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Conditionals

Zero conditional

This is a condition which is always true :

If you leave work late, nobody cares.

When you heat water to 100°, it boils.

Press the red button if you want a receipt.

First conditional

This is when we imagine something and what will happen as a consequence.

If you leave work early, the boss will be very angry.

If my bus is late, I will phone you.

Second conditional

We imagine something and project a consequence

If I won 345217€, I would give it to charity.

If we gave her some encouragement, she would give the presentation.

Third conditional

We use it when talking about a past condition that cannot be fulfilled, because the action in the if-clause didn't happen.

If I had gone to the presentation, I would have met the President. (*I didn't go to the presentation so, in fact, I didn't meet the President*)

Mixed Conditional

Unreal conditional sentences where the tense changes

If you weren't a scientist, you wouldn't have to give so many presentations.

I am busy next week. If I had time, I would come to the conference.



Future Tenses in English

Different structures to express different situations....

Present Simple <i>for</i>	Timetables and Schedules
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- ⤴ The film starts at 8pm
- ⤴ Our flight leaves at 9.15

Present Progressive <i>for</i>	Future scheduled plans and arrangements
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- ⤴ I'm attending a conference next Friday.
- ⤴ She's meeting the accountant this afternoon.
- ⤴ We're playing tennis after work.

Going to + stem <i>for</i>	Intentions
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- ⤴ I'm going to ask him to postpone tomorrow's training.
- ⤴ We're going to visit Rome next year.
- ⤴ I've started a diet and I'm going to stick to it.

Will + stem / Going to + stem <i>for</i>	Expressing Predictions
--	------------------------

- ⤴ There will be over 400 attendees at the conference.
- ⤴ We'll need / We're going to need a bigger conference venue.
- ⤴ Who is going to / will be the new Human resources Manager ?
- ⤴ I think that information will be / is going to be announced at tomorrow's meeting.

Will + stem <i>for</i>	Instant decisions/promises/offers of help
------------------------	---

- ⤴ We're out of coffee so I'll just run out to the shop and get some.
- ⤴ I'll finish the report before I leave the office, I promise.
- ⤴ I can't talk now, I'm busy. I'll call you back in half an hour.
- ⤴ I'll just finish this report and then I'll help you fix the photocopier.

NOTE : Will is <u>not</u> used in time expressions beginning with :	<i>when, while, before, after, by the time, as soon as, if, unless, etc.</i>
--	--

The simple present is used instead :

- ⤴ When you **will arrive** tonight, we will go out for dinner. *Not Correct*
- ⤴ When / As soon as you **arrive** tonight, we will go out for dinner. *Correct*



Irregular Verbs in English 1

French	Infinitive	Preterit	Past participle
acheter	buy	bought	bought
aller	go	went	gone
apporter	bring	brought	brought
attraper	catch	caught	caught
avoir	have	had	had
battre	beat	beat	beaten
blesser	hurt	hurt	hurt
boire	drink	drank	drunk
caler	hide	hid	hidden
casser	break	broke	broken
chanter	sing	sang	sung
choisir	choose	chose	chosen
commencer	begin	began	begun
comprendre	understand	understood	understood
conduire	drive	drove	driven
connaître	know	knew	known
construire	build	built	built
couper	cut	cut	cut
courir	run	ran	run
coûter	cost	cost	cost
dépenser	spend	spent	spent
devenir	become	became	become
devoir	have to	had to	had to
dire	say	said	said
donner	give	gave	given
dormir	sleep	slept	slept



Irregular Verbs in English 2

French	Infinitive	Preterit	Past participle
écrire	write	wrote	written
emmener	bring	brought	brought
enseigner	teach	taught	taught
entendre	hear	heard	heard
envoyer	send	sent	sent
essayer	try	tried	tried
être	be	was/were	been
faire	do	did	done
gagner	win	won	won
garder	keep	kept	kept
grandir	grow	grew	grown
jeter	throw	threw	thrown
laisser (permettre)	let	let	let
laisser	leave	left	left
lire	read	read	read
manger	eat	ate	eaten
mener	lead	led	led
mettre	put	put	put
obtenir	get	got	got
oublier	forget	forgot	forgotten
pardonner	forgive	forgave	forgiven
parier	bet	bet	bet
parler	speak	spoke	spoken
partir	leave	left	left
payer	pay	paid	paid
penser	think	thought	thought



