ˌsʌmθɪŋ/	de quelque chose	to give someone a suggestion about the best thing to do in a particular situation	<i>The management consultant gives companies advice on their markets, organisation and processes.</i>
interview	Verb	/'ɪntə(r)vjuː/	entretien	a meeting in which somebody is asked questions to find out more about them	<i>I interview clients, identify problems and suggest solutions.</i>
IT = information technology	Noun	/,aɪ 'tiː /	informatique	the study or use of computers for storing, sending or using information	<i>Our university department needs some IT training.</i>
job	Noun	/dʒɒb/	emploi	work that you do regularly for payment	<i>What does your job involve?</i>
job title	Noun	/dʒɒb 'taɪt(ə)l/	dénomination de l'emploi	a name that describes a job	<i>His job title is chief communications officer.</i>
look for	Phrasal verb	/'lʊk ˈɔː(r), fə(r)/	rechercher	to search for someone or something	<i>I look for new customers.</i>
MD = managing director	Noun	/,em 'diː /	directeur	the person in charge of a company	<i>Who's the MD of that company?</i>
one-to-one session	Phrase	/wʌn tə ˌwʌn 'seɪ(ə)n/	session individuelle	a meeting in which two people discuss something without involving anyone else	<i>She sometimes gives one-to-one sessions on the phone or via email.</i>
overcome difficulties	Phrase	/əʊvə(r),kʌm 'dɪfɪk(ə)ltɪz/	surmonter les difficultés	to succeed in dealing with a problem	<i>She helps business people overcome difficulties.</i>
owner	Noun	/'əʊnə(r)/	propriétaire	someone who owns something	<i>The owner of the company lives in Greece.</i>
				someone whose job it is to assist just one person, often by organising meetings, making phone calls etc.	<i>I'm the PA to the managing director of a company called Athens Daily Menu.</i>
PA = personal assistant	Noun	/,piː 'eɪ/	assistant personnel		
responsibility	Noun	/rɪˌspɒnsə'bɪləti/	responsabilité	a duty to do something because it is part of your job	<i>His responsibilities include organising the MD's travel and accommodation for business trips.</i>
run a business / courses / a factory	Phrase	/rʌn ə 'bɪznəs, 'kɔː(r)sɪz, 'fæktri/	diriger une affaire/dispenser des cours/gérer une usine	to control and organize something such as a course, or company	<i>She runs courses and workshops for companies and universities.</i>
sales rep	Noun	/'seɪlz rep/	commercial	someone whose travels around an area and sell the goods or services of a company	<i>He's a sales rep for Soap Heaven.</i>
sample	Noun	/'sɑːmp(ə)l/	échantillon	a small amount of a product that can be looked at or tried	<i>I visit customers and leave product samples.</i>
speaker	Noun	/'spiːkə(r)/	intervenant	a person who gives a speech or a talk	<i>He's a very good public speaker.</i>
trainer	Noun	/'treɪnə(r)/	formateur	a person whose job it is to teach other people a particular skill	<i>The trainer came to our office to run the workshop.</i>
training	Noun	/'treɪnɪŋ/	formation	the process of learning particular skills needed for a job or activity	<i>The company provides training for all new employees.</i>
work	Noun	/wɜː(r)k/	travail	a job that a person does to make money	<i>What time do you start work?</i>
work	Verb	/wɜː(r)k/	travailler	to have a job	<i>I work in the finance department.</i>
pp 6–7	POS	Pronunciation	Translation	Definition	Examples
balance	Noun	/'bæləns/	équilibre	a situation in which different things exist in equal, correct or good amounts	<i>Do you have a good work-life balance?</i>
bonus	Noun	/'bəʊnəs/	bonus	extra money you get from your employer because you have worked hard or done well	<i>He always gets a bonus in December.</i>
electrical appliances	Noun	/ɪˌlektɹɪk(ə)l ə'plaɪənsɪz/	appareils électriques	a piece of equipment that you use at home, such as a washing machine, hair dryer, etc	<i>My company makes electrical appliances.</i>
employ	Verb	/ɪm'plɔɪ/	employer	to pay someone to do a job for you or to work as a member of your organization	<i>How many people do you employ?</i>
goods	Noun plural	/ɡʊdz/	marchandises	things that are produced to be sold	<i>They export most of their goods abroad.</i>
				a type of large thin book that you can buy every week or month, containing articles, photographs, etc., often on a particular topic	<i>Do you read a magazine in the evening?</i>
magazine	Noun	/ˌmæɡə'ziːn/	magazine		<i>We produce a new catalogue every year.</i>
produce	Verb	/prə'djuːs/	produire	to make things to be sold, especially in large quantities	
				a written list of questions that are answered by a number of people so that information can be collected from the answers	<i>Answer the questions in the personality quiz questionnaire.</i>
questionnaire	Noun	/ˌkwestʃə'neə(r)/	questionnaire		<i>She is never behind schedule.</i>
schedule	Noun	/'ʃedjuːl/	programme/emploi du temps	a plan of activities or events and when they will happen	<i>We ship our goods all over the world.</i>
ship	Verb	/ʃɪp/	envoyer	to transport goods or people	

staff	Noun	/sta:f/	personnel	workers employed in an organization considered as a group	<i>We have a staff meeting once a week.</i>
supper	Noun	/'sʌpə(r)/	souper	the last meal of the day, either a main meal, usually smaller and less formal than dinner	<i>They have supper together every Friday night.</i>
suffer	Verb	/'sʌfə(r)/	souffrir	to be badly affected by a disease, pain, sadness,	<i>Your health may suffer if you don't learn to relax.</i>
work for	Phrase	/wɜ:(r)k	travailler pour	to be employed by someone or a organization	<i>I work for a company that supplies computer software.</i>
pp 8–9	POS	Pronunciation	Translation	Definition	Examples
classmate	Noun	/'kla:s,meɪt/	camarade de classe	a person who is or was in the same class as you at school or college	<i>Find out where your classmates work.</i>
destination	Noun	/,destɪ'neɪʃ(ə)n/	destination	a place to which somebody/something is going or being sent	<i>What's your favourite holiday destination?</i>
follow-up	Adjective	/'fɒləʊ ʌp/	complémentaire	continuing something that has already started	<i>Ask follow-up questions to find out more information.</i>
greet	Verb	/gri:t/	saluer	to say hello or to welcome somebody	<i>How should you greet somebody in the morning?</i>
hobby	Noun	/'hɒbi/	hobby	an activity that you do for pleasure when you are not working	<i>Do you have any hobbies?</i>
pp 10–11	POS	Pronunciation	Translation	Definition	Examples
allocate	Verb	/'æləkeɪt/	attribuer	to give something officially to somebody/something for a particular purpose	<i>Allocate one candidate to each group.</i>
ambitious	Adjective	/æm'bɪʃəs/	ambitieux	determined to be successful, rich, powerful, etc	<i>She has ambitious plans for her career.</i>
annual meeting	Noun	/,ænjuəl /'mi:tɪŋ/	assemblée annuelle	an important meeting which the members of an organization hold once a year in order to discuss matters, examine accounts etc	<i>The shareholders' annual meeting is next week.</i>
auditing	Noun	/'ɔ:dtɪŋ/	audit	a careful examination of something, especially one done to find the amount, size, or effectiveness of something	<i>She sometimes does auditing for other divisions.</i>
award a prize	Phrase	/ə,wɔ:(r)d ə 'praɪz/	décerner un prix	a reward that is given for being successful in a sport, competition, or game	<i>The company awards a prize to one employee every year.</i>
be in charge of	Phrase	/bi: ɪn 'tʃɑ:(r)dʒ əv/	être responsable de	to have control over someone or something and to be responsible for them	<i>She is in charge of the company's new email system.</i>
breed	Verb	/'bri:d/	élever	to keep animals or plants in order to produce young ones in a controlled way	<i>She breeds dogs in her spare time.</i>
business administration	Noun	/,bɪznəs əd,mɪnɪ'streɪʃ(ə)n/	gestion des entreprises	the study of how to manage a business	<i>She has a master's degree in business administration.</i>
candidate	Noun	/'kændɪdeɪt/	candidat	a person who is trying to be elected or is applying for a job	<i>There are four candidates for the award.</i>
catering service	Noun	/,keɪtərɪŋ 'sɜ:(r)vɪs/	service de traiteur	the provision of food and drinks for meetings or social events, organized by a company	<i>The company provides catering services for local businesses.</i>
Chronic Fatigue Syndrome	Noun	/,krɒnɪk fə'ti:g ,sɪndrəʊm/	chronique	an illness that makes people feel extremely weak and tired and that can last a long time	<i>She suffers from Chronic Fatigue Syndrome.</i>
confectionery	Noun	/kən'fekʃ(ə)n(ə)rɪ/	confiserie	sweet foods such as sweets and chocolates	<i>It's a multinational confectionery company.</i>
co-ordinate	Verb	/kəʊ'ɔ:(r)dɪneɪt/	coordonner	to organize different parts of an activity and the people involved in so that it works well	<i>He co-ordinates the department's resources.</i>
criterion, criteria (pl)	Noun	/kraɪ'tɪəriən/, /kraɪ'tɪəriəriə/	critère	a standard or principle by which something is judged, or with the help of which a decision is made	<i>This candidate fulfils all the criteria.</i>
deal with sth / sb	Phrasal verb	/'di:l wɪð ,sʌmθɪŋ/, /'di:l wɪð ,sʌmwʌn/	traiter	to take appropriate action in a particular situation or according to who you are talking to, managing, etc.	<i>The communications director deals with the company's internal and external communications.</i>
efficiency	Noun	/'ɪfɪʃ(ə)nsi/	efficacité	the quality of doing something well with no waste of time or money	<i>The new technology helped to improve the company's efficiency and profits.</i>
engineering	Noun	/,endʒɪ'nɪərɪŋ/	ingénierie	the activity of applying scientific knowledge to the design, building and control of machines, roads, bridges, electrical equipment, etc	<i>His professional background is in engineering.</i>
have a master's degree in	Phrase	/hæv ə ,mɑ:stəz dɪ'gri: ɪn/	avoir une maitrise de	to hold a further university degree that you study for after a first degree	<i>He has a master's degree in economics</i>
interviewer	Noun	/'ɪntə(r),vju:ə(r)/	entretien	the person who asks the questions in an interview	<i>The interviewer asked me questions about my job.</i>
make a contribution	Phrase	/'meɪk ə ,kɒntrɪ'bju:ʃ(ə)n/	apporter sa contribution	something that you do that helps to achieve something or to make it successful	<i>The employee made a significant contribution to staff development.</i>
marathon running	Phrase	/'mæɾəθ(ə)n ,rʌnɪŋ/	marathon	a marathon is a race with a distance of 26.2 miles, which can be run or walked	<i>He enjoys marathon running and cooking.</i>
memo	Noun	/'meməʊ/	note de service	an official note from one person to another in the same organization	<i>I often write reports and memos for our staff.</i>
mentor	Noun	/'mentɔ:(r)/	mentor	an experienced person who advises and helps somebody with less experience over a period of time	<i>New employees have the support of a mentor when they join the company.</i>
provide	Verb	/prə'vaɪd/	fournir	to give something to somebody or make it available for them to use	<i>The company provides food and drink for receptions and business dinners.</i>
R&D = research and development	Noun	/,ɑ:r ən 'di:/	R&D = recherche et développement	work that tries to find new products and processes or to improve existing ones	<i>He manages R&D of new product ideas.</i>
scuba diving	Noun	/'sku:bə ,daɪvɪŋ/	plongée	the sport or activity of swimming underwater using special breathing equipment	<i>He usually goes scuba diving at the weekends.</i>
set a positive example	Phrase	/set ə ,pɒzətɪv ɪg'zɑ:mp(ə)l/	donner le bon exemple	to be a good model for others to copy	<i>She sets a positive example to all her staff.</i>
show sb around	Phrase	/ʃəʊ ,sʌmbədi ə'raʊnd/	faire visiter	to be a guide for somebody when they visit a place for the first time	<i>I show new employees around the office.</i>
supervise	Verb	/'su:pə(r)vaɪz/	superviser	to be in charge of somebody/something and make sure that everything is done correctly, safely, etc	<i>He supervises all new projects.</i>
welcome	Verb	/'welkəm/	accueillir	to say hello to somebody in a friendly way when they arrive somewhere	<i>It's my job to welcome visitors.</i>
pp 12–13	POS	Pronunciation	Translation	Definition	Examples
advert	Noun	/'ædvɜ:(r)t/	annonce	a notice, picture or film telling people about a product, job or service	<i>The job advert is on the website.</i>
eraser	Noun	/ɪ'reɪzə(r)/	gomme	a small piece of rubber or a similar substance, used for removing pencil marks from paper	<i>Rub out your mistakes with an eraser.</i>
feature	Noun	/'fi:tʃə(r)/	caractéristique	something important, interesting or typical of a place or thing	<i>The latest phone has lots of new features.</i>
leaflet	Noun	/'li:flət/	prospectus	a printed sheet of paper or a few printed pages that are given free to advertise or give information about something	<i>The information leaflet is very helpful.</i>
minute	Noun	/'mɪnɪt/	minute	a period of 60 seconds. There are 60 minutes in one hour	<i>I need to leave in 30 minutes.</i>
overall grade	Phrase	/əʊvər,ɔ:l 'greɪd/	note globale	the total quality of work	<i>Your results show your overall grade.</i>
pass grade	Phrase	/'pɑ:s greɪd/	note minimum requise	the minimum grade required to progress to the next stage	<i>The pass grade is around 65%.</i>
report	Noun	/'rɪ'pɔ:(r)t/	compte-rendu	to give people information about something that you have heard, seen, done, etc.	<i>I write a weekly report for my manager.</i>
Module 2					
pp 14–15	POS	Pronunciation	Translation	Definition	Examples
amazing	Adjective	/ə'meɪzɪŋ/	stupéfiant	very surprising, especially in a way that makes you feel pleasure or admiration	<i>The scenery is amazing.</i>

branch	Noun	/brɑːntʃ/	filiale	a local office or shop belonging to a large company or organization	There is a new branch opening in Japan.
check	Verb	/tʃek/	vérifier	to examine something to see if it is correct, safe or acceptable	I'm checking the financial report.
construction management	Noun	/kən'strʌkʃ(ə)n/	construction	the process or method of building or making something, especially roads, buildings, bridges, etc.	The construction of the shopping centre is behind schedule.
	Noun	/'mænɪdʒmənt/	administration	the act of running and controlling a business or similar organization	The local staff are working very well with our management team.
marketing manager	Noun	/'maː(r)kɪtɪŋ ,mænɪdʒə(r)/	responsable marketing	the person who is in charge of running the part of a business which is responsible for presenting, advertising and selling a company's products or services in the best possible way	We're having a party to say goodbye to our marketing manager.
minor	Adjective	/'maɪnə(r)/	mineur	not very large, important or serious	Apart from some minor problems, everything is going to plan.
partner	Noun	/'pɑː(r)tənə(r)/	partenaire	one of the people who owns a business and shares the profits, etc.	My business partner is in Brazil at the moment.
project manager	Noun	/,prɒdʒekt 'mænɪdʒə(r)/	responsable de projet	the person in overall charge of the planning and execution of a particular project.	The project manager is meeting the subcontractors this afternoon.
scenery	Noun	/'siːnəri/	paysage	the natural features of an area, such as mountains, valleys, rivers and forests, when you are thinking about them being attractive to look at	Brazil has some beautiful scenery.
shopping centre	Noun	/'ʃɒpɪŋ ,sentə(r)/	centre commercial	a group of shops/stores built together, sometimes under one roof	I'm working on the plans for the shopping centre.
take shape	Phrase	/teɪk 'ʃeɪp/	prendre forme	to develop and become more complete or organized	The new shopping centre is quickly taking shape.
temp	Noun	/temp/	intérimaire	an employee in an office who will only work there for a limited time	A temp is helping out in the office this month.
temporary	Adjective	/'temp(ə)rəri/	temporaire	not long lasting or intended to be used only for a short amount of time; not permanent	Your job is temporary, so you will only be here for a month.
update	Noun + Verb	/'ʌpdeɪt/ (noun), /ʌp'deɪt/ (verb)	mise à jour/mettre au courant	information to something	I'm writing to give you an update on the project. / Let me update you on my visit here.
pp 16–17	POS	Pronunciation	Translation	Definition	Examples
commute	Noun + Verb	/kə'mjuːt/	trajet entre le travail et le domicile	to travel regularly by bus, train, car, etc. between your place of work and your home	The daily commute is taking longer and longer. / I don't like having to commute.
discover	Verb	/dɪ'skʌvə(r)/	découvrir	to find something that you did not expect to find	Some employees discover that flexible working isn't for them.
dismiss	Verb	/dɪs'mɪs/	licencier	to remove somebody from their job	We have to cut costs, so we need to dismiss some staff.
employ	Verb	/ɪm'plɔɪ/	employer	to give somebody a job to do for payment	We need to employ more office staff to work on this project.
financial services	Noun	/faɪ,nænʃ(ə)l 'sɜː(r)vɪsɪz/, /fɪ,nænʃ(ə)l 'sɜː(r)vɪsɪz/	services financiers	professional services involving the investment, lending, and management of money and assets.	He works in financial services.
fire	Verb	/'faɪə(r)/	vier	dismiss an employee from a job.	Why are you firing me?
flexible	Adjective	/'fleksəb(ə)l/	flexible	able to change to suit new conditions or situations	Many businesses are offering flexible working hours to staff.
flexitime	Noun	/'fleksɪ,tʰaɪm/	horaires flexibles	a system in which employees work a particular number of hours each week or month but can choose when they start and finish work each day	Some companies have a flexitime system.
hire	Verb	/'haɪə(r)/	embaucher	to give somebody a job	The department is hiring new employees to work in the Tokyo office.
pay rise / cut	Noun	/'peɪ ,raɪz/, /'peɪ ,kʌt/	augmentation/diminution de salaire	the act of increasing/reducing a salary	The company is giving a pay rise to employees who meet their targets. / Some employees will have to take a pay cut if they don't perform well.
perform	Verb	/pə(r)'fɔː(r)m/	avoir de bons/mauvais résultats	to do something, such as a piece of work, task or duty	The department is firing employees who perform badly.
project	Noun	/'prɒdʒekt/	projet	a planned piece of work that is designed to find information about something, to produce something new, or to improve something	The project is going really well.
sack	Verb	/sæk/	mettre à la porte	being told by your employer that you can no longer continue working for a company, usually because of something that you have done wrong	They are sacking about 10 per cent of the workforce.
stressful	Adjective	/'stresf(ə)l/	stressant	causing a lot of anxiety and worry	Modern life is more stressful than ever.
take on	Phrasal verb	/.teɪk 'ɒn/	engager	to employ somebody	The business is taking on new staff to help complete the project.
target	Noun	/'tɑː(r)ɡɪt/	objectif	a result that you try to achieve	I have to meet my sales targets this year.
tour guide	Noun	/'tuə(r) gaɪd/	guide touristique	someone whose job it is to show tourists around a place and explain its history, architecture etc.	I've got a new job as a tour guide.
workforce	Noun	/'wɜː(r)k,fɔː(r)s/	effectifs	all the people who work for a particular company, organization, etc.	The company's workforce is growing quickly.
pp 18–19	POS	Pronunciation	Translation	Definition	Examples
abroad	Noun	/ə'brɔːd/	à l'étranger	in or to a foreign country	The company is offering me a post abroad.
confirm	Verb	/kən'fɜː(r)m/	confirmer	to state or show that something is definitely true or correct	Please confirm you can attend the meeting.
finance director	Noun	/'faɪnæns daɪ,rektə(r)/, /fə'næns də,rektə(r)/	directeur financier	the person who is in charge of a company's finance	I've got a meeting with the finance director now.
job applicant	Noun	/'dʒɒb ,æplɪkənt/	candidat à un poste	a person who applies for a job	I'm interviewing the job applicants this morning.
kid	Noun	/kɪd/	enfant	a child or young person	He's collecting the kids from school later.
potential client	Noun	/pə'tenʃ(ə)l 'klaɪənt/	client potentiel	someone who may pay for the services of a professional person	I'm meeting a potential new client this afternoon.
present	Verb	/'prɪ'zent/	présenter	to show something for other people to look at or consider	I'm presenting the company to a group of visitors.
production plant	Noun	/prə'dʌkʃ(ə)n plɑːnt/	usine de production	an industrial site, where workers manufacture goods or operate machines processing one product into another.	He works in the production plant.
quality inspector	Noun	/'kwɒlɪtɪ ɪn,spektə(r)/	inspecteur de qualité	a person whose job is to visit to check that rules are being obeyed and that standards are acceptable	She's showing the quality inspectors around the building.
reception (a place)	Noun	/'rɪ'sepʃ(ə)n/	réception	the area inside of a building where guests or visitors go first when they arrive	See you in Reception at 12.30.
sales team	Noun	/'seɪlz ti:m/	équipe commerciale	the division of a business that's responsible for selling products or services.	The sales team have their monthly meeting tomorrow.
strategy meeting	Noun	/'strætədʒɪ ,miːtɪŋ/	réunion de stratégie	an meeting that is used to set priorities, focus resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals	Don't forget we have the strategy meeting on Wednesday.
suggestion	Noun	/sə'dʒestʃ(ə)n/	suggestion	an idea or a plan that you mention for somebody else to think about	Can I make a suggestion?
trade fair	Noun	/'treɪd ,feə(r)/	salon professionnel	an event at which many different companies show and sell their products	Are you going to the trade fair?
pp 20–21	POS	Pronunciation	Translation	Definition	Examples
attendance	Noun	/ə'tend(ə)ns/	participation	the act of being present at a place	Please confirm your attendance at the trade fair.