Irregular Verbs in English 3

French	Infinitive	Preterit	Past participle
perdre	lose	lost	lost
porter (vêtement)	wear	wore	worn
prendre	take	took	taken
prêter	lend	lent	lent
quitter	leave	left	left
raconter	tell	told	told
ramener	bring back	brought back	brought back
rencontrer	meet	met	met
ressentir	feel	felt	felt
retirer	withdraw	withdrew	withdrawn
réveiller	wake	woke	woken
savoir	know	knew	known
signifier	mean	meant	meant
sonner	ring	rang	rung
sortir	go out	went out	gone out
taire	shut up	shut up	shut up
tenir	hold	held	held
tomber	fall	fell	fallen
trouver	find	found	found
vendre	sell	sold	sold
venir	come	came	come
voir	see	saw	seen
voler (chipper)	steal	stole	stolen
voler (oiseau)	fly	flew	flown
vouloir	want	wanted	wanted



Modal Verbs in English

can could may might will
would must shall should ought to

Modals are different from normal verbs

- ✦ They don't use an 's' for the third person singular.
- ✦ They are followed directly by the infinitive of another verb.

- Probability: We use modals to indicate probability

- ✦ It's snowing, so it **must be** very cold outside.
- ✦ This bill **can't be** right. 20 € a cup of coffee!

- Ability: We use 'can' and 'could' to talk about a skill or ability

- ✦ She **can speak** four languages.
- ✦ My father **could play** hockey when he was young.
- ✦ I **can't drive**

- Obligation and Advice

- ✦ Successful scientists **must give presentations**.
- ✦ We don't **have to wear** a uniform at work but it is recommended.
- ✦ You **should** practice speaking in public.

- Permission: We also use modal verbs to say something is not allowed

- ✦ **Could I leave** early today, please?
- ✦ You **may not use** the car tonight.
- ✦ **Can we swim** in the lake?

- Habits in the past

- ✦ When I lived in Italy, I **would often eat** in the restaurant next door to my flat.



Passive English

Be + Past Participle

Infinitive	To make	be made
	Active	Passive
Present simple	I make...	It is made (they are made)
Past simple	I made....	It was made (they were made)
Future simple	I will make	It will be made
Conditional	I would make	It would be made
Present Continuous	I am making	It is being made (they are being made)
Past continuous	I was making	It was being made (they were being made)
Present perfect	I have made	It has been made (they have been made)
Past perfect	I had made	It had been made

Usage

We use the passive when the *focus is not on the performer of the action* :
 WHO does the action is *unimportant or less important, unnecessary or unknown*.

- ⤴ The victim **was attacked** in the early hours of the morning.
- ⤴ Trespassers **will be shot** on sight.
- ⤴ Northern circumpolar constellations **can be seen** all year long in the night sky of the northern hemisphere.
- ⤴ Buildings **are exposed** to many organic contaminants.
- ⤴ The blood sample **was not refrigerated** properly at the hospital.
- ⤴ We discovered that the back door **had been left** unlocked.