convention centre	Noun	/kən'venf(ə)n ,sentə(r)/	centre des congrès	a large building that is designed to hold a convention, where individuals and groups gather to promote and share common interests.	The fair is taking place at the new convention centre.
invite	Verb	/ɪn'vaɪt/	inviter	to ask somebody to come to a social event	I am writing to invite you to a book fair.
reception (a party)	Noun	/rɪ'seɪf(ə)n/	réception	a formal social occasion to welcome somebody or celebrate something	We are holding a reception on Thursday evening to celebrate our tenth anniversary.
return flight	Noun	/rɪ,tʒ:(r)n 'flaɪt/	vol retour	the plane journey that takes you back to your previous location	My return flight is on Saturday.
self-employed	Adjective	/,self ɪm'plɔɪd/	indépendant	working for yourself and not employed by a company, etc.	I'm self-employed, so I work at home.
venue	Noun	/'venju:/	lieu	a place where people meet for an organized event, for example a concert, sporting event or conference	The International Convention Centre is a good venue for the conference.
pp 22–23	POS	Pronunciation	Translation	Definition	Examples
correspondence	Noun	/,kɒrɪ'spɒndəns/	correspondance	the letters a person sends and receives with another person	I deal with correspondence as part of my job.
reservation	Noun	/,rezə(r)'veɪf(ə)n/	réservation	an arrangement for a seat on a plane or train, a room in a hotel, etc. to be kept for you	I'd like to change my reservation, please.
skill	Noun	/skɪl/	compétence	the ability to do something well	Negotiation skills are important for my job.
Module 3					
pp 24–25	POS	Pronunciation	Translation	Definition	Examples
franchise	Noun	/'fræntʃaɪz/	franchise	formal permission given by a company to somebody who wants to sell its goods or services in a particular area	The fast-food franchise was very successful.
pp 26–27	POS	Pronunciation	Translation	Definition	Examples
aircraft	Noun	/'eə(r),kra:ft/	appareil/avion	any vehicle that can fly and carry goods or passengers	He didn't own the first two aircraft he operated.
budget airline	Noun	/,bʌdʒɪt 'eə(r),laɪn/	compagnie aérienne low-cost	Aircraft companies offering reduced prices usually in exchange for reduced service	EasyJet and Ryanair are two of the biggest budget airlines in Europe.
entrepreneur	Noun	/,ɒntrəprə'nɜ:(r)/	entrepreneur	a person who makes money by starting or running businesses, especially when this involves taking financial risks	The entrepreneur started the company from her living room.
expand	Verb	/ɪk'spænd/	se développer	to become greater in size, number or importance; to make something greater in size, number or importance	The company grew quickly and expanded into France, Germany and Sweden.
fleet	Noun	/fli:t/	flotte	a group of planes, buses owned by the same organization	The company has a large fleet of planes.
freelancer	Noun	/'fri:lɑ:nsə(r)/	travailleur indépendant	someone who is not permanently employed by a particular company, but sells their services to more than one company	He works as a freelancer for several different companies.
go public	Phrase	/gəʊ 'pʌblɪk/	annoncer publiquement	when a company goes public anyone can buy a share of the company	The company went public in 2012.
limited company (Ltd)	Noun	/,lɪmɪtɪd 'kʌmp(ə)ni/	société à responsabilité limitée	a company which is legally separate from the people who run it and has separate finances from the shareholders personal ones. The owners are only responsible for business debts limited to the value of their investments	She works for Williams & Co. Ltd.
merge	Verb	/mɜ:(r)dʒ/	fusionner	to combine or make two or more things combine to form a single thing	The two companies merged in 2015.
non-profit organisation	Noun	/nɒn ,prɒfɪt ɔ:(r)gənəɪ'zeɪf(ə)n/	association à but non lucratif	tax exempt or charitable organizations that do not pay income tax on the money that they receive for their organization.	It's a non-profit organisation that does a lot of wildlife conservation work.
partnership	Noun	/'pɑ:(r)tənə(r)ʃɪp/	partenariat	a business owned by two or more people who share the profits	She set up a partnership with her former boss.
public limited company (plc)	Noun	/,pʌblɪk lɪmɪtɪd 'kʌmp(ə)ni/	société anonyme	a limited company that has that has offered shares to the general public	I worked at Lloyds Bank plc before I got this job.
raw materials	Noun	/,rɔ: mə'tɪərɪəlz/	matières premières	a basic material that is used to make a product	They bought the raw materials directly from the producers.
sole trader	Noun	/,səʊl 'treɪdə(r)/	entreprise individuelle	a person who owns and runs a business on their own rather than with a partner	Working as a sole trader has many advantages.
pp 28–29	POS	Pronunciation	Translation	Definition	Examples
announce	Verb	/ə'naʊns/	annoncer	to tell people something officially, especially about a decision, plans, etc.	We are pleased to announce the signing of a major new deal with a Japanese car manufacturer.
business partner	Noun	/'bɪznəs ,pɑ:(r)tənə(r)/	partenaire commercial	people who share ownership or run a company together	He sent an email to his business partner.
contract	Noun	/'kɒntrækt/	contrat	an official written agreement	The company has signed a new contract with a Japanese manufacturer.
core business	Phrase	/,kɔ:(r) 'bɪznəs/	activité principale	the main area or activity that a company was founded on or focuses on	Their core business is financial products.
distribute	Verb	/dɪ'strɪbjʊ:t/, /'dɪstrɪbjʊ:t/	distribuer	to send goods to shops so that they can be sold	They distribute their products internationally.
hardware	Noun	/'hɑ:d(r),weə(r)/	matériel	the machinery and electronic parts of a computer system	We are leaders in hardware and software solutions for satellite technology.
organic	Adjective	/ɔ:(r)'gænɪk/	biologique	(of food) produced without using artificial chemicals	We have just announced a new line in vegetarian and organic menus.
performance	Noun	/pə(r)'fɔ:(r)məns/	prestation	how well or badly you do something	They want us to improve our performance when presenting and negotiating.
press release	Noun	/'pres rɪ'li:s/	communiqué de presse	an official statement made to journalists	They issued a press release announcing their new CEO.
provide	Verb	/prə'vaɪd/	fournir/offrir	to give something to somebody or make it available for them to use	The also provide catering for special occasions, from banquets for up to 1,000 people to romantic dinners for two.
purchasing manager	Noun	/'pɜ:tfəʊɪŋ ,mænɪdʒə(r)/	responsable des achats	an employee in an organization who is responsible for buying goods and services needed by the company	Let me introduce our new purchasing manager.
software	Noun	/'sɒf(t),weə(r)/	logiciel	the programs, etc. used to operate a computer	I work for a company that designs computer software.
supply	Verb	/sə'plai/	fournir	to provide somebody with something that they need or want, especially in large quantities	The company supplies meals for over 15,000 people every lunchtime!
turnover	Noun	/'tɜ:(r)n ,əʊvə(r)/	chiffre d'affaires	the total amount of goods sold by a company during a particular period of time	The company has a turnover of \$7.5 million.
validation	Noun	/,vælɪ'deɪʃn	validation	the act of stating officially that something is useful and of an acceptable standard	Our engineers are involved in all stages of a project, from planning to the final performance validation.
pp 30–31	POS	Pronunciation	Translation	Definition	Examples
commitment	Noun	/kə'mɪtmənt/	engagement	the willingness to work hard and give your energy and time to a job or an activity	We achieved this position through our quality design and commitment to meeting clients' needs.
decrease	Verb	/dɪ'kri:s/	diminuer	to become or make something become smaller in size, number, etc.	Sales decreased after Christmas.
delighted	Adjective	/dɪ'laɪtɪd/	ravi	very pleased	I am delighted to announce that last year was an excellent year for sales.
design	Noun	/dɪ'zaɪn/	conception	the art or process of deciding how something will look or work by drawing plans	We are one of the leading web design agencies in Europe.
dramatically	Adverb	/drə'mætrɪkli/	de manière spectaculaire	very suddenly and to a very great and often surprising degree	Our production rose dramatically in the third and fourth quarter.

drop	Verb	/drɒp/	baisser	to become or make something lower or less	The share price dropped in the first half of the year. In the second quarter, worldwide sales fell sharply.
fall	Verb	/fɔ:l/	chuter	to drop down from a higher level to a lower level	
go up	Phrasal verb	/gəʊ 'ʌp/	augmenter	to increase steadily	New orders from Asia meant that sales went up to their previous level by the end of the year. The company is growing steadily. Sales increased towards the end of the year. After rising for several months, the share price levelled off during the summer. The warehouse location means we can supply our products all over Europe.
grow	Verb	/grəʊ/	s'accroître	to increase in size, number, strength or quality	
increase	Verb	/ɪn'kri:s/	augmenter	to become or to make something greater in amount, number, value, etc.	
level off	Phrasal verb	/,lev(ə)l 'ɒf/	se stabiliser	to stay at a steady level of progress after a period of sharp rises or falls	
location	Noun	/ləʊ'keɪʃ(ə)n/	emplacement	a place where something happens or exists; the position of something	
meet sb's needs	Phrase	/mi:t ,sʌmbədi 'ni:dz/	répondre aux besoins de qqn	to provide whatever someone requires a period of three months, used especially as a period for which bills are paid or a company's income is calculated	We are committed to meeting our clients' needs.
quarter	Noun	/'kwɔ:(r)tə(r)/	trimestre	something happening in a smooth, gradual, and regular way.	We received a lot of new orders in the first two quarters. Oil prices have remained steady for the second half of the year. We continue to give excellent returns to our investors. The share price rose steadily for the first two quarters.
remain steady	Phrase	/rɪˌlmeɪn 'stedɪ/	rester stable	the amount of profit that you get from something	
return	Noun	/rɪ'tɜ:(r)n/	rendement	to reach a higher level or position	
rise	Verb	/raɪz/	hausse	one of the equal parts into which a company's capital is divided. A person who owns shares receive part of the company's profits.	
share	Noun	/ʃeə(r)/	action	suddenly and by a large amount	Last year, our share price increased by 30 per cent. Sales went up sharply after the product was advertised on TV. Clients have easy access to our staff. Two years ago, we started working successfully with clients all over the world. We provide unique and individual web designs for each company. Worldwide sales dropped last year.
sharply	Adverb	/'ʃɑ:(r)pli/	nettement	all the workers employed in an organization considered as a group	
staff	Noun	/stɑ:f/	personnel	in a way that achieves your aims or what was intended	
successfully	Adverb	/sək'sesf(ə)li/	avec succès	being the only one of its kind	
unique	Adjective	/ju:'ni:k/	unique	in, or relating to, all parts of the world	
worldwide	Adjective	/,wɜ:(r)ld'waɪd/	dans le monde		
pp 32–33	POS	Pronunciation	Translation	Definition	Examples
delegate	Noun	/'delɪgət/	délégué	a person who attends a conference	We need a bottle of water for each delegate. You need to listen for gist in this part of the exam. The stand is located in Hall J at the exhibition. The new management have decided to invest in staff training. I've managed to negotiate a pay rise. Can we have some sparkling water for our meeting, please? Do you prefer sparkling or still water?
gist	Noun	/dʒɪst/	essentiel	the general meaning of a piece of writing, a speech or a conversation	
hall	Noun	/hɔ:l/	hall	a building or large room for public meetings, social events etc.	
management	Noun	/'mænɪdʒmənt/	direction	the people who run and control a business or similar organization	
negotiate	Verb	/nɪ'gəʊʃieɪt/	négocier	to try to reach an agreement by formal discussion	
sparkling water	Noun	/,spɑ:(r)kʌɪŋ 'wɔ:tə/	eau pétillante	water containing bubbles of gas (carbonated)	
still water	Noun	/,stɪl 'wɔ:tə/	eau plate	water that is not carbonated	
Module 4					
pp 34–35	POS	Pronunciation	Translation	Definition	Examples
city	Noun	/'sɪti/	ville	a large and important town	The new headquarters are in the city. We've had plenty of interest in the new clothing range. Their main competitor is a Japanese company. Goods are transported from European cities for Chinese consumers. The train pulls containers of clothing and smaller personal items. We need to lower our prices in order to attract more customers.
clothing	Noun	/'kləʊðɪŋ/	vêtements	clothes	
competitor	Noun	/kəm'petɪtə(r)/	concurrent	a person or an organization that competes against others, especially in business	
consumer	Noun	/kən'sju:mə(r)/	consommateur	a person who buys goods or uses services	
container (large metal box)	Noun	/kən'teɪnə(r)/	conteneur	a box, bottle, etc. in which something can be stored or transported	
customer	Noun	/'kʌstəmə(r)/	client	a person who buys goods or uses services the government department that collects taxes on goods bought and sold and on goods brought into the country, and that checks what is brought in	We had three containers held up by customs for two weeks. China is a major producer of electrical goods. Does your country export many goods? Which types of goods does the train transport?
customs	Noun plural	/'kʌstəmz/	douanes	devices that use electricity to perform a function	
electrical goods	Noun plural	/'ɪlektɪk(ə)l ,ɡʊdz/	électroménager	to sell and send goods to another country	
export	Verb	/ɪk'spɔ:(r)t/	exporter	things that are produced to be sold	
goods	Noun plural	/ɡʊdz/	marchandises	a product that is brought into one country from another / to bring a product into one country from another	
import	Noun / Verb	/'ɪmpɔ:(r)t/ (n), /ɪm'pɔ:(r)t/ (v)	importer	a single article or object	We import a lot of our raw materials. / Our country uses a lot of Chinese imports. The train also carries smaller personal items, such as wallets and bags. The journey from Yiwu to London is around 12,000 kilometres. Our sales meeting is on Friday morning. Have you heard the good news? The ship arrived at the port three days ago. UK producers fill up the train with British-made products. A couple of large retailers are ready to place their orders. The company's main rival has just launched a new product. The train follows a similar route to the famous Silk Road.
item	Noun	/'aɪtəm/	article	an act of travelling from one place to another, especially when they are far apart	
journey	Noun	/'dʒə:(r)ni/	trajet	an occasion when people come together to discuss or decide something	
meeting	Noun	/'mi:tɪŋ/	réunion	new information about something that has happened recently	
news	Noun	/nju:z/	nouvelle	a place where ships load and unload goods or passengers	
port	Noun	/pɔ:(r)t/	port	a person, a company or a country that grows or makes food, goods or materials	
producer	Noun	/prə'dju:sə(r)/	producteur	a person or business that sells goods to the public	
retailer	Noun	/'ri:ˌteɪlə(r)/	détaillant	a person or company competing with another person or company	
rival	Noun	/'raɪv(ə)l/	rival	way that you follow to get from one place to another	
route	Noun	/ru:t/	route	a building where large quantities of goods are stored, especially before they are sent to shops to be sold	
warehouse	Noun	/'weə(r),haʊs/	entrepôt	a person or company that sells goods in large quantities to other companies or people who then sell them to the public	They are building a new warehouse to store the goods. It's an attractive alternative for smaller traders and wholesalers who may not wish to use expensive carrier services.
wholesaler	Noun	/'həʊl,seɪlə(r)/	grossiste		
pp 36–37	POS	Pronunciation	Translation	Definition	Examples
advice	Noun	/əd'vaɪs/	conseil	an opinion or a suggestion about what somebody should do in a particular situation	He gave me some good advice. Send out the agenda a few days in advance of the meeting. I'm afraid she isn't available at the moment.
agenda	Noun	/ə'dʒendə/	ordre du jour	a list of items to be discussed at a meeting	
available	Adjective	/ə'veɪləb(ə)l/	disponible	(of a person) free to see or talk to people	
could	Modal verb	/kʊd/, /kəd/	pourrais/pourrait/pourrions/pourriez/pourraient	used to ask if you can do something	Could you call back later, please? I need to read through this dossier by tomorrow. We need more effective communication within the department. It's embarrassing when I forget clients' names. Our shops could be empty next week.
dossier	Noun	/'dɒsɪɪ/, /'dɒsɪə(r)/	dossier	a collection of documents that contain information about a person or a subject	
effective	Adjective	/'ɪfektɪv/	efficace	producing the result that is wanted or intended	
embarrassing	Adjective	/ɪm'bærəsɪŋ/	gênant	making you feel shy, awkward or ashamed	
empty	Adjective	/'empti/	vide	with no people or things inside	