Past Perfect in English

TENSE	Affirmative Negative Question	Use	Signal Words Time Expressions
Past Perfect <i>(had + past participle)</i>	A: <u>I had worked</u> <u>He'd worked</u> N: <u>I had not seen</u> <u>We hadn't eaten</u> Q: <u>Had you finished...?</u> <u>Had he spoken...?</u> <i>(the form is the same for all subjects)</i>	In a past narrative sequence - to refer to actions preceding other past actions: <i>- By the time I arrived, the conference <u>had already started</u>.</i> <i>- When we were introduced I felt <u>I had met</u> him somewhere before.</i> <i>- I knew how the movie ended because <u>I had read</u> the book.</i> <i>- <u>I'd never seen</u> such beautiful beaches before I came to Ireland</i>	Before, already, never, by the time, not yet, once, until that day, 'if' sentence type III <i>- If I <u>had not been</u> so nervous, I would have talked more slowly.</i>
Past Perfect Continuous <i>(had been +verb+ing)</i>	A: I/You/He/She/It/We/They <u>had been working</u> N: I etc. <u>had not been listening</u> to him. Q: <u>Had you been waiting</u> long? <u>Had he been sleeping?</u>	Longer action taking place before other main past events. Sometimes interchangeable with past perfect simple. <i>Putting emphasis on the duration or course of an action.</i>	<i>How long, since, for</i> <i>- Since losing their home, they <u>had been sleeping</u> in their car.</i> <i>- She <u>'d been surfing</u> the Internet all afternoon and her eyes were tired and bloodshot. He asked her if she <u>'d been drinking</u> again.</i>



Past Tenses in English

TENSE	<u>A</u> ffirmative <u>N</u> egative <u>Q</u> uestion	Use	Signal Words Time Expressions
Past Simple	<p>A: I <u>worked</u> (<i>regular</i>) I <u>spoke</u> (<i>irregular</i>)</p> <p>N: I <u>did not</u> speak at the meeting. He did not work last Saturday.</p> <p>Q: <u>Did</u> you work...? Did he speak....? (<i>the form is the same for all subjects</i>)</p>	<p>Actions or situations which began and ended in the past. <i>I bought this car last April. I learned Spanish when I was in college.</i></p> <p>Consecutive actions in the past. <i>She fed the dog, loaded the dishwasher and hoovered the sitting room before she left for work.</i></p> <p><i>There is no connection with the present.</i></p>	<p>Yesterday, 2 years ago, in 1990, in the 60's, the other day, when I was young, free and single, last Friday, last weekend.</p>
Past Continuous	<p>Auxiliary BE (past - was, were) + VB+ing</p> <p>A: I <u>was</u> working/eating You/We/They were talking He/she/it <u>was</u> working.</p> <p>N: He/she/it <u>was not</u> listening to me.</p> <p>Q: <u>Were</u> you waiting? <u>Was</u> he sleeping ?</p>	<p>Action taking place or unfinished at a particular point in the past:</p> <p>Longer actions interrupted by shorter or sudden ones:</p> <p>Two or more longer actions happening at the same time in the past.</p>	<p>- When, while, as</p> <p>- <i>When I woke up, the sun was shining .</i></p> <p>- <i>As I was saying...</i></p> <p>- <i>While I was waiting, I had a cupcake.</i></p> <p>- <i>He was driving along at 90km/h, trying to change a cd and not watching the road, when a fox ran out in front of him.</i></p> <p>- <i>She was sitting at the bar all night, drinking cocktails and chatting up the barman.</i></p>



Present Perfect

TENSE	Affirmative Negative Question	Use	Signal Words Time Expressions
Present Perfect Simple <i>(have + past participle)</i>	A: I <u>have worked</u> He <u>has worked</u> N: I <u>have not seen</u> He <u>hasn't eaten</u> Q: <u>Have</u> you <u>finished...?</u> <u>Has</u> he <u>spoken...?</u>	<ul style="list-style-type: none"> - To give the news and nothing but the news. <i>A fire <u>has destroyed</u> a historic building in Paris. (no details, don't know when etc.)</i> - Action that is still going on. <i><u>I've worked</u> here since 1995.</i> - Action that stopped recently. <i><u>I've just finished</u> Ulysses ! <u>It's stopped</u> raining.</i> - Finished action that has an influence on the present, emphasis on result : <i><u>I've finished</u> the report. (here it is...) Hey, <u>we've run</u> out of coffee</i> - Focus on how many/much or how often an action has happened before the moment of speaking. <i><u>He's phoned</u> me twice this morning. <u>I've tested</u> the sample 3 times.</i> 	<p>Imprecise time expressions : don't know when exactly: already, ever, just, never, (not) yet, so far, till now, up to now</p> <p>How long ,since, for (shorter actions or non-action verbs :</p> <ul style="list-style-type: none"> - <i>How long have you had that car?</i> - <i>I've known him since high school.)</i>
Present Perfect Continuous <i>(have been +verb+ing)</i>	A: I/You//We/They <u>have been working</u> He/She/It <u>has been working</u> N: I <u>have not been sleeping</u> Q: <u>Have</u> you <u>been waiting</u> long? <u>Has</u> he <u>been sleeping</u> ?	<ul style="list-style-type: none"> - With how long and for/since for actions started in the past still continuing now - Putting emphasis on the duration or course of an action - Continuous actions just finished with present results 	<p>How long, since, for</p> <p>All day / morning, recently lately</p> <p>We're exhausted, we've been painting the kitchen.</p>



Present tenses in English

TENSE	<u>Affirmative</u> <u>Negative</u> <u>Question</u>	Use	Signal Words Time Expressions
Present Simple	<p>A: I/you/we/they speak French He/She/it speaks.....</p> <p>N: I do not speak English He <u>does</u> not work on Saturdays.</p> <p>Q: Do you speak...? <u>Does</u> he speak....?</p>	<p>Habits/Routines -repeated or frequent actions</p> <p>Permanent facts -general and scientific</p> <p>Future meaning - action set by a timetable or schedule</p>	<p>Every weekend Every Monday etc., Always, Usually, Often, Sometimes, Seldom, Hardly ever, Rarely, Never Twice a week Once a month/a year/ in a lifetime</p> <p>The movie starts at 8.</p>
Present Continuous	<p>Auxiliary BE + VB+ing</p> <p>A: I am working/coming You/We/They are talking He/she/it is working.</p> <p>N: He/she/it is not listening to me.</p> <p>Q: Are you coming? Is he sleeping ?</p>	<p>(en train de..)</p> <p>Action taking place at or around the moment of speaking</p> <p>Temporary action taking place only for a limited period of time - Change to routine</p> <p>Action arranged for the future* usually with future time expression</p>	<p>At the moment, Currently, (Right) now, This week/month, These days</p> <p>- Listen!, I think the phone is ringing.</p> <p>- I'm learning English this week.</p> <p>- It's raining today.</p> <p>- What are you cooking for dinner <u>tonight</u>?</p>



Quantifiers for countable and uncountable nouns in English

	COUNTABLE (sing.) cat/book/table /person/man	COUNTABLE (pl.) cat <u>s</u> /book <u>s</u> /table <u>s</u> / men/ <u>people</u>	UNCOUNTABLE rice/water/physics/ furniture/news/equi pment/information
A / ONE	YES	NO	NO <i>but</i> to say 1 or to itemise, we use a phrase : <u>a grain of</u> rice - <u>a piece of/an</u> <u>item of</u> news, information, <u>3</u> <u>pieces of</u> lab equipment /software, etc.
The	YES	YES	YES
Ø (no article)	NO	YES	YES
Some	NO	YES	YES
A few/few	NO	YES	NO
A little/little	NO	NO	YES
much/how much?	NO	NO	YES
many/how many?	NO	YES	NO
A lot of /loads of	NO	YES	YES
IS / HAS (sg. verb form)	YES	NO	YES
WERE / HAVE (plural verb form)	NO	YES	NO



Questions in English

Direct Predicate Questions

QUESTION WORD	AUXILIARY	SUBJECT	VERB	Complément or preposition	Answer
Where	do	you	live ?		I live in
	Do	you	come	from the U.S?	No, actually .
Who	does	he	work	for ?	He's self-employed.
	Did	you	have to cook	last night ?	No, I didn't
Why	didn't	you	call	me back ?	Sorry, I was too busy.
What kind of music	do	you	listen	to ?	I listen to jazz
When	will	you	call back ?		Tomorrow morning.
	Can	you	speak up	a bit please ?	Yes, certainly.

NOTE : Subject Questions:

When the question word functions as a subject :

What happened ?

Who phoned you ?

Who doesn't like spinach ?