excuse	Noun	/ɪk'skjuːs/	excuse	a reason, either true or invented, that you give to explain or defend your behaviour	I have to make excuses for my colleague when he's away from his desk for a long time.
face-to-face	Adjective	/ˌfeɪs tə 'feɪs/	en personne	involving people who are close together and looking at each other	Teleconferencing is much cheaper than face-to-face meetings overseas.
flat	Adjective	/flæt/	à plat	unable to supply any more electricity	My mobile phone battery was flat, so I couldn't call you.
ideal	Adjective	/aɪ'diəl/	idéâl	perfect; most suitable	This is the ideal job for me.
message	Noun	/'mesɪdʒ/	message	a written or spoken piece of information, etc. that you send to somebody or leave for somebody when you cannot speak to them yourself	Can I leave a message, please?
recommendation	Noun	/ˌrekəmen'deɪʃ(ə)n//	recommandation	a suggestion about the best thing to do	He gave me a good recommendation for a restaurant.
reflect (show)	Verb	/rɪ'flekt/	réfléter	to show or be a sign of the nature of something or of somebody	Your colleague is often late for meetings with suppliers and it reflects badly on the company.
send out	Phrasal verb	/send 'aʊt/	envoyer	to send something to a lot of different people or places	Can you send out the minutes as soon as possible after the teleconference?
should	Modal verb	/ʃʊd/	devrais/devrait/devrions/devriez/devraient	used to show what is right, or for giving, or asking for, advice	You should apply for that job.
teleconference	Noun	/'teli,kɒnf(ə)rəns/	téléconférence	to attend a conference or discussion at which members are in different places and speak to each other using telephone and video connections	Write the minutes of the teleconference for everyone.
type	Verb	/taɪp/	taper (à la machine)	write (something) on a typewriter or computer by pressing the keys.	How fast can you type?
pp 38–39	POS	Pronunciation	Translation	Definition	Examples
apologise	Verb	/ə'pɒlədʒaɪz/	s'excuser de	to say that you are sorry for doing something wrong or causing a problem	I apologise for the delay with your order.
caller	Noun	/'kɔːlə(r)/	personne qui appelle	a person who is making a telephone call	The caller wants to make a complaint.
delivery	Noun	/dɪ'lɪv(ə)ri/	livraison	the act of taking goods, letters, etc. to the people they have been sent to	We are still waiting for delivery of our goods.
discount	Noun	/'dɪs,kɑʊnt/	remise	an amount of money that is taken off the usual cost of something	I would like to offer you a discount of ten per cent.
printer cartridge	Noun	/'prɪntə(r) ,kɑː(r)trɪdʒ/	cartouche d'imprimante	is a container for the liquid ink used in some types of printers	I ordered two printer cartridges last week.
quantity	Noun	/'kwɒntəti/	quantité	an amount or a number of something	We received the incorrect quantity of envelopes.
stationery	Noun	/'steɪʃ(ə)n(ə)ri/	fournitures de bureau	materials for writing and for using in an office, for example paper, pens and envelopes	I am writing to complain about our stationery order.
pp 40–41	POS	Pronunciation	Translation	Definition	Examples
budget figures	Phrase	/ˌbʌdʒɪt 'fɪɡə(r)z/	chiffres budgétaires	numbers representing the particular amounts of money in a budget. A budget is the money available to a person or company and a plan of how it will be spent	Can you send me your budget figures for the report?
copy	Noun	/'kɒpi/	copie	a thing that is made to be the same as something else, eg. a document	Could you post a copy of his tax form for last year?
distributor	Noun	/dɪ'strɪbjʊtə(r)/	distributeur	a person or company that supplies goods to shops, stores, etc.	They are the largest distributor of books in Europe.
email address	Noun	/'iːmeɪl ə,dres/	adresse e-mail	an individual name that you use to receive email on the Internet	Does he have your email address?
equipment	Noun	/'ɪkwɪpm(ə)nt/	équipement	the things that are needed for a particular purpose or activity	I need the prices for a shipment of electrical equipment.
exporter	Noun	/'ɪk'spɔː(r)tə(r)/	exportateur	a person, company or country that sells goods to another country	Brazil is the world's largest coffee exporter.
extension number	Noun	/ɪk'stenʃ(ə)n ,nʌmbə(r)/	numéro de poste	a phone number on an internal telephone line attached to the organization	Could you tell me her extension number, please?
file	Noun	/faɪl/	classeur	a collection of information stored together physically in a box or folded piece of card, or on a computer	Can you help me carry these files?
freight forwarder	Noun	/'freɪt ˌfɔː(r)wə(r)də(r)/	transitaire	a company that receives and ships goods on behalf of other companies.	The freight forwarder will organise the best way to transport the goods.
importer	Noun	/ɪm'pɔː(r)tə(r)/ /ˌmænɪdʒɪŋ də'rektə(r)/, /ˌmænɪdʒɪŋ daɪ'rektə(r)	importateur	a person, company, etc. that buys goods from another country in order to sell them in their own country	He's an importer of French food.
managing director	Noun		directeur général	the person who is in charge of a business	She's in a meeting with the managing director at the moment.
manufacturer	Noun	/ˌmænjʊ'fæktʃərə(r)/	fabricant	a person or company that produces goods in large quantities	I've spoken to our manufacturer in Europe about increasing production.
merchandising	Noun	/'mɜː(r)tʃ(ə)n,daɪzɪŋ/	commercialisation	products connected with a popular film, band, person or event; the process of selling these goods	When will the merchandising products be available?
personnel	Noun	/ˌpɜː(r)sə'nel/	personnel	the department in a company that deals with employing and training people	Have you spoken to someone in Personnel?
personnel manager	Noun	/ˌpɜː(r)sə'nel ,mænɪdʒə(r)/	responsable du personnel	person who is in charge of the department in a company that deals with employing and training people	Can you put me through to the personnel manager, please?
post office	Noun	/'pəʊst ˌɒfɪs/	bureau de poste	the national organization in many countries that is responsible for collecting and delivering letters, etc.	I can take those letters to the post office on my way home.
production manager	Noun	/prə'dʌkʃ(ə)n ,mænɪdʒə(r)/	responsable de la production	the person in charge of the manufacturing processes	The production manager is having a lunch meeting with the managing director.
schedule	Noun	/'ʃedjuːl/	calendrier	a plan that lists all the work that you have to do and when you must do each thing	The project has already fallen behind schedule.
shipment	Noun	/'ʃɪpmənt/	cargaison	the process of sending goods from one place to another	We've got a shipment of electrical equipment arriving next week.
tax form	Noun	/'tæks ˌɔːm/	déclaration d'impôt	forms that report income, expenses and other tax information.	I need a copy of my tax form from last year.
pp 42–43	POS	Pronunciation	Translation	Definition	Examples
agree	Verb	/ə'ɡriː/	être d'accord	to have the same opinion as somebody	I don't agree with him.
candidate	Noun	/'kændɪdət/, /'kændɪdeɪt/	candidat	a person who is trying to be elected or is applying for a job	Write down the information about each candidate in this table.
creative	Adjective	/'kri'eɪtɪv//	créatif	having the skill and ability to produce something new	I like working with creative people.
interview	Noun	/'ɪntə(r)vjuː/	entretien	a formal meeting at which somebody is asked questions to see if they are suitable for a particular job, or for a course of study at a college, university, etc.	I've come for an interview for the sales job.
mini-presentation	Noun	/ˌmɪni ˌprez(ə)n'teɪʃ(ə)n/	mini-présentation	a short formal talk in which you describe or explain something to a group of people	Part Two of the Speaking Test is a mini-presentation.
multinational	Adjective	/ˌmʌltɪ'næʃ(ə)nəl/	multinationale	existing in or involving many countries	She works for a multinational company in Paris.
opinion	Noun	/ə'pɪnjən/	opinion	your feelings or thoughts about somebody/something, rather than a fact	In my opinion, big cities are more exciting than the countryside.
personal details	Phrase	/ˌpɜː(r)s(ə)nəl 'diːteɪlz/	données personnelles	details about a person such as their name and address	Can I take some personal details from you?
topic	Noun	/'tɒpɪk/	sujet	a subject that you talk, write or learn about	You need to choose a topic for your presentation.
town	Noun	/taʊn/	ville	a place with many houses, shops etc. where people live and work.	Do you think it's better to live in a small town or a big city?
Module 5					
pp 44–45	POS	Pronunciation	Translation	Definition	Examples
accommodation	Noun	/ə,kɒmə'deɪʃ(ə)n/	hébergement	a place to live, work or stay in	We offer bed and breakfast accommodation.

borrow	Verb	/ˈbɒrəʊ/	emprunter	to take and use something that belongs to somebody else, and return it to them at a later time	<i>We borrowed a lot of money from the bank to get started.</i>
countryside	Noun	/ˈkʌntriˌsaɪd/	campagne	land outside towns and cities, with fields, woods, etc.	<i>They sold their house in the city and moved to the countryside.</i>
debt	Noun	/det/	dette	a sum of money that somebody owes	<i>Sales decreased and they had lots of debt.</i>
do sth different	Phrase	/duː ˌsʌmθɪŋ ˈdɪfrənt/	faire autre chose	unusual; not like other people	<i>When he was made redundant, he had the opportunity to do something different.</i>
earn an income	Phrase	/ɜː(r)n ən ˈɪnkʌm/	gagner un revenu	to gain money for doing your job	<i>I earned a good income as a stockbroker in the city.</i>
earn money	Phrase	/ɜː(r)n ˈmʌni/	gagner de l'argent	obtain money for doing your job	<i>I earn less money now, but I'm happier.</i>
farmhouse	Noun	/ˈfɑː(r)mˌhaʊs/	ferme	the main house on a farm, where the farmer lives	<i>They've bought a farmhouse in the Tuscan hills.</i>
go bankrupt	Phrase	/gəʊ ˈbæŋkrʌpt/	faire faillite	not having enough money to pay what you owe	<i>The firm he worked for went bankrupt.</i>
grow up	Phrasal verb	/grəʊ ˈʌp/	grandir	to develop into an adult	<i>The children are growing up so fast.</i>
huge	Adjective	/hjuːdʒ/	énorme	extremely large in size or amount	<i>She sold her old comic books for a huge sum of money.</i>
income	Noun	/ˈɪnkʌm/	revenu	the money that a person, company etc. earns	<i>Bed and breakfast will not be the only source of income.</i>
make a loss	Phrase	/meɪk ə ˈlɒs/	subir une perte	money that a person, company, organization loses when it spends more than it earns	<i>The business made a loss last year.</i>
make a profit	Phrase	/meɪk ə ˈprɒfɪt/	réaliser des profits	the income remaining after total costs are deducted from total revenue	<i>We won't make a profit in the first year.</i>
make enquiries	Phrase	/meɪk ɪnˈkwɪrɪz/	s'informer	to request information, or ask a question, about somebody/something	<i>A lot of people have made enquiries about our new products.</i>
make friends	Phrase	/meɪk ˈfrendz/	se faire des amis	form relationships with other people	<i>Learning Spanish helped me to make lots of new friends.</i>
make money	Phrase	/meɪk ˈmʌni/	gagner de l'argent	to earn a lot of money; to make a profit	<i>We hope to make money from our business in the future.</i>
produce	Noun	/ˈprɒdjuːs/	produire	to make things to be sold, especially in large quantities	<i>We will start selling farm produce next year.</i>
rat race	Noun	/ˈræt reɪs/	foire d'empoigne	the way of life where people living and working in a large city compete in an aggressive way with each other in order to be more successful and earn more money	<i>Have you ever thought of escaping the rat race?</i>
resign from	Phrase	/rɪˈzʌɪn frəm/, /rɪˈzʌɪn frɒm/	démissionner de	to state formally that you are leaving a job permanently	<i>I resigned from my job last year.</i>
reward	Noun	/rɪˈwɔː(r)d/	récompense	a thing that you are given because you have done something good.	<i>I was a successful stockbroker with the typical rewards of success.</i>
settle in	Phrasal verb	/ˌset(ə)l ˈɪn/	s'installer	to move into a new home, job, etc. and start to feel comfortable there	<i>We are settling in to our new home.</i>
spend (time)	Verb	/spend/ (/ˈtʌɪm/)	passer (du temps)	to stay somewhere or to do something for a period of time	<i>I spend more time with my children now.</i>
spend (money)	Verb	/spend/ (/ˈmʌni/)	dépenser (de l'argent)	to use money to pay for things	<i>I've spent all my money on a new computer.</i>
stockbroker	Noun	/ˈstɒkˌbrəʊkə(r)/	agent de change	a person or a company that buys and sells shares for other people	<i>I worked as a stockbroker in the city.</i>
stress out	Phrasal verb	/stres ˈaʊt/	stresser	to be too anxious and tired to be able to relax	<i>Commuting to work every day stressed him out.</i>
trade in shares	Phrase	/treɪd ɪn ˈʃeə(r)z/	négocier des actions	the buying and selling of stocks in the hope of making a profit	<i>He still trades in shares, but only his own.</i>
unexpectedly	Adverb	/ˌʌnɪkˈspektɪdli/	de manière inattendue	in a way that surprises you because you were not expecting it	<i>I was unexpectedly made redundant.</i>
work long hours	Phrase	/ˌwɜː(r)k lɔŋ ˈaʊə(r)z/	travailler de longues heures	working for a period of time that is longer than the usual, regular, or routine for a given activity	<i>He didn't see much of his family because he worked such long hours.</i>
pp 46–47	POS	Pronunciation	Translation	Definition	Examples
accountancy	Noun	/əˈkaʊntənsi/	comptabilité	the work or profession of an accountant	<i>She works for an accountancy firm in the city.</i>
branch	Noun	/brɑːntʃ/	filiale	a local office or shop belonging to a large company or organization	<i>They are opening a new branch in Madrid.</i>
business card	Noun	/ˈbɪznəs kɑː(r)d/	carte de visite	a small card printed with somebody's name and details of their job and company	<i>Here's my business card with my contact details.</i>
competitive	Adjective	/kəmˈpetətɪv/	compétitif	describes a situation in which people or organizations compete against each other	<i>I didn't really enjoy the competitive environment.</i>
exhibition	Noun	/ˌeksɪˈbɪʃ(ə)n/	exposition	a collection of things, for example works of art, that are shown to the public	<i>There's a great photography exhibition on in town.</i>
former	Adjective	/ˈfɔː(r)mə(r)/	ancien	that used to have a particular position or status in the past	<i>We'll contact your former employer for references.</i>
give up	Phrasal verb	/ˌɡɪv ˈʌp/	abandonner	to stop doing something	<i>I've given up banking altogether and I'm a photographer now.</i>
head office	Noun	/hed ˈɒfɪs/	siège	the main office of a company; the managers who work there	<i>I've moved to the head office now.</i>
HR (Human Resources)	Noun	/ˌhjuːmən rɪˈsɔːsɪz/	RH (Ressources humaines)	the department in a company that deals with employing and training people	<i>He's worked in HR for three years.</i>
make progress	Phrase	/ˌmeɪk ˈprəʊɡres/	progresser	to move forward in one's work or activity	<i>Sometimes you have to be competitive if you want to make progress.</i>
progress	Noun	/ˈprəʊɡres/	avancer	the process of improving or developing, or of getting nearer to achieving or completing something	<i>We haven't made much progress with our new project yet.</i>
retire	Verb	/rɪˈtaɪə(r)/	prendre sa retraite	to stop doing your job, especially because you have reached a particular age	<i>She retired earlier this year.</i>
since	Adverb	/sɪns/	depuis	from a time in the past until a later past time, or until now	<i>I've worked here since 2016.</i>
pp 48–49	POS	Pronunciation	Translation	Definition	Examples
all in all	Phrase	/ˌɔːl ɪn ˈɔːl/	tout compte fait	when everything is considered	<i>All in all, last year was very successful.</i>
be off	Phrase	/ˌbiː ˈɒf/	partir	leaving a place, or going away from something	<i>I'm off to the Book Fair this afternoon.</i>
distribute	Verb	/dɪˈstrɪbjʊːt/, /ˈdɪstrɪbjʊːt/	distribuer	to send goods to shops and businesses so that they can be sold	<i>We're distributing our books all over Europe.</i>
meet up	Phrasal verb	/miːt ˈʌp/	se rencontrer	to meet somebody, especially by arrangement	<i>Let's meet up when you get back from the conference.</i>
more than ever	Phrase	/mɔː(r) ðən ˈevə(r)/	plus que jamais	an amount or number that is larger than it was before	<i>We've sold more books than ever before.</i>
progress report	Noun	/ˌprəʊɡres rɪˈpɔːt/	rapport d'avancement	an account of how much work has been done on something and what is still to be done	<i>Can you email me a full progress report by 6pm, please?</i>
publisher	Noun	/ˈpʌblɪʃə(r)/	éditeur	a person or company that prepares and prints books, magazines, newspapers or electronic products and makes them available to the public	<i>I'm meeting the publisher tomorrow to discuss the sales figures.</i>
take a holiday	Phrase	/teɪk ə ˈhɒlɪdeɪ/	prendre des vacances	go on holiday – a period of time during which you relax and enjoy yourself away from work	<i>I think I'm going to take a few days' holiday next month.</i>
pp 50–51	POS	Pronunciation	Translation	Definition	Examples
bank loan	Noun	/ˈbæŋk ləʊn/	crédit bancaire	money that the bank lends and somebody borrows	<i>We've applied for a bank loan to start our new business.</i>
be in order	Phrase	/biː ɪn ˈɔː(r)də(r)/	en état de fonctionnement	in the correct condition for operation or use	<i>Everything seems to be in order.</i>
business park	Noun	/ˈbɪznəs pɑːk/	parc d'activité	an area of land that is specially designed for offices and small factories	<i>Our office is in the new business park.</i>
business plan	Noun	/ˈbɪznəs plan/	plan de développement	a document giving details of a company's plans for the future	<i>Could you talk me through your business plan?</i>

E numbers	Noun	/ˈiː nʌmbə(r)z/	additifs en « E »	an artificial flavour or colour added to food and drink. These are identified with a number prefaced by the letter E	<i>We plan to make fruit drinks with no E numbers.</i>
keep up with demand	Phrase	/kiːp ˌʌp wið dɪˈmaːnd/	répondre à la demande	to continue doing or making something at the same rate as people are asking for it	<i>They're selling really well and we can't keep up with demand.</i>
launch	Verb	/ˈlɔːntʃ/	lancer	to make a product available to the public for the first time	<i>We're going to launch our new products in summer.</i>
lend	Verb	/lend/	prêter	to give something to somebody or allow them to use something that belongs to you, which they have to return to you later	<i>We need to ask you some questions before we can lend you the money.</i>
loan application	Noun	/ˌləʊn æplɪˈkeɪʃ(ə)n/	demande de prêt	a document that formally requests a loan and provides financial and other information about the borrower	<i>I've got all the paperwork for your loan application.</i>
office block	Noun	/ˈɒfɪs blɒk/	complexe de bureaux	a large building that contains offices, usually belonging to more than one company	<i>Have you seen the new office block in the city centre?</i>
on a small scale	Phrase	/ɒn ə ˈsmɔːl ˌskeɪl/	à petite échelle	not large in size or extent; limited in what it does	<i>We have been selling our products on a small scale.</i>
paperwork	Noun	/ˈpeɪpə(r),wɜː(r)k/	paperasserie	the written work that is part of a job, such as filling in forms and reports	<i>I've got a lot of paperwork to do at the office today.</i>
pay increase	Noun	/ˌpeɪ ˈɪŋkriːs/	augmentation de salaire	a rise in the amount paid in your salary.	<i>She's just had a pay increase.</i>
premises	Noun plural	/ˈpremɪsɪz/	locaux	the building and land near to it that a business owns or uses	<i>There's a lot to do before before the company moves to new premises.</i>
redundancy package	Noun	/rɪˈdʌndənsi ˌpækɪdʒ/	indemnité de licenciement	an amount of money that an employer gives a worker who is made redundant	<i>He got a good redundancy package from his employer.</i>
removal company	Noun	/rɪˈmuːv(ə)l ˌkʌmp(ə)ni/	entreprise de déménagement	a company that moves the possessions of a family or business from one site to another	<i>The removal company will pack up all the office furniture.</i>
take on staff	Phrase	/ˌteɪk ɒn ˈstɑːf/	embaucher du personnel	employee more people to work for a organization	<i>We need to take on more staff to meet the increased demand.</i>
trial	Noun	/ˈtraɪəl/	essai	the process of testing the ability, quality or performance of somebody/something, especially before you make a final decision about them	<i>Our trials of the new product have been successful.</i>
utilities	Noun plural	/juːˈtɪlɪtɪz/	services publics	a public service such as gas, water, or electricity that is used by everyone	<i>We need to arrange for new utilities contracts to be set up when we move office.</i>
Module 6 pp 54–55	POS	Pronunciation	Translation	Definition	Examples
aeroplane	Noun	/ˈeəreɪˌpleɪn/	avion	a flying vehicle with wings and one or more engines	<i>You can only take hand luggage on the aeroplane.</i>
air traffic controller	Noun	/eə(r) ˌtræfɪk kənˈtrəʊlə(r)/	contrôleur du trafic aérien	a person whose job is to give instructions by radio to pilots of aircraft so that they know when and where to take off or land	<i>The air traffic controllers were on strike last week.</i>
airport	Noun	/ˈeə(r),pɔː(r)t/	aéroport	a place where planes land and take off and that has buildings for passengers to wait in	<i>The passengers had to wait in the airport for hours.</i>
alone	Adjective	/əˈləʊn/	seul	without any other people	<i>The woman was travelling alone.</i>
baggage handler	Noun	/ˈbæɡɪdʒ ˌhændlə(r)/	bagagiste	someone whose job is to deal with passengers’ luggage at an airport	<i>The flight was cancelled due to a baggage handlers' dispute.</i>
boarding pass	Noun	/ˈbɔːdɪŋ ˌpɑːs/	carte d'embarquement	a card that you show before you get on a plane or boat	<i>You need to print your boarding pass at home for some airlines.</i>
buffet	Noun	/ˈbʊfeɪ/	buffet	a meal at which people serve themselves from a table and then stand or sit somewhere else to eat	<i>The woman said she would bring me some food from the buffet if I was hungry.</i>
business class	Noun, Adverb	/ˈbɪznəs ˌklaːs/	classe affaires	sitting in the comfortable part of a plane, designed for people travelling on business	<i>He always flies business class when he goes to USA.</i>
cancellation	Noun	/ˌkænsəˈleɪʃ(ə)n/	annulation	a decision to stop something that has already been arranged from happening	<i>The announcement said there would be no cancellations that day.</i>
charge	Noun	/tʃɑː(r)dʒ/	frais	the amount of money that somebody asks for goods and services	<i>There's an additional charge for the seats with extra legroom.</i>
check-in desk	Noun	/ˈtʃek ɪn ˌdesk/	comptoir d'enregistrement	a desk where you go to give in your bags and have your ticket checked at an airport	<i>We were late and the check-in desk was closed.</i>
common (usual)	Adjective	/ˈkɒmən/	courant	happening often	<i> Strikes are not very common at this airport.</i>
delay	Noun + Verb	/dɪˈleɪ/	retard	a period of time when somebody/something has to wait because of a problem that makes something slow or late	<i>There's a delay on all northbound trains this morning. / The airport delayed all flights due to bad weather.</i>
disabled	Adjective	/dɪsˈeɪb(ə)ld/	handicapé	unable to use a part of your body completely or easily because of a physical condition, an illness, an injury, etc.; unable to learn easily	<i>Does the plane have disabled access?</i>
economy class	Noun, Adverb	/ɪˈkɒnəmi ˌklaːs/	classe économique	the cheapest seats on a plane	<i>I usually fly economy class.</i>
excess charge	Noun	/ˈekses ˌtʃɑː(r)dʒ/	excès de charge	an extra amount of money to pay, such as for travelling first-class with a second-class ticket or for travelling further than you originally intended	<i>There is an excess charge of £70.</i>
first class	Noun, Adverb	/ˌfɜː(r)st ˈklaːs/	première classe	the best and most expensive seats or accommodation on a train, plane or ship	<i>I have never flown first class.</i>
flight attendant	Noun	/ˌflaɪt əˈtendənt/	membre de l'équipage	a person whose job is to serve and take care of passengers on an aircraft	<i>The flight attendant brought us our drinks.</i>
identity card	Noun	/aɪˈdentɪti ˌkaːd/	carte d'identité	a card with a person’s name, date of birth and photograph, which proves who they are	<i>Can I see your identity card, please?</i>
information desk	Noun	/ˌɪnfə(r)ˈmeɪʃ(ə)n ˌdesk/	bureau de renseignements	a counter where people may obtain information, typically in a public building such as an airport, library, or hospital.	<i>The woman at the information desk told me to go back to my hotel.</i>
instructions	Noun plural	/ɪnˈstrʌkʃ(ə)nz/	instructions	detailed information on how to do or use something	<i>You need to follow these instructions carefully.</i>
land	Verb	/lənd/	atterrir	to come down through the air and rest on the ground or another surface	<i>The plane will land at 10.15am.</i>
late	Adjective	/leɪt/	en retard	arriving, happening or done after the expected, arranged or usual time	<i>My bus was late this morning.</i>
lie (not say the truth)	Verb	/laɪ/	mentir	to say or write something that you know is not true	<i>I think the man was lying.</i>
lounge	Noun	/ləʊn(d)ʒ/	salon	a room for waiting in at an airport, etc.	<i>They let me sit in the First Class Lounge even though I didn't have a first class ticket.</i>
luggage	Noun	/ˈlʌɡɪdʒ/	bagage	bags or suitcases that contain somebody’s clothes and things when they are travelling	<i>You need to check your luggage in when you get to the airport.</i>
menu	Noun	/ˈmenjuː/	menu	a list of the food that is available at a restaurant or to be served at a meal	<i>I would like the vegetarian menu, please.</i>
miss	Verb	/mɪs/	rater	to arrive too late for something	<i>She missed her flight because she was late.</i>
overbook	Verb	/ˌəʊvə(r)ˈbʊk/	surbooker	to sell more tickets than are available	<i>The flight was overbooked, so we couldn't get on.</i>
passenger	Noun	/ˈpæsɪndʒə(r)/	passager	a person who is travelling in a car, bus, train, plane or ship and who is not driving it or working on it	<i>The passengers were angry about the delay.</i>

passport	Noun	/ˈpɑːspɔː(r)t/	paspeort	an official document that identifies you as a citizen of a particular country that you show when you enter a country	Don't forget your passport!
pilot	Noun	/ˈpaɪlət/	pilote	a person who operates the controls of an aircraft	The pilot told us the flight would take four hours.
plane	Noun	/pleɪn/	avion	a flying vehicle with wings and one or more engines	The plane was very full.
return / single ticket	Noun	/rɪˈtəːn ,tɪkɪt / , /ˈsɪŋɡ(ə)l ,tɪkɪt/	billet aller-retour/aller simple	a ticket for a journey to a place and back again / a ticket for a journey to a place	Can I get a return ticket to London, please?
straight	Adverb	/streɪt/	directement	by a direct route; immediately	We went straight to the check-in desk when we arrived at the airport.
strike	Noun	/straɪk/	grève	to refuse to work, because of a disagreement over pay or conditions	We were delayed because of a strike.
take off	Phrasal verb	/teɪk ˈɒf/	décoller	to leave the ground and begin to fly	The plane took off at 10.15am.
trip	Noun	/trɪp/	voyage	a journey to a place and back again	When is your next business trip?
pp 56–57	POS	Pronunciation	Translation	Definition	Examples
cancel	Verb	ˈkæns(ə)l	annuler	to decide that something that has been arranged will not now take place	My flight was cancelled this morning.
connecting flight	Noun	/kəˌnektɪŋ ˈflaɪt/	correspondance	a flight that requires you to change planes at some point in the journey	I missed my connecting flight home.
customer services	Noun	/ˌkʌstəmə(r) ˈsɜː(r)vɪs/	service clients	the department that helps and advises customers who buy or use its products or services	I contacted customer services to complain.
detail	Noun	/ˈdiːteɪl/	détail	small individual fact	Can you give me some more details about the situation?
magazine editor	Noun	/ˌmæɡəˈziːn ˌedɪtə(r)/	rédacteur de magazine	the person who is in charge of the magazine	I wrote a letter to the magazine editor to explain the situation.
refund	Noun	/ˈriːfʌnd/	remboursement	a sum of money that is paid back to you because you paid too much, or because you returned goods	They offered me a refund for the cost of my ticket.
pp 58–59	POS	Pronunciation	Translation	Definition	Examples
air conditioning	Noun	/ˈeə(r) kənˌdɪf(ə)nɪŋ/	climatisation	a system that cools and dries the air in a building	Is there any air conditioning at this hotel?
arrangements	Noun	/əˈreɪndʒmənt/	dispositions	a plan or preparation that you make so that something can happen	Have you made all your travel arrangements yet?
attend	Verb	/əˈtend/	participer	to be present at an event	Approximately 300 people attended our sales conference last month.
broadband access	Phrase	/ˈbrɔːdˌbænd ˌækses/	accès haut débit	the ability to use a fast connection to the Internet	We need broadband access in the conference room.
business centre	Noun	/ˈbɪznəs ˌsentə(r)/	centre des affaires	a room or rooms in a hotel with facilities such as computers, that allows guests to work or hold meetings during their stay	Our business centre meets the needs of our business guests.
cleaner	Noun	/ˈkliːnə(r)/	femme de ménage	a person whose job is to clean other people's houses or offices, etc.	The cleaner will tidy your room every morning.
concierge service	Noun	/ˌkɒnsiˈeə(r)ʒ ˌsɜː(r)vɪs/	service de conciergerie	a service offering people assistance with various tasks such as making restaurant reservations, booking travel, etc	There is a 24-hour concierge service at the hotel.
confirmation	Noun	/ˌkɒnfə(r)ˈmeɪf(ə)n/	confirmation	a statement that shows that something is correct or definite	I haven't received my booking confirmation.
direct-dial telephone	Noun	/dɪˌrekt ˌdʌɪəl ˈtelɪfəʊn/	ligne téléphonique directe	the ability to make telephone calls without needing to be connected by the operator	All rooms have direct-dial telephones.
dish of the day	Phrase	/ˌdɪʃ əv ðə ˈdeɪ/	plat du jour	a special dish that is offered on a particular day in a restaurant	Would you like to try our dish of the day?
facilities	Noun plural	/ˈfəːsɪlɪtɪz/	aménagements	buildings, services, equipment, etc. that are provided for a particular purpose	The business centre has scanning and photocopying facilities.
full / half board	Noun	/ˌfʊl ˈbɔːd / , /ˌhɑːf ˈbɔːd/	demi-pension/pension	a type of accommodation in a hotel that includes all / certain meals	The conference delegates will need full board accommodation for three nights.
healthy	Adjective	/ˈhelθi/	complète	good for your health	The restaurant offers a healthy menu.
host	Verb	/həʊst/	sain	a country, a city or an organization that holds and arranges a special event	We are looking for somewhere to host our sales conference next year.
immediately	Adverb	/ɪˈmiːdiətli/	accueillir	without delay	Can you ask the technician to come immediately?
Internet connection	Noun	/ˈɪntənət kəˌnekʃ(ə)n/	immédiatement	the act of connecting or the state of being connected to the Internet	There's no Internet connection in this room.
laptop	Noun	/ˈlæpˌtɒp/	connexion à Internet	a small computer that can work with a battery and be easily carried	I can't connect my laptop to the projector.
laundry	Noun	/ˈlɔːndri/	ordinateur portable	clothes or linen that need washing, are being washed, or are newly washed	Just leave your laundry in this bag.
luxury	Noun	/ˈlʌkʃəri/	linge	the enjoyment of special, expensive things - eg. food, clothes, surroundings	This is one of the world's finest luxury hotels.
multilingual	Adjective	/ˌmʌltiˈlɪŋɡwəl/	luxue	speaking or using several different languages	All the staff are multilingual.
online	Adverb	/ˈɒnlaɪn/	multilingue	while being connected to the Internet	I booked my room online.
technician	Noun	/tekˈnɪʃ(ə)n/	en ligne	a person whose keeps a particular type of equipment or machinery in good condition	I'll call the technician and ask him to come and have a look.
porter	Noun	/ˈpɔː(r)tə(r)/	technicien	a person whose job is carrying people's bags, especially in a hotel	The porter will carry your bags for you.
printer	Noun	/ˈprɪntə(r)/	portier	a machine for printing text on paper, especially one connected to a computer	Is there a printer in the meeting room?
provisional	Adjective	/prəˈvɪʒ(ə)nəl/	imprimante	arranged, but not yet definite	The provisional dates are 10–12 March.
quote	Noun	/kwəʊt/	provisoire	to tell a customer how much money you will charge them for a job, service or product	Could you send me a quote for the rooms and the equipment?
receptionist	Noun	/rɪˈsepʃ(ə)nɪst/	devis	a person whose job is to deal with people arriving at or telephoning a hotel, an office building, a doctor's surgery, etc.	The hotel receptionist can speak five languages.
seasonal	Adjective	/ˈsiːz(ə)nəl/	réceptionniste	typical of or suitable for the time of year	The restaurant uses seasonal ingredients in all the dishes.
secretarial services	Noun	/ˌsekɾəˈteəriəl ˌsɜː(r)vɪsɪz/	de saison	a service offering clients help with secretarial work eg. transcribing, printing, organizing travel and accommodation	The business centre provides secretarial services for all guests.
state-of-the-art	Adjective	/ˌsteɪt əv ði ˈaː(r)t/	service de secrétariat	using the most modern or advanced techniques or equipment	The hotel has got a brand new, state-of-the-art gym.
stroll	Verb	/strəʊl/	de pointe	to walk somewhere in a slow relaxed way	Enjoy a stroll through the hotel grounds.
suitcase	Noun	/ˈsuːtˌkeɪs/	se balader	a case with flat sides and a handle, used for carrying clothes and belongings while travelling	My suitcase is very heavy.
translation services	Noun	/trænsˈleɪʃ(ə)n ˌsɜː(r)vɪsɪz/	valise	a service offering clients help with changing something that is written or spoken into another language	Does the business centre offer translation services?
trousers	Noun plural	/ˈtraʊzə(r)z/	services de traduction	a piece of clothing that covers the body from the waist down and is divided into two parts to cover each leg separately	I need this pair of trousers cleaned.
video projector	Noun	/ˈvɪdiəʊ prəˌdʒektə(r)/	pantalon	equipment that receives a video signal and projects the corresponding image or video onto a flat surface or screen	I've connected my computer to the video projector.
waiter	Noun	/ˈweɪtə(r)/	vidéoprojecteur	a person whose job is to serve customers at their tables in a restaurant, etc.	The waiter took our order and brought us some drinks.

pp 60–61	POS	Pronunciation	Translation	Definition	Examples
account	Noun	/ə'kaʊnt/	compte	an arrangement with a business to pay bills for goods or services at a later time	<i>Do you have an account with us?</i>
action	Noun	/'ækʃ(ə)n/	mesure	the process of doing something in order to make something happen or to deal with a situation	<i>The travel agent is taking action to resolve our complaint.</i>
board	Verb	/bɔː(r)d/	embarquer	to get on a bus, train, plane etc	<i>All passengers should now board the coach.</i>
book	Verb	/bʊk/	réserver	to buy a ticket in advance; to arrange to have something (eg. a hotel room) in the future	<i>I'd like to book a flight to Helsinki, please.</i>
client	Noun	/'klaɪənt/	client	a person who uses the services or advice of a professional person or organization	<i>I've emailed all our clients to inform them of the situation.</i>
code	Noun	/kəʊd/	code	a series of numbers or letters that allows you access to something or gives information about something	<i>The account code is LTBC 1784.</i>
depart	Verb	/dɪ'pɑː(r)t/	partir	to leave a place, especially to start a trip	<i>The next train to Manchester departs at midday.</i>
dispute	Noun	/dɪ'spju:t/, /'dɪspju:t/	différend	an argument or a disagreement between two people or groups	<i>Flights to Paris will be diverted because of an air traffic control dispute.</i>
divert	Verb	/daɪ'vɜː(r)t/	dévier	to make something change direction	<i>The train was diverted to Barcelona.</i>
fully booked	Phrase	/,fʊli 'bʊkt/	complet	all of the tickets, seats, rooms etc. have been bought or reserved, and there are no more available	<i>I'm afraid the flight is fully booked.</i>
timetable	Noun	/'taɪm,teɪb(ə)l/	horaires	a list showing the times at which particular events will happen	<i>Do you have a train timetable?</i>
travel agent	Noun	/'træv(ə)l ,eɪdʒ(ə)nt/	agence de voyage	a person or business whose job is to make arrangements for people wanting to travel, for example buying tickets or arranging hotel rooms	<i>The travel agent booked our flights for us.</i>
pp 62–63	POS	Pronunciation	Translation	Definition	Examples
alteration	Noun	/,ɔːltə'reɪʃ(ə)n/	modification	a change to something that makes it different	<i>I need to make a few alterations to the new designs.</i>
best regards / wishes	Phrase	/best rɪ'ɡɑː(r)dz/, /best 'wɪʃɪz/	cordialement	a polite way of ending a letter to someone you know	<i>Best wishes, Steve.</i>
bye	Exclamation	/baɪ/	au revoir	goodbye	<i>Bye for now.</i>
certification	Noun	/,sɜːtɪfɪ'keɪʃ(ə)n/	certification	the process of giving official approval to a company or product etc. that has reached a particular standard	<i>Please be as helpful as possible to ensure that we obtain certification again this year.</i>
colleague	Noun	/'kɒliːɡ/	collègue	a person that you work with	<i>I sent an email to my colleague asking him for his report.</i>
data	Noun	/'deɪtə/, /'dɑːtə/	données	facts or information, especially when examined and used to find out things or to make decisions	<i>We need to include all the financial data in our report.</i>
ensure	Verb	/ɪn'ʃʊː(r)/	garantir	to make sure that something happens or is definite	<i>We must ensure the safety of all our employees.</i>
inspection	Noun	/ɪn'spekʃ(ə)n/	inspection	a visit to an organization in order to check that rules are being followed and that things are in the correct condition	<i>There's a quality inspection next week.</i>
kind regards	Phrase	/kaɪnd rɪ'ɡɑː(r)dz/	cordialement	a friendly, professional way of ending an email or letter	<i>Kind regards, Angela.</i>
otherwise	Conjunction	/'ʌðə(r),waɪz/	autrement	used for saying that if one thing does not happen, something else will happen	<i>Can you send me your data by tomorrow, otherwise I won't be able to write the report in time?</i>
quality control	Noun	/,kwɒlɪti kən'trəʊl/	contrôle qualité	the practice of checking goods as they are being produced, to make sure that they are of a high standard	<i>She works in the quality control department.</i>
session	Noun	/'seɪʃ(ə)n/	session	a period of time that is spent doing a particular activity	<i>I'm afraid I won't be able to attend the morning session of your training course.</i>
training course	Noun	/'treɪnɪŋ kɔː(r)s/	programme de formation	a series of lessons to teach the skills and knowledge for a particular job or activity	<i>What time does the IT training course start?</i>
transfer	Noun	/'trænsfɜː(r)/	transfert	to move from one place to another; to move something from one place to another	<i>I would like to request a transfer to the Oxford branch.</i>
yours faithfully / sincerely	Phrase	/jɔː(r)z 'feɪθfəli/, /jɔː(r)z sɪn'sɪə(r)li/	salutations distinguées	formal way of ending an email or letter	<i>Yours faithfully, Henry Smith.</i>
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pp 64–65	POS	Pronunciation	Translation	Definition	Examples
adjust	Verb	/ə'dʒʌst/	régler	to change something slightly to make it better or more suitable	<i>She was cold, so she adjusted the heating.</i>
burglar	Noun	/'bɜː(r)ɡlə(r)/	cambríoleur	a person who enters a building illegally in order to steal	<i>The burglar left his fingerprints on the door handle.</i>
comfort	Noun	/'kʌmfə(r)t/	confort	the state of having everything that you need	<i>Smart home technology gives choices for comfort, safety and energy conservation.</i>
convenient	Adjective	/kən'viːniənt/	pratique	useful, easy or quick to do; not causing problems	<i>Smart homes can make your home life easier and more convenient.</i>
domotics	Noun	/də'mɒtɪkz/	domotique	technologies used to automate a home and its appliances	<i>Domotics can help improve the comfort, safety and efficiency of your home.</i>
enable	Verb	/ɪ'neɪb(ə)l/	permettre	to make it possible for somebody to do something	<i>Computers in your home can enable you to control applications in one room from any other room in the house.</i>
fax	Noun	/fæks/	fax	a machine that sends and receives documents in an electronic form along telephone wires and then prints them	<i>Emails are more efficient than faxes.</i>
feel in control	Phrase	/fiːl ɪn kən'trəʊl/	avoir l'impression de maîtriser	feeling calm and able to make good descisions	<i>He feels in control of his life.</i>
fire brigade	Noun	/'faɪə(r) brɪ,geɪd/	pompiers	an organization of people who are trained and employed to put out fires and to rescue people from fires; the people who belong to this organization	<i>The system can call the police or the fire brigade.</i>
homeowner	Noun	/'həʊm,əʊnə(r)/	propriétaire	a person who owns their house or flat/apartment	<i>Smart homes offer more control for the homeowner.</i>
lighting setting	Noun	/'laɪtɪŋ ,setɪŋ/	paramètre d'éclairage	a position at which the controls on an appliance can be set, to set the brightness of the lights	<i>The system will adjust the lighting setting to a person's personal preferences.</i>
maintenance	Noun	/'meɪnt(ə)nəns/	entretien	the act of keeping something in good condition by checking or repairing it regularly	<i>A smart home will help you to cut your home maintenance costs.</i>
money-saving	Adjective	/'mʌni ,seɪvɪŋ/	économique	that helps you spend less money	<i>There are lots of money-saving tips on this website.</i>
non-peak	Adjective	/,nɒn 'piːk/	creux	at a time that is less popular, and therefore cheaper	<i>Non-peak electricity rates are usually cheaper than standard rates.</i>
occupied	Adjective	/'ɒkjʊpaɪd/	occupé	being used	<i>The system can make the house look occupied while you are away on holiday.</i>
photocopier	Noun	/'fəʊtəʊ,kɒpiə(r)/	photocopieuse	a machine that makes copies of documents, etc. by photographing them	<i>The photocopier is broken.</i>
rate (charge or payment)	Noun	/reɪt/	tarif	a fixed amount of money that is charged or paid for something	<i>The eletricity rates have gone up this year.</i>
remote control	Noun	/rɪ,məʊt kən'trəʊl/	télécommande	the ability to operate a machine from a distance using radio or electrical signals	<i>Most houses have appliances that contain some level of remote control.</i>
scanner	Noun	/'skænə(r)/	scanneur	a device which copies pictures and documents so that they can be stored on a computer	<i>My new printer also works as a scanner</i>
Skype	Noun	/skaɪp/	Skype	the name of a popular application for talking with other people over the internet using video or voice calls	<i>I use Skype to talk to my colleagues in the New York office.</i>