Indirect questions

Indirect questions include a polite expression which transforms the syntax, for example:

1) no subject/verb inversion

direct question -	What is his name?
Indirect question -	<i>Do you know what his name is?</i>

2) Auxiliary disappears:

direct question -	Where does he live ?
Indirect question -	<i>Could you tell me where he lives ?</i>

3) Auxiliary becomes 'if' or 'whether'

direct question -	Does he eat foie gras ?
Indirect question -	<i>Do you have any idea if/whether he eats foie gras ?</i>



Questions in English with *how*

HOW + adjective and or adverb questions
(infinite possibilities , not just how long/much/many)

- ✧ **HOW FAR** is the airport?
- ✧ **HOW OFTEN** do you go to the cinema?
- ✧ **HOW BIG** is your house?
- ✧ **HOW CLEAN** is a dog's mouth?
- ✧ **HOW LONG** does it take you to get to work?
- ✧ **HOW MUCH** do cigarettes cost in France?
- ✧ **HOW FAST** can you drive on the motorways in France?
- ✧ **HOW COMMON** is your name?
- ✧ **HOW SMALL** is an atom?
- ✧ **HOW SOON** can you deliver?
- ✧ **HOW EFFICIENT** are you?
- ✧ **HOW INTERESTING** is your job?
- ✧ **HOW DEEP** is your swimming pool?



Save Our Sentence

S. Sentences should be short and simple.

There are 5 types of simple sentences (other than questions and commands):

- Subject - verb Elisabeth is thinking
- Subject - verb - object Mark is writing a letter
- Subject - verb - complement Joan is an accountant
- Subject - verb - indirect object - object Leo gave me a book
- Subject - verb - direct object - complement They elected Jack president

O. Sentences should have one idea linked to one other idea only.

- ✧ *The boss appointed Leo manager. He had worked hard.*

These sentences could be joined together as :

- ✧ *The boss appointed Leo manager because he had worked hard.*

But you should never link more than two ideas together:

- ✧ *The boss liked Leo. Leo had worked hard. The boss appointed Leo manager.*
- ✧ *The boss liked Leo because he had worked hard and so he appointed him manager.*

S. Sentences in English mostly follow the syntax pattern : Subject Verb Object + Adverbials of Manner Place Time (in that order)

S	V	O	M	P	T
She	did	her English homework	quickly	in her office	at lunchtime.
I	don't speak	English	very much	at work	at the moment.
The dog	was digging	a hole	noisily	in the garden	in the middle of the night.



Email English

Function	Formal / Neutral	Informal
Name	Dear Mr/Ms/Mrs Fox Dear John Dear All	Hi/Hello Jamie Jamie,... (or no name at all) Hi everyone
Previous contact	Thank you for your email of ... I apologize for not getting in contact with you before now.	Thanks for your email. Sorry I haven't been in touch, but we've been really busy.
Giving a reason	I'm writing to ...clarify/let you know/confirm/ inform you/tell you/ update you/thank you ... I am writing in connection with ... I am writing with regard to ... In reply to your email, here are ... Your name was given to me by ... We would like to point out that ... We are able to confirm that ... I am delighted to tell you that ... We regret to inform you that ...	Just (a short note/email) to ... clarify/let you know/confirm/inform you/tell you/ update you/thank you ... Just a quick email about ... I'm writing about ... Here's the ... you wanted. I got your name from ... Please note that ... Just (a note) to say ... Good news! Unfortunately, ...
Attachments	Please find attached my report. I'm sending you ... as a pdf file. I'm afraid you forgot to send the attachment. I'm afraid I can't open the attachment. Could you please send it again in ... format?	I've attached ... Here is the ... you wanted. Sorry, I got your email but I can't open the attachment. Can you send it again in ... format?
Making enquiries	Could you give me some information about ... I would like to know ... I'm interested in receiving/finding out ... I'd be grateful if you could ... Thank you in advance for your help in this matter.	Can you tell me a little more about ... I'd like to know ... Please send me ... (Please) Could you ... I'd appreciate your help on this.
Requesting action	I need ... by Friday at the latest. Please send me an email by 5 pm today to confirm this.	Have you ... yet? Please keep me posted. Let me know. I'd appreciate a reply asap.
Offering help	Would you like me to ...? If you like, I would be happy to ... Let me know whether you would like me to ...	Do you want me to ...? Shall I ...? Let me know if you'd like me to ...
Promising action	I will ... as soon as possible. I'll investigate the matter. I will contact you again shortly.	I'll ... asap. I'll look into it. I'll get back to you soon.
Final comments	Thank you for your help. Do not hesitate to contact us again if you require any further information. Please feel free to contact me if you have any questions. My direct line is ...	Thanks again for ... Let me know if you need anything else. Just give me a call if you have any questions. My number is ...