sophisticated	Adjective	/sə'fɪstɪ,ketɪd/	sophistiqué	clever and complicated in the way that it works or is presented	More sophisticated systems can identify you from your movements or body temperature.
switch off	Phrasal verb	/swɪtʃ 'ɒf/	éteindre	to turn a light, machine, etc. off by pressing a button or switch	Don't forget to switch the lights off when you leave the office.
switch on	Phrasal verb	/swɪtʃ 'ɒn/	allumer	to turn a light, machine, etc. on by pressing a button or switch	Our system can switch the lights on when you are away on holiday.
testimonials	Noun	/,testɪ'məʊniəlz/	témoignages	a formal written statement about the quality of something	There are lots of customer testimonials on the website.
turn on	Phrasal verb	/tɜː(r)n 'ɒn/	allumer	to turn a light, machine, etc. on by pressing a button or switch	I turned the oven on ten minutes ago.
typewriter	Noun	/'taɪp,rɑɪtə(r)/	machine à écrire	a machine with keys that you use for typing letters and symbols directly onto a sheet of paper	We don't use typewriters at work anymore.
pp 66–67	POS	Pronunciation	Translation	Definition	Examples
agree on	Phrase	/ə'ɡriː ɒn/	convenir de	everyone has the same opinion about something	We need to agree on the most important features.
cleanliness	Noun	/'klenlɪnəs/	propreté	the state of being clean or the habit of keeping things clean	The cleanliness of a hotel is very important.
clientele	Noun	/,kliːɒn'tel/	clientèle	all the customers or clients of a shop, business, restaurant, etc.	We provide a luxury service for an exclusive clientele.
curriculum	Noun	/kə'rɪkjʊləm/	programme (d'enseignement)	the subjects that are included in a course of study	You should choose a business school with a wide variety of subjects on the curriculum.
edge	Noun	/edʒ/	bord	the outside limit of an area; the part furthest from the centre	Is the hotel at the water's edge?
facilities	Noun	/fə'sɪlətɪz/	aménagements	buildings, services, equipment, etc. that are provided for a particular purpose	What facilities are there at the hotel?
graduate	Noun	/'ɡrædʒuət/	diplômé	a person who has a university degree	A high percentage of graduates are now in work.
indeed	Adverb	/ɪn'diːd/	effectivement	used to emphasize a positive statement	Well, that does indeed sound like a very exclusive hotel.
lecturer	Noun	/'lektʃərə(r)/	conférencier	a person who gives a lecture	All our lecturers have many years' business experience.
party (group of people)	Noun	/'pɑː(r)tɪ	groupe	a group of people who are doing something together	How many people were in your party?
per annum	Adverb	/pər 'ænəm/	par an	for each year	What percentage of graduates earn more than €100,000 per annum?
proximity	Noun	/prɒk'sɪmətɪ/	proximité	the state of being near somebody/something in distance or time	The best thing about the business school is its proximity to the city centre.
running costs	Noun plural	/'rʌnɪŋ kɒstz/	coûts de fonctionnement	the money that you spend regularly to operate a machine or manage a business	The running costs are high for an underwater hotel.
underwater	Adverb	/,ʌndə(r)'wɔːtə(r)/	sous-marin	below the surface of water	What's unusual about our hotels is that they are underwater.
value for money	Phrase	/,væljuː fə 'mʌni/	rapport qualité-prix	something that is well worth the money spent on it.	Do you think the hotel is good value for money?
pp 68–69	POS	Pronunciation	Translation	Definition	Examples
be made of	Phrase	/biː 'meɪd ɒv/	être en	referring to the materials that something has been produced from	What is that desk made of?
circle	Noun	/'sɜː(r)k(ə)l/	cercle	a completely round shape	The chairs were arranged in a circle.
circular	Adjective	/'sɜː(r)kʃʊlə(r)/	circulaire	shaped like a circle; round	He carried the drinks on a circular tray.
deep	Adjective	/diːp/	profond	having a large distance from the top or surface to the bottom	It's 2.5m deep.
depth	Noun	/depθ/	profondeur	the distance from the top or surface to the bottom of something	What's the depth of the swimming pool?
diameter	Noun	/daɪ'æmɪtə(r)/	diamètre	passing through the centre	What's the diameter of the wheel?
filing cabinet	Noun	/'fɑɪlɪŋ ,kæbɪnət/	armoire de rangement	a piece of office furniture with deep drawers for storing files	I want to buy a filing cabinet that will fit under my desk.
fit	Verb	/fɪt/	tenir	to be the right shape and size for somebody/something	Will the desk fit in your office?
height	Noun	/haɪt/	hauteur	the measurement of how tall a person or thing is	What's the height of that lamp?
high	Adjective	/haɪ/	haut	measuring a long distance from the bottom to the top	The lamp is 1.8m high.
inflatable	Adjective	/'ɪn'fleɪtəb(ə)l/	gonflable	needing to be filled with air or gas before you use it	I would like to rent a child's inflatable toy.
LCD (liquid crystal display)	Noun	/,el sɪː 'diːz/	LCD (affichage à cristaux liquides)	a way of showing images on electronic devices that works by passing an electric current through a special liquid	What's the size of your LCD monitor?
length	Noun	/lenθ/	longueur	the size or measurement of something from one end to the other	What's the length of an A4 sheet of paper?
long	Adjective	/lɒŋ/	long	measuring or covering a great length or distance	A sheet of A4 paper is 29.7cm long.
oval	Noun, Adjective	/'əʊv(ə)l/	ovale	shaped like an egg	We bought a new oval table. / The pattern had lots of circles and ovals.
				a flat shape with four straight sides, two of which are longer than the other two, and four angles of 90°	
rectangle	Noun	/'rek,tæŋɡ(ə)l/	rectangle	angles of 90°	The rectangle is 10cm long and 5cm wide. The swimming pool is a rectangular shape. We sat in a semicircle at the meeting. They have got a semicircular driveway in front of their house. What shape is the table in your kitchen? What's the size of your new TV?
rectangular	Adjective	/'rek'tæŋɡjʊlə(r)/	rectangulaire	shaped like a rectangle	
semicircle	Noun	/'semi,sɜː(r)k(ə)l/	demi-cercle	one half of a circle	
semicircular	Adjective	/,semi'sɜː(r)kʃʊlə(r)/	semi-circulaire	forming or shaped like one half of a circle	
shape	Noun	/ʃeɪp/	forme	the outer form of something	
size	Noun, Noun, Adjective	/saɪz/	taille	how large or small a person or thing is	There's a square mirror in our bathroom. They cut the sandwiches into triangles. Can you see the triangular road sign? Are your tuition fees very expensive? How much does your new mobile phone weigh? What's the weight of that leather briefcase? The wheels of the car slid on the ice. The box is 13cm wide. What's the width of the swimming pool?
square	Adjective	/skweə(r)/	carré	having four straight equal sides and four angles of 90°	
triangle	Noun	/'traɪæŋɡ(ə)l/	triangle	a flat shape with three straight sides and three angles	
triangular	Adjective	/'traɪ'æŋɡjʊlə(r)/	triangulaire	shaped like a triangle	
tuition fees	Noun plural	/'tʃuː'ɪf(ə)n fiːz/	frais de scolarité	the money that you pay to be taught, especially in a college or university	
weigh	Verb	/weɪ/	peser	to measure how heavy somebody/something is, usually by using scales	
weight	Noun	/weɪt/	poids	how heavy somebody/something is	
wheel	Noun	/wiːl/	roue	a round object that turns round and round under a vehicle to make it move	
wide	Adjective	/waɪd/	large	measuring a particular distance from one side to the other	
width	Noun	/wɪdθ/	largeur	the measurement from one side of something to the other; how wide something is	
pp 70–71	POS	Pronunciation	Translation	Definition	Examples
broadband	Noun	/'brɔːd,bænd/	haut débit	a type of Internet connecton which allows you to send and receive information very quickly	My broadband connection is too slow.
courier company	Noun	/'kʊrɪə(r) ,kʌmp(ə)ni/	entreprise de messagerie FAI (fournisseur d'accès à Internet)	a company who takes messages and packages from one person to another	My neighbour runs a courier company.
ISP (Internet service provider)	Noun	/,aɪ es 'piːz/	Internet)	a company that provides you with an Internet connection	What's the name of your Internet service provider?
landline	Noun	/'læn(d),laɪn	ligne fixe	a telephone connection that uses wires, unlike a mobile phone	Do you have a landline?

overall	Adjective	/,əʊvər'ɔ:l/	global	considering something as a whole, rather than its details or the different aspects of it	What's your overall opinion of your Internet service provider?
penalty charge	Noun	/'pen(ə)ltɪ tʃɑ:(r)dʒ/	pénalité	the amount of money that must be paid for breaking a contract	There's a penalty charge if you cancel the contract before two years.
provider	Noun	/prə'vaɪdə(r)/	fournisseur	a person or an organization that supplies somebody with something they need or want	Do you want to change your Internet service provider?
reliable	Adjective	/'rɪ'laɪəb(ə)l/	fiable	that can be trusted to do something well; that you can depend on	Do you have a reliable broadband connection?
service user	Noun	/'sɜ:(r)vɪs ju:zə(r)/	utilisateur du service	someone who is receiving or using services providing by a company	Many Internet service users are not satisfied with their Internet service provider.
small business package	Phrase	/smɔ:l 'bɪznəs ,pakɪdʒ/	offre pour les petites entreprises	services provided specifically for independently owned companies that are limited in size and in revenue	For information about our small business packages, press 4.
pp 72–73	POS	Pronunciation	Translation	Definition	Examples
form	Noun	/fɔ:(r)m/	formulaire	an official document containing questions and spaces for answers	Can you complete this form, please?
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pp 74–75	POS	Pronunciation	Translation	Definition	Examples
automatically	Adverb	/,ɔ:tə'mætɪkli/	automatiquement	without needing a person to operate controls	The sytem carries out the checks automatically.
develop	Verb	/dɪ'veləp/	développer	to create a new product, etc. and make it successful	We are developing a new product.
factory	Noun	/'fæk(ə)tri/	usine	a building or group of buildings where goods are made	The products were made in our factory.
factory floor	Noun	/,fæk(ə)tri 'flɔ: /	ateliers	the part of a factory where the goods are actually produced	He has worked on the factory floor for 20 years.
process	Noun	/'prəʊses/	processus	a series of things that are done in order to achieve a particular result	The whole process takes about 12 months.
produce	Verb	/prə'dju:s/	produire	to make things to be sold, especially in large quantities	Many items can be produced on a 3D printer.
product	Noun	/'prɒdʌkt/	produit	a thing that is grown or produced, usually for sale	The customer designs their product using an app or design software.
technology	Noun	/tek'nɒlədʒi/	technologie	scientific knowledge used in practical ways in industry	As the technology develops, larger objects may be manufactured in the same way.
pp 76–77	POS	Pronunciation	Translation	Definition	Examples
assembly line	Noun	/ə'sambli ,laɪn/	chaîne de production	a system for making products in a factory in which each worker or machine is responsible for adding or checking a particular part	The products were made using an assembly line, which made it easier for the workers.
automated	Adjective	/'ɔ:tə,meɪtɪd/	automatisé	to use machines and computers instead of people to do a job or task	Many of the processes are automated.
capacity	Noun	/kə'pæsəti/	capacité	the number of things or people that a container or space can hold	Our factory is currently working at full capacity.
component	Noun	/kəm'pəʊnənt/	composant	used to describe one of several parts of which something is made	They supply electrical components for cars.
defect	Noun	/'di:fekt/	défaut	a fault in something or in the way it has been made which means that it is not perfect	Mass production resulted in lots of faults and defects.
delivery	Noun	/dɪ'lv(ə)ri/	remise	the supply or provision of something.	A new system was introduced to control the delivery of stock.
demand	Noun	/dɪ'mɑ:nd/	demande	the amount of a product that customers want; the fact that they want it	We can't keep up with demand for our products.
eliminate	Verb	/ɪ'lmɪneɪt/	éliminer	to remove or get rid of something/somebody	The new system eliminated waste and increased productivity.
existing	Adjective	/ɪg'zɪstɪŋ/	existant	describing something that exists now	The existing factory cannot keep up with demand.
fault	Noun	/fɔ:lt/, /fɒlt/	anomalie	something that is wrong or not perfect	There was a fault with my new laptop.
feature	Noun	/'fi:tʃə(r)/	caractéristique	an important part of something	There are some excellent features on this new car.
handmade	Adjective	/,hæn(d)'meɪd/	artisanal	made by a person using their hands rather than by machines	They sell handmade items at the local market.
imperfection	Noun	/,ɪmpə(r)'fekʃ(ə)n/	imperfection	a fault or weakness in something	The staff check all products for faults and imperfections.
improvement	Noun	/ɪm'pru:vmənt/	amélioration	a change in something that makes it better; something that is better than it was before	The staff noticed improvements in their working conditions.
inefficient	Adjective	/ɪnɪ'fɪʃ(ə)nt/	inefficace	not doing a job well and not making the best use of time, money, etc.	The company's production processes were slow and inefficient.
inventory	Noun	/'ɪnv(ə)nt(ə)rɪ/	inventaire	a written list of all the objects, furniture, etc. in a particular building	The manager is compiling an inventory of all the stock.
just-in-time (JIT)	Adjective	/,dʒʌst ɪn 'taɪm/	juste-à-temps	used to describe a system in which parts or materials are only delivered to a factory just before they are needed	They introduced a just-in-time (JIT) system where new stock only arrived when it was needed.
lean (efficient)	Adjective	/li:n/	allégé	used to describe an efficient industry or company with no wastage.	Lean production is used in most types of manufacturing to prevent waste and overproduction.
lean production	Noun	/,li:n prə'dʌkʃ(ə)n/	production allégée	a production method that minimizes waste within a manufacturing system without reducing productivity	They came up with a system called 'lean production'.
licence (BrE), license (AmE)	Noun	/'laɪs(ə)ns/	licence	an official document that shows that permission has been given	They have a licence to publish the books in other countries.
order (request)	Noun	/'ɔ:(r)də(r)/	commande	a request to make or supply goods	We have received a lot of new orders for our products.
output	Noun	/'aʊt,pʊt/	production	the amount of something that a person, a machine or an organization produces	They need to increase output from the factory.
overproduction	Noun	/,əʊvə(r)prə'dʌkʃ(ə)n/	surproduction	the act of producing more of something than is wanted or needed	Overproduction happened when the company predicted high car sales but didn't manage to sell all the cars.
philosophy	Noun	/'fɪ'lɒsəfi/	philosophie	a particular set or system of beliefs	The company's philosophy was revolutionary for the time.
plant (factory)	Noun	/plɑ:nt/	usine	an industrial site where goods are manufactured or machines process one product into another	I'm visiting the new plant on Monday morning.
raw materials	Noun	/rɔ: mə'tɪərɪəlz/	matières premières	a basic material that is used to make a product	They bought the raw materials direct from the producers.
response time	Noun	/'rɪ'spɒns ,taɪm/	temps de réaction	the length of time that a person or system takes to react to something	A long response time was to be expected due to the slow movement of materials and goods around factories.
stock	Noun	/stɒk/	stock	a supply of goods that is available for sale in a shop	We are very low on stock at the moment.
storage cost	Noun	/'stɔ:ɪdʒ kɒst/	coûts de stockage	the amount of money charged to keep goods in a certain place	Storage costs are very high.
successful	Adjective	/'sək'sesf(ə)l/	qui réussit	having become popular and/or made a lot of money	At the time, it was the most successful car company in the world.
under licence	Phrase	/,ʌndə(r) 'laɪs(ə)ns/	sous licence	it is made or sold with the permission of the company that usually makes it	An international company could manufacturer the products under licence.
waste	Noun	/weɪst/	déchet	materials that are no longer needed and are thrown away	The company wanted to increase production rates but keep waste low.
pp 78–79	POS	Pronunciation	Translation	Definition	Examples
additive	Noun	/'ædətɪv/	additif	a substance added to something in small quantities to improve or preserve it.	The lid has a temperature-sensitive additive.
anti-virus program	Noun	/,æntɪ'vaɪrəs ,prəʊgræm/	programme anti-virus	a computer program used to prevent, detect, and remove malware	You should install anti-virus software on your computer.
barcode	Noun	/'bɑ: ,kəʊd/	code-barres	a pattern of lines that is printed on products and tells a computer information about the product, such as the price	You need to scan the barcode.

brainstorm	Verb	/ˈbreɪn.stɔː(r)m/	lancer une recherche d'idées	a group discussion to produce ideas and ways of solving problems.	Brainstorm ideas to prevent the problems.
burn	Verb	/bɜː(r)n/	brûler	to be damaged or injured by heat	You might burn yourself on that hot drink.
catastrophe	Noun	/kəˈtæstrəfi/	catastrophe	an event that causes people suffering, or that makes difficulties	The restructure was a catastrophe for the company.
cause	Verb	/kɔːz/	cause	to make something happen	The new system caused a few problems.
closed circuit television (CCTV)	Noun	/ˌkləʊzd ˌsɜːkɪt ˈtelɪvɪz(ə)n/	vidéosurveillance	a system that allows someone to watch on a television screen what is happening elsewhere	They have installed CCTV cameras in the car park.
conference phones	Noun	/'kɒnf(ə)rəns ˌfəʊnz/	téléphones de conférence	a telephone which enables someone talks to several people at the same time.	The new conference phones aren't working properly.
crowded	Adjective	/'kraʊdɪd/	bondé	having a lot of people or too many people	A friend of mine had a terrible experience when she tried to get off a crowded bus.
detect	Verb	/dɪ'tekt/	déceler	to discover or notice something	We detected the problem last night.
diesel	Noun	/'diːz(ə)l/	diesel	a type of heavy oil used as a fuel instead of petrol	Does your car run on petrol or diesel?
disposable	Adjective	/dɪ'spəʊzəb(ə)l/	jetable	made to be thrown away after use	She bought her coffee in a disposable cup.
fit	Verb	/fɪt/	s'adapter à	to be the right shape and size for something	The tube is designed so it only fits the right tank.
heat up	Phrasal verb	/ˌhiːt ˈʌp/	réchauffer	to become hot or warm	When the lid heats up, the additive changes colour.
high-tech (also hi-tech)	Adjective	/ˌhaɪ'tek/	hi-tech	using the most modern methods and machines, especially electronic ones	The company produces high-tech gadgets.
lecture	Noun	/'lektʃə(r)/	conférence	a talk that is given to a group of people to teach them about a particular subject, often as part of a university or college course	I attended the lecture last week.
lid	Noun	/lɪd/	couvercle	a cover over a container that can be removed or opened by turning it or lifting it	The lid changes colour according to the temperature of the drink.
lift	Noun	/lɪft/	ascenseur	a machine that carries people or goods up and down to different levels in a building	The lift doors closed when I pressed the button.
mechanism	Noun	/'mekə,nɪz(ə)m/	mécanisme	a method or a system for achieving something	It is a mechanism to prevent and detect defects.
melt	Verb	/melt/	fondre	to become or make something become liquid as a result of heating	The snow is melting now.
mistake	Noun	/mɪ'steɪk/	erreur	an action that is not correct	Misakes happen in organisations for many reasons.
narrow	Adjective	/'nærəʊ/	étroit	measuring a short distance from one side to the other	The path to the house is really narrow.
outlet	Noun	/'aʊt,let/	point de vente	a shop or place where a particular product is sold	There are lots of drinks and fast-food outlets at the shopping centre.
overtime	Noun	/'əʊvə(r),taɪm/	heures supplémentaires	time that you spend working at your job after you have worked the normal hours	He had to work a lot of overtime last month.
petrol	Noun	/'petrəl/	essence	a liquid obtained from petroleum, used as fuel in car engines, etc	How much was the petrol?
plug in	Phrasal verb	/ˌplʌg ˈɪn/	brancher	to connect a piece of electrical equipment to the main supply of electricity or to another piece of electrical equipment	You need to plug in the printer.
poka-yoke	Phrase	/pɒkəjəʊke	détrompeur	a phrase that translates as ‘mistake-proofing’, referring to any mechanism in a process that helps to avoid mistakes	Poka-yoke mechanisms can prevent mistakes and problems.
prevent	Verb	/prɪ'vent/	éviter	to stop something from happening	Can you think of a way to prevent this problem?
rope	Noun	/rəʊp/	corde	very strong thick string made by twisting thinner strings, wires, etc. together	What about those big stones you see on a rope on gates in the countryside?
smoke alarm	Noun	/'sməʊk ə,lɑː(r)m/	alarme incendie	a device that makes a loud noise if smoke is in the air to warn you of a fire	The smoke alarm will go off if you burn something in the kitchen.
smoke detector	Noun	/'sməʊk dɪ,tektə(r)/	détecteur de fumée	a device that automatically detects and gives a warning of the presence of smoke	A smoke detector can inform the fire brigade if there is a fire.
tank	Noun	/tæŋk/	réservoir	a large container for holding liquid or gas	The tube for diesel is too big to fit into your petrol tank.
voicemail	Noun	/'vɔɪsmel/	messagerie vocale	an electronic system which can store telephone messages, which can be listened to later	She checks her voicemail every morning.
pp 80–81	POS	Pronunciation	Translation	Definition	Examples
bacteria (pl)	Noun	/bæk'tɪərɪəm/	bactérie	the simplest forms of life that consist of a single cell. Some types of bacteria cause disease	Some kind of bacteria has been found in one of the machines.
ceramics	Noun	/sə'ræmɪkz/	céramique	objects made of clay that has been made permanently hard by heat	He works for a company that makes ceramics.
coal	Noun	/kəʊl/	charbon	a hard black mineral that is found below the ground and burnt to produce heat	The price of coal has increased in recent years.
compatible	Adjective	/kəm'pætəb(ə)l/	compatible	able to be used together	I don't think the new machinery is compatible with the old system.
deal with	Phrasal verb	/'diːl wɪð/	s'occuper de	to take appropriate action in a particular situation	We need to deal with this problem urgently.
disagree	Verb	/'dɪsə'grɪː/	être en désaccord	to have a different opinion than someone else	She disagreed with the manager's approach.
explain	Verb	/ɪk'spleɪn/	expliquer	to tell somebody about something in a way that makes it easy to understand	Can you explain the problem to me?
frustrated	Adjective	/'frʌ'streɪtɪd/	frustré	feeling annoyed and impatient because you cannot do or achieve what you want	The staff are really frustrated because the computers keep crashing.
fuel	Noun	/'fjuːəl/	carburant	any material that produces heat or power, usually when it is burnt	They recently changed their fuel supplier.
go off	Phrasal verb	/ˌgəʊ ˈɒf/	s'éteindre	stops working	The electricity supply keeps going off.
interrupt	Verb	/ˌɪntə'rʌpt/	interrompre	to say or do something that makes somebody stop what they are saying or doing	You shouldn't interrupt the speaker.
kiln	Noun	/kɪln/	four	a large oven for baking clay and bricks, drying wood, etc.	There's a problem in the kiln where the products are heated.
log on / off	Phrasal verb	/ˌlɒg ˈɒn/ , /ˌlɒg ˈɒf/	se connecter/se déconnecter	to connect to a computer system by putting in a particular username and password, or other information	I can't log on to the computer system this morning. / Can you log off and restart your computer?
satisfying	Adjective	/'sætɪs,fʌɪɪŋ/	satisfaisant	giving pleasure because it provides something you need or want	It's really satisfying when we complete a project.
standard	Noun	/'stændə(r)d/	norme	level of quality that is acceptable	The finished products do not meet industry quality standards.
vandal	Noun	/'vænd(ə)l/	vandale	a person who deliberately destroys or damages public property	The warehouse was broken into by vandals.
pp 82–83	POS	Pronunciation	Translation	Definition	Examples
departure time	Phrase	/dɪ'pɑː(r)tʃə(r) ˌtaɪm/	heure de départ	the time at which a plane, bus, etc. is expected to leave	Can you tell me the departure time of the flight to Rome?
foreign exchange department	Noun	/ˌfɔrɪn ɪks'tʃeɪndʒ dɪ,pɑː(r)tmənt/	direction trésorerie et change	the department for managing the purchase and sale of foreign currencies	I need to change my money in the foreign exchange department
important	Adjective	/ɪm'pɔː(r)t(ə)nt/	important	having a great effect on people or things; of great value	I'm late for a very important meeting.
in-flight service	Phrase	/ˌɪn flaɪt ˈsɜː(r)vɪs/	service en vol	servics provided during a flight including meals, snacks, beverages, duty-free shopping	There's no in-flight service on that flight to Paris.
reliable	Adjective	/'rɪ'laɪəb(ə)l/	fiable	that can be trusted to do something well; that you can rely on	Do they offer a reliable service?
scenario	Noun	/səˈnɑːrɪəʊ/	scénario	a description of how things might happen in the future	In a worst-case scenario, we'd have to reduce the price.
shipping company	Noun	/ˌʃɪpɪŋ ˈkʌmp(ə)ni/	société de transport	a company that transports goods	My colleague recommended this shipping company.

Module 9					
pp 84–85	POS	Pronunciation	Translation	Definition	Examples
high-speed trains	Noun	/ˈhaɪspiːd ˈtreɪn/	trains à grande vitesse	a type of train that travels very fast	High-speed trains will link all major cities.
joint venture	Noun	/ˌdʒɔɪnt ˈventʃə(r)/	coentreprise	a business project that is begun by two or more companies which remain separate organizations	
low cost	Adjective	/ˌləʊˈkɒst/	low-cost	below the usual cost; cheap	
occupant	Noun	/ˈɒkjʊpənt/	occupant	a person who is in a vehicle, seat, etc. at a particular time	
prototype	Noun	/ˈprəʊtətaɪp/	prototype	the first design of something from which other forms are copied or developed	
replace	Verb	/rɪˈpleɪs/	remplacer	to change something that is old, damaged, etc. for a similar thing that is newer or better	I don't think trams will replace buses in our city.
run on (fuel)	Phrasal verb	/ˈrʌn ɒn/	fonctionner à	it uses that power to work	
solar panel	Noun	/ˌsəʊlə(r) ˈpæn(ə)l/	panneau solaire	a piece of equipment that uses sunlight and heat to produce hot water and electricity	People can reduce their household bills by installing solar panels.
tram	Noun	/træm/	tram	a vehicle powered by electricity, that runs on rails along the streets of a town and carries passengers	
pp 86–87	POS	Pronunciation	Translation	Definition	Examples
assurance	Noun	/əˈʃʊərəns/, /əˈʃɔːrəns/	assurance	a statement that something will certainly be true or will certainly happen, particularly when there has been doubt about it	We need to give them assurances that we will reach our targets. You missed the staff briefing this morning.
briefing	Noun	/ˈbriːfɪŋ/	directives	a meeting in which people are given instructions or information	
exchange rate	Noun	/ɪksˈtʃeɪndʒ ,reɪt/	taux de change	the value of one currency for the purpose of conversion to another	
PEST analysis / PESTLE analysis	Noun	/ˈpest ə.næləsis/	analyse PESTEL	a tool used to examine how political, economic, social, tecnological, legal and environmental factors could affect a business	The exchange rate is getting worse. The company did a PEST analysis to look at the external factors which will affect their future strategy decisions. We need to do further research. Demand in Europe has stabilised. He left the company to start up his own business. We suggest that starting up new operations in China is a viable option.
research	Noun	/rɪˈsɜː(r)tʃ/, /ˈriːsɜː(r)tʃ/	recherche	a careful study of a subject, in order to discover new facts or information about it	
stabilise	Verb	/ˈsteɪbəlaɪz/	se stabiliser	to become or to make something become firm, steady and unlikely to change	
start up	Phrasal verb	/ˈstɑː(r)t ˌʌp/	créer	to bring a business into existence	
viable option	Phrase	/ˌvaɪəb(ə)l ˈɒpʃ(ə)n/	option viable	something that you can choose that is capable of doing what is intended	
pp 88–89	POS	Pronunciation	Translation	Definition	Examples
advise	Verb	/ədˈvaɪz/	conseiller	to tell somebody what you think they should do in a particular situation	The authorities have advised people to stay indoors.
although	Conjunction	/ɔːlˈðəʊ/	bien que	used for introducing a statement that makes the main statement in a sentence seem surprising	Although he's really busy, he always has time for his staff. The army is clearing the roads. The damage is still being assessed. They'll need someone to help them with damage assessment. All the workers were evacuated due to the flood. A crane was blown over by the hurricane force winds. Falling trees brought down power lines. A large crane lifted the containers off the ship. We need to handle the crisis quickly and effectiely.
army	Noun	/ˈɑː(r)mi/	armée	a large organized group of soldiers who are trained to fight on land	
assess	Verb	/əˈses/	évaluer	to make a judgement about the nature or quality of somebody/something	
assessment	Noun	/əˈsesmənt/	estimation	the act of judging or forming an opinion about somebody/something	
evacuate	Verb	/bi ɪˈvækjuːeɪtɪd/	être évacué	to leave a building or other place because it is not safe	
blow over	Phrasal verb	/ˌbləʊ ˈəʊvə(r)/	se renverser	if something blows over the wind makes it fall	
bring down	Phrasal verb	/ˌbrɪŋ ˈdaʊn/	abattre	to make someone or something fall to the ground	
crane	Noun	/kreɪn/	grue	a tall machine with a long arm, used to lift and move heavy objects	
crisis	Noun	/ˈkraɪsɪs/	crise	a difficult, urgent, or dangerous situation	
crisis meeting	Noun	/ˈkraɪsɪs ,miːtɪŋ/	réunion de crise	a meeting to discuss problems that must be solved or discuss the important decisions that must be made	
cut off	Phrasal verb	/ˌkʌt ˈɒf/	couper	to stop or interrupt the supply of something	
damage	Noun	/ˈdæmɪdʒ/	dégât	physical harm caused to something so that it is broken	
dead	Adjective	/ded/	mort	no longer alive	
disrupt	Verb	/dɪsˈrʌpt/	perturber	to make it difficult for something to continue in the normal way	
dozen	Determiner	/ˈdʌz(ə)n/	douzaine	a group of approximately twelve people or things	Dozens of people were left injured after the hurricane. They drew up a plan following the meeting. Emergency teams are working to restore telephone lines. The country was hit by a hurricane. She had a life-threatening disease. The city has good rail links with the rest of the country. The phone lines should be restored soon. The tropical storm caused a lot of damage.
draw up a plan	Phrase	/ˌdrɔː ʌp ə ˈplʌn/	élaborer un plan	to prepare a plan for something in writing	
emergency team	Noun	/ɪˈmɜː(r)dʒ(ə)nsɪ ,tiːm/	équipe de secours	a group of people who prepare for and respond to any emergency incident	
hurricane	Noun	/ˈhʌrɪkən/, /ˈhʌrɪkeɪn/	ouragan	a violent wind that has a circular movement	
life-threatening	Adjective	/ˈlaɪf ˌθret(ə)nɪŋ/	mortel	that is likely to kill somebody	
rail link	Noun	/ˈreɪl ˌlɪŋk/	liaison ferroviaire	a railway service joining two transport centres	
restore	Verb	/rɪˈstɔː(r)/	rétablir	to bring back a situation that existed before	
storm	Noun	/stɔː(r)m/	tempête	very bad weather with strong winds and rain, and often thunder and lightning	
subcontractor	Noun	/ˌsʌbkənˈtræktə(r)/	sous-traitant	a person or company that does part of the work given to another person or company	I'm talking to the subcontractors about the project. The construction company owns a subsidiary in Poland. The hurricane swept across Poland yesterday. She shouldn't have been upset at something so trivial.
subsidiary	Noun	/ˌsəbˈsɪdɪəri/	filiale	connected with something but less important than it	
sweep across	Phrase	/ˌswiːp əˈkrɒs/	balayer	to move or spread quickly through an area	
trivial	Adjective	/ˈtrɪvɪəl/	insignifiant	not important or serious; not worth considering	
pp 90–91	POS	Pronunciation	Translation	Definition	Examples
allegation	Noun	/ˌæləˈgeɪʃ(ə)n/	allégation (réunion de) conseil	a public statement that is made without giving proof, accusing somebody of doing something that is wrong or illegal	There were allegations of financial malpractice.
board (meeting)	Noun	/bɔː(r)d/	d'administration	Formal meeting of the board of directors of an organization to discuss issues and major problems	
chair	Verb	/tʃeə(r)/	présider	to be in charge of a meeting or committee	When is the next board meeting? Does he always chair the meetings? She's the chairperson of the health and safety meetings. Some people lost their jobs after share prices collapsed.
chairperson	Noun	/ˈtʃeə(r),pɜː(r)s(ə)n/	président	the person who is in charge of a meeting or committee	
collapse	Verb	/kəˈlæps/	s'effondrer	to decrease suddenly in amount or value	
departmental meeting	Noun	/diːpɑː(r)t,ment(ə)l ˈmiːtɪŋ/	réunion interne	a meeting for members of a specific department in an organization to discuss issues relating to their department	The departmental meeting is on Wednesday. The food industry will fight back after the recent crisis.
fight back	Phrasal verb	/faɪt ˈbæk/	riposter	to resist strongly	

incident	Noun	/ˈɪnsɪd(ə)nt/	incident	something that happens, especially something unusual or unpleasant	They apologised after the food poisoning incident.
lamb chops	Noun	/læm ˈtʃɒps/	côtelettes d'agneau	small cuts of meat from a young sheep	I had lamb chops for my main course.
malpractice	Noun	/mælˈpræktɪs/	faute professionnelle	careless, wrong or illegal behaviour while in a professional job	He accused the company of malpractice.
media	Noun	/ˈmiːdiə/	médias	radio, television, newspapers, the Internet, and magazines, considered as a group	Decide who will be your point of contact between your crisis team and the media.
podcast	Noun	/ˈpɒd,kɑːst/	podcast	a multimedia file that can be downloaded or streamed from the Internet	I love listening to podcasts when I go to the gym.
poultry	Noun	/ˈpɔʊltri/	volaille	chickens, ducks and geese, kept for their meat or eggs	There's a large poultry farm about ten miles away.
run a meeting	Phrase	/ˌrʌn ə ˈmiːtɪŋ/	diriger une réunion	to be in charge of a meeting	Can you run the meeting for me tomorrow, please?
salmonella	Noun	/ˌsælməˈnelə/	salmonelle	a type of bacteria that makes people sick if they eat infected food; an illness caused by this bacteria	The poultry industry lost a lot of money after the salmonella incident.
spill	Verb	/spɪl/	renverser	to make a liquid flow over the edge of a container by accident	The waiter spilled the soup all over the table.
steak tartare	Noun	/ˌsteɪk ˈtɑː(r)ˈtɑː(r)/	steak tartare	a dish consisting of raw steak mixed with raw egg and onion	My client ordered steak tartare for his main course.
tasteless	Adjective	/ˈteɪs(t)ləs/	insipide	having little or no flavour	The food was completely tasteless.
pp 92–93	POS	Pronunciation	Translation	Definition	Examples
after-school care	Noun	/ɑːftə(r) ˌskuːl ˈkeə(r)/	garde après l'école	a service providing childcare for children after they have finished school until their parents have finished work	Parents can be at home when their children finish school, instead of the children spending long hours in after-school care.
collateral	Noun	/kəˈlæt(ə)rəl/	nantissement	property or something valuable that you promise to give to somebody if you cannot pay back	The bank makes small loans without asking for collateral.
guarantee	Verb	/ˌɡærənˈtiː/	garantir	a firm promise that you will do something or that something will happen	Do they have to own property to guarantee a loan?
middle management	Noun	/ˌmɪd(ə)l ˈmænɪdʒmənt/	cadres moyens	managers who are in charge of parts of an organization but have less authority than the most senior managers	Middle management have to change their management style.
take time off	Phrase	/teɪk ˈtaɪm ˈɒf/	prendre un congé	to spend some time away from your usual work or activity in order to rest or do something else instead	Employees are less likely to take time off if they can work flexibly.
telecommuting	Noun	/ˌtelɪkəˈmjuːtɪŋ/	télétravail	the practice of working from home, communicating with your office and customers by telephone and email	Telecommuting is becoming more and more popular.
Module 10					
pp 94–95	POS	Pronunciation	Translation	Definition	Examples
admit (allow in)	Verb	/ədˈmɪt/	laisser entrer	to allow somebody/something to enter a place	If you arrive late, you won't be admitted to the theatre.
boss	Noun	/bɒs/	patron	a person who is in charge of other people at work and tells them what to do	I've always had bosses who knew how to motivate people.
chamber of commerce	Noun	/ˌtʃeɪmbə(r) əv ˈkɒməː(r)s/	chambre du commerce	a group of local business people who work together to help business and trade in a particular town	They are organising a conference with the chamber of commerce.
contribute	Verb	/kənˈtrɪbjʊːt/, /ˈkɒntrɪbjʊːt/	apporter sa contribution	to help, improve or add to something	Motivated employees contribute more to the company.
dynamic	Adjective	/daɪˈnæmɪk/	dynamique	very lively and enthusiastic, with a lot of energy and determination	The trainer who led the session was really dynamic.
expertise	Noun	/ˌekspə(r)ˈtiːz/	savoir-faire	special skill or knowledge that you get from experience, training, or study	All the trainers have extensive expertise.
flexibility	Noun	/ˌfleksəˈbɪləti/	flexibilité	the ability to change to suit new conditions or situations	This online course gives me a lot of flexibility.
lecture theatre	Noun	/ˈlektʃə(r) ˌθɪətə(r)/	salle de conférence	a large room with rows of seats where students sit to listen to lectures	The lecture theatre isn't big enough for all the employees.
mind gymnastics	Phrase	/ˈmaɪnd dʒɪmˌnastɪks/	gymnastique de l'esprit	difficult and complex logical thought processes performed to improve brain functionality	They offer a course on mind gymnastics, which is supposed to increase creativity and innovation.
motivate	Verb	/ˈməʊtɪveɪt/	motiver	to make somebody want to do something	My boss really motivates me to progress in my career.
portfolio	Noun	/pɔː(r)tˈfəʊliəʊ/	porte-documents	the range of products or services offered by a particular company or organization	We have a wide range of courses in our portfolio.
prioritise	Verb	/praɪˈɒrɪtaɪz/	donner la priorité à	to put tasks in order of importance, so that you can deal with the most important first	I need to prioritise better at work.
profitability	Noun	/ˌprɒfɪtəˈbɪləti/	rentabilité	the degree to which something is profitable	Our profitability increased by five per cent last year.
programme	Noun	/ˈprəʊɡræm/	programme anti-virus	a course of study	There are some time managament courses on our new training programme.
promote	Verb	/prəˈməʊt/	promouvoir	to move somebody to a higher rank or more senior job	He was promoted last month.
really (very much)	Adverb	/ˈriəli/	vraiment	used to emphasize something you are saying or an opinion you are giving	The course I attended was really useful.
screen	Noun	/skriːn/	écran	the flat surface at the front of a television, computer, or other electronic device, on which you see pictures or information	There isn't a TV screen in the room.
seminar	Noun	/ˈsemiˌnɑː(r)/	séminaire	a class at a university or college when a small group of students and a teacher discuss or study a particular topic	What kind of seminars do they offer?
workplace	Noun	/ˈwɜː(r)kˌpleɪs/	lieu de travail	the office, factory, etc. where people work	It's important to have professional development in the workplace.
pp 96–97	POS	Pronunciation	Translation	Definition	Examples
ambitious	Adjective	/æmˈbɪʃəs/	ambitieux	determined to be successful	She's a really ambitious person.
authoritative	Adjective	/ɔːˈθɒrɪtətɪv/	qui fait autorité	showing that you expect people to obey and respect you	You need to be authoritative if you want to lead people.
be focused	Phrase	/ˌbiː ˈfəʊkəst/	être concentré	directing a great deal of attention, interest, or activity towards a particular aim.	I've been really focused at work this year.
careful	Adjective	/ˈkeə(r)f(ə)l/	attentif	giving attention or thought to what you are doing so that you avoid doing something wrong	He's a very careful worker.
charismatic	Adjective	/ˌkærɪzˈmætrɪk/	charismatique	a charismatic person has a strong personal quality that makes other people like them and be attracted to them	The trainer was very charismatic.
communicate	Verb	/kəˈmjuːnɪkeɪt/	communiquer	to express thoughts, feelings, or information to another person	She communicates very well with all her colleagues.
conclusion	Noun	/kənˈkluːʒ(ə)n/	conclusion	something that you decide is true after thinking about it carefully and looking at all the evidence	I need to write a report on the conclusions of the meeting.
confident	Adjective	/ˈkɒnfɪd(ə)nt/	confiant	certain that something will happen or be successful	I'm confident we can meet our sales targets.
count on sb	Phrasal verb	/ˈkaʊnt ɒn ˌsʌmbədi/	compter sur qqn	to depend on someone to do what you want	People count on me for ideas.
creative	Adjective	/kriˈeɪtɪv/	créatif	involving the use of skill and the imagination to produce something new or a work of art	I encourage people to be creative individuals.
decisive	Adjective	/dɪˈsaɪsɪv/	décidé	able to decide something quickly and with confidence	I had to be decisive and make the final decision.
encourage	Verb	/ɪnˈkʌrɪdʒ/	encourager	to give somebody support, courage or hope	She encouraged me to apply for the job.
feedback	Noun	/ˈfiːdbæk/	remontée d'informations	advice or criticism about how good or useful something or somebody's work is	I give praise and positive feedback to others.
leadership	Noun	/ˈliːdə(r)ʃɪp/	direction	the state or position of being a leader	Do you have leadership potential?