False English Friends 1

English	Translation	French	Translation
A			
Actual *	<i>Réel, vrai</i>	Actuel	<i>Current, present</i>
Actually *	<i>Vraiment, en fait</i>	Actuellement	<i>Now, at the moment</i>
Agenda *	<i>Ordre du jour</i>	Agenda	<i>Diary, appointments book</i>
Ancient	<i>Très vieux</i>	Ancien	<i>Former, old</i>
Arrive	<i>Arriver (qqpart)</i>	Arriver (à faire)	<i>To be able to do/ to manage to do</i>
Attend	<i>Assister à</i>	Attendre	<i>Wait (for)</i>
B			
Bachelor Bachelor of Science	<i>Homme célibataire licence en science</i>	Bachelier	<i>High school graduate</i>
Benefit	<i>Avantage</i>	Bénéfice	<i>profit</i>
Blouse	<i>Chemisier</i>	Blouse	<i>overalls</i>
C			
Camera	<i>Appareil photo</i>	Caméra	<i>Video camera</i>
Confused	<i>Pas clair, embrouillé</i>	Confus	<i>embarrassed</i>
Consistent (data)	<i>Cohérent, régulier</i>	Consistant	<i>substantial</i>
Control	<i>Diriger, maîtriser</i>	Contrôler	<i>To check</i>
A critic	<i>Un critique</i>	Une critique	<i>A review, criticism</i>
Cry	<i>Pleurer</i>	Crier	<i>To shout</i>
D			
Deceive	<i>Duper/tromper</i>	Décevoir	<i>disappoint</i>
Delay *	<i>Retard</i>	Délai	<i>Time limit, deadline</i>
Demand	<i>Exiger</i>	Demander	<i>Ask</i>
Deserve	<i>Mériter</i>	Desservir	<i>To stop at</i>
Diploma	<i>Diplôme (en général)</i>	Diplôme universitaire Bac+3	<i>degree</i>



False English Friends 2

English	Translation	French	Translation
E			
Emergency	<i>Urgence</i>	Émergence	<i>Emergence, appearance,</i>
Essence	<i>Essence, extrait</i>	Essence pour voiture	<i>Petrol (UK) Gas (US)</i>
Eventual(ly)*	<i>final(ement)</i>	éventuel(lement)	<i>Possible/bly, perhaps</i>
Evidence	<i>Preuves</i>	Évidence	<i>Something obvious</i>
Experience *	<i>Expérience vécue</i>	Expérience scientifique	<i>An experiment</i>
To expose	<i>révéler(en général)</i>	Exposer/exposition	<i>Exhibit/exhibition</i>
Extra	<i>supplémentaire</i>	Extra !	<i>Great !</i>
F			
Figure	<i>Chiffre</i>	Figure	<i>face</i>
Furnish	<i>Meubler</i>	Fournir	<i>Supply/provide</i>
G			
Genial	<i>Jovial</i>	Génial !	<i>Great ! Brilliant !</i>
H			
Hazard	<i>danger</i>	(au) (par) hasard	<i>By chance, random</i>
Hurt	<i>Faire mal</i>	Heurter	<i>To hit</i>
I			
Ignore	<i>Ne pas faire attention à</i>	Ignorer	<i>Not know</i>
Important *	<i>Prioritaire (jamais quantitatif) VIP</i>	Important (taille/quantité)	<i>Big/sizeable/large/ extensive</i>
To injure	<i>Blesser</i>	Injurier	<i>Insult, abuse</i>
Interesting *	<i>Ne s'emploie pas au sens commercial ou économique</i>	Intéressant (prix /offre)	<i>A good price/deal profitable/worthwhile</i>
Intoxicate	<i>Enivrer</i>	Intoxiquer	<i>To poison</i>
Issue	<i>Numéro (magazine) problème, sujet à débattre</i>	Issue	<i>Exit/way out end/outcome</i>