organised	Adjective	/ˈɔː(r)ɡənaɪzd/	organisé	to plan your work and activities in an efficient way	My new colleague is really organised.
motivational	Adjective	/ˌməʊtɪˈveɪf(ə)n(ə)l/	motivationnel	making somebody want to do something, especially something that involves hard work and effort	She gives motivational talks around the world.
patient	Adjective	/ˈpeɪf(ə)nt/	patient	able to wait for a long time or accept difficulties without becoming angry or annoyed	I always thought it was important to listen and be patient.
perhaps	Adverb	/pə(r)ˈhæps/	peut-être	possibly; used when you are making a suggestion, polite request or offer	I can take a message or perhaps I can help you?
praise	Noun	/preɪz/	éloge	words that show approval of or admiration for somebody/something	My new boss gives me praise when I do a job well.
resolve	Verb	/rɪˈzɒlv/	résoudre	to find an acceptable solution to a problem or difficulty	I like to resolve disagreements between people.
responsibility	Noun	/rɪˌspɒnsəˈbɪləti/	responsabilité	the state or job of being in charge of someone or something and of making sure that what they do or what happens to them is right or satisfactory	He likes taking responsibility for decisions.
summarise	Verb	/ˈsʌməraɪz/	résumer	to provide a short account of the most important facts or features of something	Can you summarise your conclusions?
pp 98–99	POS	Pronunciation	Translation	Definition	Examples
actually	Adverb	/ˈæktʃuəli/	en fait	used for emphasizing what is really true or what really happened	Actually, the dates are 2nd and 3rd of June.
assist	Verb	/əˈsɪst/	aider	to help	The development agency promotes and assists business initiatives.
associate	Adjective	/əˈsəʊsiət/	associé	connected with an organization	The event is being promoted on our associate websites.
cancel	Verb	/ˈkæns(ə)l/	annuler	to say that you no longer want to continue with an agreement	I've cancelled the room booking for next week.
commercial	Adjective	/kəˈmɜː(r)ʃ(ə)l/	commercial	relating to business	You've been quoted the commercial rates.
conference	Noun	/ˈkɒnf(ə)rəns/	conférence	a large meeting, often lasting a few days, where people who are interested in a particular subject come together to discuss ideas	I'll see you at the conference next week.
conference pack	Noun	/ˈkɒnf(ə)rəns ˌpæk/	dossier de conférence	Conference documentation and materials contained within a bag or folder given to delegates at the start of a conference	How did you calculate the cost of the conference pack?
culture	Noun	/ˈkʌltʃə(r)/	culture	a set of ideas and ways of behaving of a particular organization or group of people	They have a really positive company culture.
drop out	Phrasal verb	/drɒp ˈaʊt/	renoncer	to leave something such as an activity, school, or competition before you have finished what you intended to do	Our original speaker has dropped out.
enrolment	Noun	/ɪnˈrəʊlmənt/	inscription	the process of officially joining a course, conference etc.	We're doing online enrolment via the website.
enterprise	Noun	/ˈentə(r),praɪz/	entreprise	a business or company	The conference aims to encourage enterprise in the region.
entrepreneurial	Adjective	/ˌɒntɹəprəˈnɜː(r)ɪəl/	d'entrepreneur	willing to work hard and take risks in order to build up a business	She put her entrepreneurial skills to good use and started a new company.
expansion	Noun	/ɪkˈspænf(ə)n/	développement	the process of making a business grow by including more people, selling more products, etc.	The organisation promotes expansion and growth.
finalise	Verb	/ˈfaɪnəlaɪz/	finaliser	to make the final decisions or arrangements concerning something	There are only a few more things to be finalised ahead of the conference.
foster (encourage)	Verb	/ˈfɒstə(r)/	favoriser	to help something to develop over a period of time	He fosters an entrepreneurial culture in the workplace.
front	Noun	/frʌnt/	avant	the part of something that is furthest forward	He always leads from the front.
get in touch	Phrase	/get ɪn ˈtʌtʃ/	contacter	to communicate with somebody, especially by emailing them or phoning them	Do you want me to get in touch with them again?
growth	Noun	/grəʊθ/	croissance	an increase in the number, size, or importance of something	There has been a dramatic growth in sales this year.
initiative (new action)	Noun	/ɪˈnɪʃətɪv/	initiative	a new plan for achieving a particular purpose	She specialises in new business initiatives.
keynote	Noun	/ˈkiːˌnəʊt/	point principal	the main idea. A keynote speaker is an important speaker who introduces a meeting or subject	The keynote speaker has been confirmed.
microphone	Noun	/ˈmaɪkrəˌfəʊn/	microphone	a piece of equipment for making someone's voice louder when they are speaking	All of the rooms have got a computer, microphones and a sound system.
networking	Noun	/ˈnetˌwɜː(r)kɪŋ/	travail en réseau	the activity of meeting and talking to people who might be useful to you in your work	The theme of the conference is starting up and networking for small businesses.
outcome	Noun	/ˈaʊtˌkʌm/	résultat	the final result of a process, meeting, activity etc	What was the outcome of your call with the conference centre?
participate in	Phrase	/pɑː(r)ˈtɪsɪpeɪt ɪn/	participer à	to take part in something	You need to complete this enrolment form if you wish to participate in the event.
planner	Noun	/ˈplænə(r)/	planificateur	someone who plans something	The conference planners need to reduce costs so they don't go over budget.
preferential	Adjective	/ˌprefəˈrenʃ(ə)l/	préférentiel	giving one person or group an advantage over others	The preferential rates are only three per cent up on last year's.
priority	Noun	/praɪˈɒrəti/	priorité	something important that must be done first or needs more attention than anything else	Our top priority is to find a new speaker.
push	Verb	/pʊʃ/	pousser	to make something reach a particular level or standard	The Conference Centre fees have pushed us over budget.
quote	Noun, Verb	/kwəʊt/	devis	a statement telling a customer how much money you will charge them for a job, service or product; to tell a customer how much money you will charge them for a job, service or product	Could I check the quote you gave us?
slight	Adjective	/slaɪt/	léger	small in size	We have a slight problem with the keynote speaker.
sound system	Noun	/ˈsaʊnd ˌsɪstəm/	système audio	a set of electronic equipment used for playing recorded music or for making a speaker's voice louder	We couldn't hear the speaker because the sound system wasn't working properly.
strategic planning	Noun	/strəˌtiːdʒɪk ˈplænzɪŋ/	planification stratégique	the process of planning the activities of a business so that it competes well with other businesses and makes a profit	Strategic planning will help us decide which areas of the business to focus on.
strengthen	Verb	/ˈstreŋθ(ə)n/	renforcer	to make an organization, business, etc more powerful, successful, or effective	The latest marketing campaign helped to strengthen the brand image.
task	Noun	/tɑːsk/	tâche	something that you have to do	Shall we go through your tasks for the day?
the press	Noun	/ðə ˈpres/	la presse	news media collectively, especially newspapers	The event is also being promoted in the press.
venture	Noun	/ˈventʃə(r)/	entreprise	a new business or activity	We need to look at more profitable ventures.
wonder (question)	Verb	/ˈwʌndə(r)/	se demander	to think about something because you want to know more facts or details about it	I wonder if we really need a speaker at this event?
workshop	Noun	/ˈwɜː(r)kˌʃɒp/	atelier	an occasion when a group of people meet to learn about a particular subject by taking part in discussions or activities	The workshop is on public speaking.
worry	Verb	/ˈwʌri/	s'inquiéter	to feel nervous and upset because you keep thinking about a problem that you have or could have in the future	Don't worry – I'll phone the organisers tomorrow morning.
pp 100–101	POS	Pronunciation	Translation	Definition	Examples
accept	Verb	/əkˈsept/	accepter	to say yes to an invitation or offer	All the speakers have accepted their invitations.
admire	Verb	/ədˈmaɪə(r)/	admirer	to look at something and think that it is attractive or impressive	I was admiring the view of the river.
borrow	Verb	/ˈbɒrəʊ/	emprunter	something someone gives to you and you agree to give it back	Would you like to borrow an umbrella?

casual	Adjective	/'kæʒuəl/	simple	not formal	Her company allows casual clothes every Friday.
decline	Verb	/dɪ'klaɪn/	décliner	to say politely that you will not accept something or do something	Unfortunately, he's declined our invitation.
dress code	Noun	/'dres ,kəʊd/	code vestimentaire	a set of rules about what you should wear in a particular place or at a particular event	What's the dress code at your office?
fish	Noun	/fɪʃ/	poisson	a creature that lives in water and swims	Would you prefer meat or fish?
habit	Noun	/'hæbɪt/	habitude	something that you do often or regularly, often without thinking about it	Where I come from, we have a habit of arriving a little early.
in-company	Adjective	/,ɪn 'kʌmp(ə)ni/	en interne	occurring or existing within a company.	He's written an article for the in-company magazine.
politics	Noun	/'pɒlətɪks/	politique	the ideas and activities involved in getting power in a country or over a particular area of the world	He loves talking about politics.
productive	Adjective	/prə'dʌktɪv/	productif	working hard and producing or achieving a lot	It's been a really productive day.
punctuality	Noun	/,pʌŋktɪfʊ'æləti/	ponctualité	the fact of happening at the correct time	His punctuality hasn't been very good this week.
recommend	Verb	/,rekə'mend/	recommander	to tell somebody that something is good	I can recommend a nice restaurant near your office.
set off	Phrasal verb	/,set 'ɒf/	partir	to start a journey, or to start going in a particular direction	Shall we set off?
small talk	Noun	/'smɔːl ,tɔːk/	causette	informal conversation about things that are not important	All the guests were making small talk at the reception.
smart-casual	Adjective	/,smaː(r)t 'kæʒuəl/	élégant décontracté	a style of dressing in which people wear clothes that are neat but not formal	Smart-casual clothes are acceptable in our office.
suit (set of clothes)	Noun	/suːt/	costume	a set of clothes made of the same cloth, including a jacket and trousers/pants or a skirt	My boss wears a suit to work every day.
taboo	Adjective	/tə'buː/	tabou	considered so offensive or embarrassing that people must not mention it	Those topics are usually taboo in the workplace.
thoroughly	Adverb	/'θʌrəli/	à fond	completely; very much	I thoroughly enjoyed your talk at the conference.
tie (clothing)	Noun	/taɪ/	cravate	a long narrow piece of cloth worn around the neck with a knot in front	None of the men wear ties in my office.
umbrella	Noun,	/ʌm'brelə/	parapluie	an object that you hold over your head when it is raining	I left my umbrella at the restaurant.
vegetarian	Adjective	/,vedʒə'teəriən/	végétarien	a diet which includes not eating meat or fish	I'm a vegetarian. / Can I look at the vegetarian menu, please?
pp 102–103	POS	Pronunciation	Translation	Definition	Examples
acknowledge	Verb	/ə'k'nɒlɪdʒ/	accuser réception de	to tell somebody that you have received something that they sent to you	Can you send him an email acknowledging his letter?
alternative	Noun	/ɔːl'tɜː(r)nətɪv/	alternative	something that you can choose instead of something else	Can I offer you an alternative item instead of a refund?
approximately	Adverb	/ə'prɒksɪmətli/	environ	used for showing that an amount, number, etc. is not exact	There will be approximately 30 people attending.
catering	Noun	/'keɪtərɪŋ/	traiteur	the job of organizing the food and drinks for an event such as a party or meeting	She works for a large catering company.
clear	Adjective	/kliə(r)/	clair	obvious and impossible to doubt	She was very clear about the result she wanted.
faulty	Adjective	/'fɔːlti/	défectueux	not working correctly or made correctly	The mobile phone I bought is faulty.
quotation	Noun	/kwəʊ'teɪʃ(ə)n/	devis	a statement of how much money a particular piece of work will cost	Email us for a quotation.
refer to	Phrasal verb	/rɪ'fɜː(r)/	renvoyer	to mention or speak about something	He referred to his latest book during his talk.
repair	Verb	/rɪ'peə(r)/	réparer	to fix something that is broken or damaged	They couldn't repair the faulty TV.
replacement	Noun	/rɪ'pleɪsmənt/	remplacement	a thing that replaces something, especially because the original is old, broken, etc.	They offered me a replacement phone instead of a refund.
sequence	Noun	/'siːkwəns/	ordre	the order that actions, etc. happen in or should happen in	Follow the sequence in the instructions.
Module 11					
pp 104–105	POS	Pronunciation	Translation	Definition	Examples
assembly point	Noun	/ə'sembli ,pɔɪnt/	point de rassemblement	a location designated as the place for a group to meet or for people to gather in an emergency.	This is the main assembly point, where you should come if there is an emergency.
bend one's knees	Phrase	/,bend wʌnz 'niːz/	plier les genoux	to lower your body by bending the joint in the middle of your leg	Make sure you bend your knees when you lift something heavy.
by mistake	Phrase	/baɪ mɪ'steɪk/	par erreur	accidentally	I deleted your email by mistake.
canteen	Noun	/kæn'tiːn/	cantine	a place where food and drink are served in a factory, a school, etc.	Our staff canteen is just down here.
cement factory	Noun	/sə'ment ,fæktəri/	cimenterie	a type of factory that produces cement and other cement related products	They took the new employees on a tour of the cement factory.
clock in	Phrasal verb	/,klɒk 'ɪn/	pointer	to record the time at which you arrive at work	Do we have to clock in?
fire alarm	Noun	/'faɪə(r) ə,lɑː(r)m/	alarme incendie	a bell or other device that gives people warning of a fire in a building	If you here the fire alarm, you should leave the building immediately.
fire drill	Noun	/'faɪə(r) ,drɪl/	exercice d'évacuation	a practice of what people must do in order to escape safely from a fire in a building	We have a fire drill every month.
fire exit	Noun	/'faɪə(r) ,eksɪt/	sortie de secours	a designated way out of a building or passenger vehicle in the event of a fire occurring	The fire exit is on the left.
fire extinguisher	Noun	/'faɪə(r) ɪk,stɪŋɡwɪʃə(r)/	extincteur	a metal container with water or chemicals inside for putting out small fires	There are fire extinguishers on the walls.
get the sack	Phrase	/get ðə 'sæk/	se faire virer	to be told that you must leave your job	I'll get the sack if I fall asleep at work again.
hard hat	Noun	/'hɑː(r)d ,hæt/	casque de sécurité	a hat that workers on building sites wear to protect their heads	You must always wear a hard hat when you are moving around the plant.
hazard	Noun	/'hæzə(r)d/	danger	a thing that can be dangerous or cause damage	The main hazard here is the machinery.
health and safety	Noun	/,helθ ən(d) 'seɪftɪ/	santé et sécurité	regulations and procedures intended to prevent accident or injury in workplaces or public environments	I'm responsible for health and safety at the plant.
high-heel shoes	Noun	/haɪ ,hiːl 'ʃuːz/	chaussures à talons	shoes that have very high heels	She never wears high-heel shoes to work.
invoice	Noun	/'ɪnvɔɪs/	facture	a list of goods that have been bought, or work that has been done, and what you must pay	Can you submit your invoice by the end of the month?
laboratory	Noun	/lə'bɒrə,t(ə)ri/	laboratoire	a room or building used for scientific research, experiments, testing, etc.	We have to wear white coats in the laboratory.
minor injuries	Noun	/,maɪnə(r) 'ɪndʒərɪz/	blessures légères	less serious injuries that do not require immediate emergency treatment	We have a first-aid kit to deal with any minor injuries.
obstacle	Noun	/'ɒbstæk(ə)l/	obstacle	an object that is in your way and that makes it difficult for you to move forward	We must keep the entrance and exit clear of any obstacles.
procedure	Noun	/prə'siːdʒə(r)/	procédure	a way of doing something, especially the usual or correct way	In the case of an emergency, you must follow our health and safety procedures.
protective mask	Noun	/prə'tektɪv 'mɑːsk/	masque de protection	a protective ensemble designed to protect the wearer's face and eyes	The machine operators all wear protective masks and goggles.
safety officer	Noun	/'seɪftɪ ,ɒfɪsə(r)/	agent de sécurité	a person responsible for ensuring safety regulations are adhered to	The safety officer showed us around the warehouse.
sign in / out	Phrasal verb	/,saɪn 'ɪn/ , /,saɪn 'aʊt/	signer le registre	to record your name when you arrive at / leave an office, etc.	All visitors need to sign in at Reception.
toothache	Noun	/'tuːθeɪk/	mal de dents	a pain in one or more of your teeth	I had terrible toothache yesterday.
waste material	Noun	/,weɪst mə'tɪəriəl/	rebuts	unwanted or unusable materials	You must put all waste materials into the bins.
wear protective clothing	Phrase	/weə(r) prə'tektɪv 'kleʊðɪŋ/	porter des équipements de sécurité	to wear the clothing that will protect you from injury while visiting a potentially dangerous place	He has to wear protective clothing when he's working in the factory.

pp 106–107	POS	Pronunciation	Translation	Definition	Examples
baby grand piano	Noun	/ˌbeɪbi grænd piˈænəʊ/	piano à queue	a smaller verison of a grand piano	<i>Employees can use the baby grand piano in the office.</i> <i>Thousands of office works are hospitalised every year with DVT.</i> <i>DVT is a lump, or clot, in the blood.</i>
be hospitalised	Phrase	/biː ˈhɒspɪt(ə)laɪzd/	être hospitalisé	to send somebody to a hospital for treatment	
clot	Noun	/klɒt/	caillot	a lump that is formed when blood becomes thicker or dries	
do some exercise	Phrase	/ˌduː sʌm ˈeksə(r)saɪz/	faire de l'exercice	do an activity requiring physical effort, carried out to sustain or improve health and fitness	<i>You should do some exercise to help you lose weight.</i>
DVT (deep vein thrombosis)	Noun	/ˌdiː viː ˈtiː/	thrombose veineuse profonde (TVP)	a serious condition caused by a blood clot forming in a vein	<i>DVT is not a new medical problem, but it is increasing.</i> <i>The hallways are full of exercise balls and bicycles.</i> <i>The entrance lobby is deocrated with lava lamps and old computers.</i>
hallways	Noun	/ˈhɔːlˌweɪz/	entrées	long narrow passages inside a building with doors along them leading to rooms	
lava	Noun	/ˈlɑːvə/	lave	rock in the form of hot liquid	
locker room	Noun	/ˈlɒkə ˌruːm/	vestiaire	a room in a swimming pool, factory, or gym where there are lockers and you can store your belongings and get changed	<i>All the locker rooms have showers and hair dryers.</i> <i>DVT occurs when a person's blood forms a lump.</i> <i>There are dozens of different drinks on offer.</i> <i>Employees also have the use of a pool table.</i> <i>Recreational amenities are found throughout the campus.</i> <i>Moving around regularly during a flight is enough to reduce the risk of DVT.</i>
lump	Noun	/lʌmp/	grosseur	a piece of something hard or solid with no particular shape	
on offer	Phrase	/ˌɒn ˈɒfə/	proposé	something that can be bought, used, etc.	
pool table	Noun	/ˈpuːl ˌteɪb(ə)l/	billard	a table on which the game pool is played	
recreational amenities	Noun	/ˌrekriˌeɪf(ə)n(ə)l əˈmiːnɪtɪz/	installations récréatives	areas where people can do activities for enjoyment	
reduce the risk	Phrase	/rɪˌdʒuːs ðə ˈrɪsk/	diminuer le risque	if you reduce a risk you lower the likelihood of something bad happening	
rowing machine	Noun	/ˈrəʊɪŋ məʃiːn/	rameur	a piece of sports equipment which makes the same movements as somebody who is rowing a boat	
throughout	Preposition	/θruːˈaʊt/	partout dans	in or into every part of something	<i>She uses the rowing machine in the gym every morning.</i> <i>Fresh fruit is available from farm shaps throughout the country.</i> <i>Approximately 2,000 students live on the university campus.</i> <i>Have you tried the new weights machine in the gym?</i> <i>My wrist hurts from using the computer all day.</i>
university campus	Noun	/ˌjuːnɪˌvɜː(r)səti ˈkæmpəs/	campus universitaire	the land on which a college or university is situated	
weights machine	Noun	/ˌweɪts məʃiːn/	appareil de musculation	an exercise machine that uses weights	
wrist	Noun	/rɪst/	poignet	the part of your body between your hand and your arm	
yoga	Noun	/ˈjəʊgə/	yoga	a system of exercises for your body and for controlling your breathing, used by people who want to become fitter or to relax	
pp 108–109	POS	Pronunciation	Translation	Definition	Examples
accounts	Noun	/əˈkaʊnt/	comptabilité	the part of an organization that keeps records of the money it receives and spends	<i>They both work in the accounts department.</i> <i>He dropped his cup of coffee.</i> <i>I fell off a stepladder and hurt myself.</i> <i>Did you fall over in the office?</i>
drop sth	Verb	/ˈdrɒp ˌsʌmθɪŋ/	faire tomber qqch	to let something fall without intending to	
fall off	Phrasal verb	/ˌfɔːl ˈɒf/	tomber	to move quickly downwards from a higher location, usually by accident	
fall over	Phrasal verb	/ˌfɔːl əʊvə(r)/	tomber par terre	for something to fall so that its side is on the ground	<i>My colleague gave me first aid.</i> <i>Did you have any injuries?</i> <i>I was trying to reach a file, and I lost my balance.</i>
first aid	Noun	/ˌfɜːst ˈeɪd/	premiers soins	simple medical treatment that is given to somebody before a doctor comes or before the person can be taken to a hospital	
injury	Noun	/ˈɪndʒəri/	blessure	harm done to a person's or an animal's body, for example in an accident	
lose one's balance	Phrase	/ˌluːz wʌnz ˈbæləns/	perdre l'équilibre	to fail to keep one's weight spread evenly and fall	
stool	Noun	/stuːl/	tabouret	a seat with legs but no arms or back	
trip over	Phrase	/ˌtrɪp əʊvə ə ˈwaɪə(r)/	trébucher sur un fil	catch one's foot on a wire and stumble or fall.	<i>We should buy those special stools to stand on when we can't reach things that are too high.</i> <i>I wasn't looking where I was going and I tripped over my handbag.</i> <i>He twisted his ankle playing tennis.</i>
twist one's ankle	Phrase	/ˌtwɪst wʌnz ˈæŋk(ə)l/	se tordre la cheville	to injure your ankle by bending it too much or in the wrong direction	
pp 110–111	POS	Pronunciation	Translation	Definition	Examples
theme park	Noun	/ˈθiːm ˌpaː(r)k/	parc à thème	a large park with roller coasters and games where people go to enjoy themselves. All the entertainment is based on one subject	<i>Shall we go to the theme park next weekend?</i>
bruised	Adjective	/bruːzd/	couvert de bleus	injured so that you have discoloured (blue, brown or purple) marks on your skin, usually from falling or being hit	
choke	Verb	/tʃəʊk/	s'étouffer	to be unable to breathe because the passage to your lungs is blocked or you cannot get enough air	
dehydration	Noun	/ˌdiːhaɪˈdreɪf(ə)n/	déshydratation	the condition of having lost too much water from your body	<i>A boy was taken to hospital after he choked on his chewing gum.</i> <i>We need to make sure we drink enough water so we don't suffer from dehydration.</i> <i>Do you like going on rides at the theme park?</i>
go on rides	Phrase	/ˌgəʊ ɒn ˈraɪdz/	monter sur les manèges	to get on a large machine at a fairground or theme park that you ride on for fun	
heat exhaustion	Noun	/ˈhiːt ɪɡˌzɔːstʃ(ə)n/	coup de chaleur	an illness that happens when you are very active in hot conditions and that makes you feel very weak and sick	
movable barrier	Noun	/ˌmuːvəb(ə)l ˈbæriə(r)/	barrière de sécurité	a bar or gate that stops people or vehicles from entering a place, that can be moved to allow entry	<i>In the heatwave, a lot of people were treated for heat exhaustion.</i> <i>They have movable barriers at the entrance to the rides.</i> <i>There's a height restriction for some of the rides at the theme park.</i> <i>The recent safety inspection went very well.</i>
restriction	Noun	/rɪˈstrɪkʃ(ə)n/	limite	a rule that limits or controls something	
safety inspection	Noun	/ˈseɪftɪ ɪnˌspekʃ(ə)n/	contrôle de sécurité	the formal process of checking for and identifying hazards in the workplace	
pp 112–113	POS	Pronunciation	Translation	Definition	Examples
listen for	Phrase	/ˈlɪs(ə)n ˌfɔː/	tendre l'oreille	to pay attention to sounds in order to hear something specific	<i>Listen for the words you have underlined.</i> <i>Did the company reduce solid waste last year?</i> <i>We could reduce our water consumption by changing some of our procedures.</i>
solid waste	Noun	/ˌsɒlɪd ˈweɪst/	déchets solides	solid or semisolid material that needs to be thrown away	
water consumption	Noun	/ˈwɔːtə(r) kənˌsʌmpʃ(ə)n/	consommation d'eau	the amount of water that is used	
Module 12	POS	Pronunciation	Translation	Definition	Examples
pp 114–115					
approval	Noun	/əˈpruːv(ə)l/	accord	permission for something	<i>My boss doesn't let me do anything without his approval.</i> <i>If you could change one aspect of your job, what would it be?</i> <i>If I could go on holiday in June, the beaches wouldn't be so full of noisy children.</i> <i>Do you enjoy your current job?</i> <i>Which department does she work in?</i> <i>An interpreter will be very expensive.</i> <i>Some children have imaginary friends when they are young.</i>
aspect	Noun	/ˈæspekt/	aspect	a particular part, feature, or quality of something	
beach	Noun	/biːtʃ/	plage	an area of sand or small stones beside the sea or a lake	
current	Adjective	/ˈkʌrənt/	actuel	happening or existing now	
department	Noun	/dɪˈpɑː(r)tment/	service	one of the sections in a organization that deals with one type of work	
expensive	Adjective	/ɪkˈspensɪv/	cher	costing a lot of money	
imaginary	Adjective	/ɪˈmædʒɪnəri/	imaginaire	not real but only created in your mind	
interpreter	Noun	/ɪnˈtɜː(r)pɪtə(r)/	interprète	someone whose job is to translate what a speaker is saying in one language into another language so that someone else can understand it	<i>We'll need an interpreter for the meeting.</i>

lottery	Noun	/ˈlɒtəri/	loterie	a game in which people buy numbered tickets. Numbers are then chosen, and the people who have those numbers on their tickets win money	If I won the lottery, I would travel the world.
noisy	Adjective	/ˈnɔɪzi/	bruyant	making a lot of noise	My new neighbours are very noisy.
satisfaction	Noun	/ˌsætɪsˈfækʃ(ə)n/	satisfaction	feeling pleased when you get something that you want; something that gives you this feeling	I'm interviewing people about job satisfaction.
sponsor	Noun	/ˈspɒnsə(r)/	parrain	a sponsor is a person or organization that supports something or someone	You'll find it easier to get a work visa if you have a sponsor.
traffic	Noun	/ˈtræfɪk/	circulation	the vehicles that are travelling in an area at a particular time	I work flexitime, so I avoid the rush-hour traffic.
unlikely	Adjective	/ʌnˈlaɪkli/	improbable	not likely to happen	It's unlikely that he'll get that job.
visa	Noun	/ˈviːzə/	visa	an official document or mark in your passport that allows you to enter or leave a country for a specific purpose or period of time	She needs a visa in order to work in the USA.
pp 116–117	POS	Pronunciation	Translation	Definition	Examples
adapt	Verb	/əˈdæpt/	s'adapter	to change your ideas or behaviour so that you can deal with a new situation	It didn't take me long to adapt to living in a new country.
benefit	Noun	/ˈbenɪft/	avantage	an advantage you get from a situation	There are a number of benefits to relocating for work.
cruise ship	Noun	/ˈkruːz ˌʃɪp/	navire de croisière	a large comfortable ship used for cruises	He really wants to work on a cruise ship.
CV (curriculum vitae)	Noun	/ˌsiː ˈviː/	CV (curriculum vitae)	a written record of your education and the jobs you have done, that you send when you are applying for a job	You needed to send your CV to the HR manager.
export contract	Noun	/ˈeksɹɔː(r)t ˌkɒntrakt/	contrat d'exportation	a contract between a supplier and an overseas buyer who sells product on the system of communication in speech and writing that is used by people of a particular country or area	Their company has just won a large export contract.
language	Noun	/ˈlæŋɡwɪdʒ/	langue	a person who moves from one place to another, especially in order to find work	How many languages can you speak?
migrant	Adjective	/ˈmaɪɡrənt/	migrant	a company or organization that owns or controls a smaller company or organization of the same type	There's a lot of advice for migrant workers online.
parent company	Noun	/ˈpeərənt ˌkʌmp(ə)ni/	société mère		The parent company's stock price has dropped.
qualifications	Noun	/ˌkwɒlɪfɪˈkeɪʃ(ə)nz/	qualifications	exams that you have passed or a course of study that you have successfully completed	Make sure you include all your qualifications on your CV.
recruitment	Noun	/rɪˈkruːtmənt/	recrutement	the process of finding people to join a company or for a particular job	She used to work for a recruitment agency.
register	Verb	/ˈredʒɪstə(r)/	s'inscrire	to record your name on an official list	I need to register with a new doctor when I move house.
rumours	Noun	/ˈruːmə(r)z/	rumeurs	unofficial information that may or may not be true	The staff have heard rumours of an office move.
somewhere	Adverb	/ˈsʌmweə(r)/	quelque part	used for referring to a place when you do not know or say exactly where	I would love to live somewhere warm.
vacancy	Noun	/ˈveɪkənsi/	poste à pourvoir	a job that is available for somebody to do	All the job vacancies are on their website.
pp 118–119	POS	Pronunciation	Translation	Definition	Examples
accompany	Verb	/əˈkʌmp(ə)ni/	accompagner	to happen or appear with something else	You need to write a covering letter to accompany your CV.
accounts clerk	Noun	/əˈkaʊnts ˌklaː(r)k/	comptable	a person who works in the accounts department dealing with records and administrative tasks	We are looking for an accounts clerk to join our busy team.
advertisement	Noun	/ədˈvɜː(r)tɪsmənt/	publicité	a notice, picture or film telling people about a product, job or service	He has seen an advertisement for a job he likes.
application form	Noun	/ˌæplɪˈkeɪʃ(ə)n ˌfɔːm/	formulaire de candidature/demande	a printed list of questions that you answer in order to try to get a job, borrow money, get a place at university etc	I need to complete my application form today.
attachment	Noun	/əˈtætʃmənt/	pièce jointe	a document that you send to somebody using email	I couldn't open the attachment you sent to me.
attentive	Adjective	/əˈtentɪv/	attentif	listening or watching carefully and with interest	You must be attentive to customers' needs.
co-ordinator	Noun	/kəʊˈɔː(r)dɪˌneɪtə(r)/	coordinateur	a person who organizes the different parts of an activity and the people involved in it so that it works well	There's an advert for a PR co-ordinator.
covering letter	Noun	/ˈkʌv(ə)rɪŋ ˌleɪtə(r)/	lettre de motivation	a letter containing extra information that you send with something	Qualified candidates should send a covering letter and CV to the HR department.
degree (qualification)	Noun	/dɪˈɡriː/	diplôme	the qualification obtained by students who complete a university or college course	She has got a law degree.
dental	Adjective	/ˈdent(ə)l/	dentaire	relating to the care and treatment of teeth	We offer medical and dental health care to all employees.
desirable	Adjective	/dɪˈzaɪrəb(ə)l/	souhaitable	that you would like to have or do	An additional foreign language would be desirable.
editor	Noun	/ˈedɪtə(r)/	rédacteur en chef	a person who corrects or changes books before they are printed, or a person who is in charge of a newspaper or magazine	She worked as an editor for ten years.
enclosure	Noun	/ɪnˈkləʊʒə(r)/	document joint	something that is placed in an envelope with a letter	Your covering letter should refer to any enclosures, such as your CV.
excellent	Adjective	/ˈeksələnt/	excellent	used to show that you are very pleased about something	She has excellent communication skills.
exposure	Noun	/ɪkˈspəʊʒə(r)/	exposition	things that are written or said about something that make it well known	The ideal candidate will plan PR strategies for maximum media exposure.
generous	Adjective	/ˈdʒenərəs/	généreux	larger than usual	We offer a generous salary and benefits package.
health care	Noun	/ˈhelθ ˌkeə(r)/	couverture médicale	the service of providing medical care	Are there any health care benefits with this job?
job-related skills	Phrase	/ˈdʒɒb rɪˌleɪtɪd ˌskɪlz/	compétences professionnelles	abilities or knowledge that allow a person to excel in a particular job	You should include any job-related skills in your CV.
maintain	Verb	/meɪnˈteɪn/	préserver	to make something continue at the same level, standard, etc	What things are important in maintaining a work-life balance?
medical	Adjective	/ˈmedɪk(ə)l/	médical	relating to medicine and the treatment of injuries and diseases	The company does a lot of medical research.
newspaper	Noun	/ˈnjuːzˌpeɪpə(r)/	journal	set of large printed sheets of paper containing news that are published every day	I look for job adverts online now instead of in the newspaper.
post (job / position)	Noun	/pəʊst/	poste	a job	I'm writing to apply for the post of HR manager.
PR co-ordinator	Noun	/ˌpiː ˈɑː(r) kəʊˌɔː(r)dɪneɪtə(r)/	coordinateur relations publiques	a person whose job is to be responsible for developing and maintaining the public images of their clients or company	They're advertising for a new PR co-ordinator.
product launch	Noun	/ˈprɒdʌkt ˌlɔːntʃ/	lancement de produit	making a product available to the public for the first time; an event organised to advertise this	Last week's product launch went really well.
prospects	Noun	/ˈprɒspekt/	perspectives	the chances of being successful	There are really good career prospects with this company.
public relations	Noun	/ˌpʌblɪk rɪˈleɪʃ(ə)nz/	relations publiques	to create a good impression	I'd love to work in public relations.
qualities	Noun	/ˈkwɒlɪtɪz/	qualités	a thing that is part of a person's character, especially something good	What personal qualities do you need for this job?
salary	Noun	/ˈsæləri/	salaire	money that employees receive for doing their job	She's on a good salary here.
self-motivated	Adjective	/ˌself ˈməʊtɪˌveɪtɪd/	motivé	capable of hard work and effort without the need for encouragement	I am creative and self-motivated.
well-organised	Adjective	/ˌwel ˈɔː(r)ɡənaɪzɪd/	organisé	to plan your workload and activities in an very efficient way	She's not very well-organised, is she?

pp 120–121	POS	Pronunciation	Translation	Definition	Examples
determined	Adjective	/dɪˈtɜː(r)mɪnd/	déterminé	to have made a firm decision to do it and you will not let anyone prevent you	<i>I'm determined to succeed in my new job.</i>
knowledgeable	Adjective	/'nɒlɪdʒəb(ə)l/	bien informé	knowing a lot about many different subjects or about one particular subject	<i>He's very knowledgeable about cars.</i>
weak	Adjective	/wiːk/	faible	not good at something	<i>What would you say were your weak points?</i>
well-qualified	Adjective	/,wel 'kwɒlɪfaɪd/	qualifié	having the necessary qualifications or experience for a particular job or task	<i>I'm well-qualified for this job.</i>

pp 122–123	POS	Pronunciation	Translation	Definition	Examples
global marketplace	Noun	/ˌɡləʊb(ə)l ˈmɑː(r)kɪtˌpleɪs/	marché mondial	all the customers or possible customers for a product or service in all areas of the world	<i>The business needs to succeed in a global marketplace.</i>
identity	Noun	/aɪˈdɛntɪti/	identité	considered together who somebody is	<i>When I phoned the bank, I had to confirm my identity.</i>
integrate	Verb	/ˈɪntɪɡreɪt/	intégrer	to become or make somebody become accepted as a member of a group	<i>We need employees who can integrate successfully into other cultures.</i>
legible	Adjective	/ˈledʒəb(ə)l/	lisible	clear enough to read	<i>His handwriting isn't very legible.</i>
predict	Verb	/prɪˈdɪkt/	prédire	to say what you think will happen in the future	<i>It's hard to predict the outcome.</i>
represent	Verb	/ˌreprɪˈzɛnt/	représenter	to speak or act officially for another person, group, or organization	<i>The company wasn't very well represented at the conference.</i>
skilled	Adjective	/skɪld/	compétent	having the ability and experience to do something well	<i>We employ skilled and qualified workers.</i>
uniqueness	Noun	/juːˈniːknəs/	originalité	the fact of being the only one of its kind	<i>We need to respect others' uniqueness in our workforce.</i>