False English Friends 3

English	Translation	French	Translation
J			
Journey	<i>Trajet</i>	Journée	<i>day</i>
L			
Lecture	<i>Conférence, CM</i>	Lecture	<i>Reading, play (cd)</i>
Library	<i>Bibliothèque</i>	Librairie	<i>bookshop</i>
Location	<i>Emplacement, lieu</i>	Location	<i>Hire, rental</i>
Lunatic	<i>Psychopathe</i>	Lunatique	<i>Moody, changeable</i>
N			
Nervous	<i>Anxieux</i>	Nerveux	<i>Nervy, irritable</i>
O			
Occasion	<i>Événement spécial</i>	Occasion	<i>Opportunity, bargain</i>
To offer	<i>Proposer</i>	Offrir (cadeau)	<i>To give</i>
P			
To pass (exam)	<i>Réussir</i>	Passer un examen	<i>To sit, take or do an exam.</i>
Pension	<i>Retraite (argent versé)</i>	Pension	<i>Boarding house/school</i>
Petrol	<i>Essence</i>	Pétrol	<i>oil</i>
Photograph	<i>Photo</i>	Photographe	<i>photographer</i>
Politics	<i>Politique (gouvernement)</i>	Politique (ligne)	<i>policy</i>
Precise (adj) *	<i>Précis, exact</i>	Préciser (vb)	<i>To specify, define</i>
R			
To realise *	<i>Se rendre compte/ prendre conscience</i>	Réaliser (projet etc)	<i>To carry out/to make/ produce/to achieve</i>
To remark	<i>Mentionner</i>	Remarquer	<i>To notice</i>
Resume	<i>Recommencer, reprendre après une pause</i>	Résumer	<i>To summarise/ sum up</i>
To retire	<i>Prendre sa retraite</i>	(Se)retirer	<i>To withdraw</i>



False English Friends 4

English	Translation	French	Translation
S			
Sensible	<i>Raisnable, sensé</i>	Sensible	<i>sensitive</i>
Society	<i>La société (en gén)</i>	Une société	<i>A company</i>
Stage	<i>Étape, scène de théâtre</i>	Stage	<i>Training course</i>
To support	<i>Soutenir</i>	Supporter	<i>To stand, bear</i>
Surname	<i>Nom de famille</i>	Surnom	<i>nickname</i>
Sympathetic*	<i>Compatissant</i>	Sympathique	<i>Nice, pleasant</i>
T			
Technique (n)	<i>Manière de faire</i>	Technique (adj)	<i>technical</i>
U			
Unique	<i>Inimitable, seul</i>	Unique (seul exemplaire)	<i>only</i>



Linking Words in English

Time Sequence	<i>Firstly / secondly / finally /eventually /In the long run For the time being / former / latter Looking back /Previously / Meanwhile</i>
Talking generally	<i>In general / usually / on the whole / by and large</i>
Compare & Contrast	<i>However / nevertheless / on the one hand... on the other hand /despite / although / in spite of/ conversely / unlike /contrary to / whereas / similarly/ likewise</i>
Adding another point	<i>In addition / moreover / on another point / besides / by the way/ furthermore</i>
Examples	<i>For example / for instance / such as / namely / specifically</i>
Alternatives	<i>Either ... or ... / alternatively / instead of ...</i>
Real (surprising) situation	<i>In fact, / actually, / as a matter of fact / paradoxically</i>
Something is obvious	<i>Clearly / obviously / of course</i>
Most important point	<i>Especially / above all / in particular / most significantly</i>
Rephrasing	<i>In other words / that is to say</i>
Result/consequence	<i>As a result / therefore / for this reason / consequently</i>
Summarising	<i>In short / to summarise / to sum up / all in all</i>
Conclusion	<i>To conclude / In conclusion / Finally</i>



Presenting in English 1

Introduction to a Presentation

<i>Greeting the audience</i>	<i>Subject</i>
<p>Good morning/afternoon everyone.</p> <p>Thank you all for coming</p> <p>On behalf of ... I'd like to welcome you all to...</p> <p>My name's</p> <p>For those of you who don't know me already,</p> <p>I'm responsible for...</p> <p>I'm in charge of...</p> <p>I'm head of...</p>	<p>This morning I'm going to :</p> <ul style="list-style-type: none"> - discuss - report on - talk to you about - tell you about - show you - present <p>The subject of my presentation/talk is</p> <p>I'd like to give you a brief overview of</p>

<i>Structure</i>	<i>Balancing</i>
<p>I've divided my talk into 3 parts/sections</p> <p>My presentation will be in 3 parts</p> <p>First of all</p> <p>First... Second... Third...</p> <p>In the first part,</p> <p>I'll begin by...</p> <p>Then in the second part,</p> <p>Then I'll go on to</p> <p>After that,</p> <p>Finally...</p>	<p>On the one hand..., but on the other hand,...</p> <p>Although /In spite of /Despite...</p> <p>Whereas...</p> <p>Despite the fact that...</p>



Presenting in English 2

The Main Body of the Presentation

<i>Moving on to a new point</i>	<i>Adding information</i>
<p>Turning now to...</p> <p>Let's move on to (the next part)...</p> <p>What I'd like to talk about now is...</p> <p>I'd like to expand on that a little...</p> <p>The next point/issue I'd like to focus on is...</p> <p>Let's go back for a moment to what I said earlier...</p>	<p>In addition,...</p> <p>As well as... there is also...</p> <p>Furthermore, ...</p> <p>Moreover,...</p>

<i>Giving an example</i>	<i>Balancing</i>
<p>For example... such as</p> <p>Let me give an example..</p> <p>To illustrate the point let us consider...</p> <p>A case in point is...</p>	<p>On the one hand..., but on the other hand,...</p> <p>Although /In spite of /Despite...</p> <p>Whereas...</p> <p>Despite the fact that...</p>



Presenting in English 3

<i>Generalising</i>	<i>Referring to visuals</i>
<p>On the whole,...</p> <p>In general/Generally speaking,...</p> <p>By and large,...</p> <p>All in all,...</p> <p>All things considered,...</p>	<p>As you can see here from the</p> <p>table chart graph diagram,...</p> <p>Here we can see...</p> <p>Have/Take a look at this.</p> <p>This table shows...</p> <p>The ...represents....,</p> <p>If you look at it more closely, you'll notice...</p>



Presenting in English 4

Ending the Presentation

<i>Summarising and concluding</i>	<i>Ending/Inviting questions</i>
<p>To sum up/to summarise...</p> <p>To recap on what I've been saying,...</p> <p>So, to go over the main points again,...</p> <p>I'd like to finish with ...</p> <p style="padding-left: 40px;">a summary of the main points</p> <p style="padding-left: 40px;">some observations/conclusions/ recommendations</p> <p>In conclusion, I would like to...</p>	<p>Thank you for listening.</p> <p>That concludes my talk.</p> <p>If there are any questions, I'd be pleased to answer them now.</p> <p>Ok, so, any questions or comments?</p>



Presenting in English 5

Handling Questions

<i>Responding to good questions</i>	<i>Responding to difficult questions</i>
<p>I'm glad you asked that.</p> <p>Good point.</p> <p>That's a very good question.</p>	<p>I wish I knew.</p> <p>That's a difficult question to answer in a few words.</p> <p>Can I get back to you on that?</p> <p>I'm afraid I don't have that information with me.</p> <p>Interesting. What do you think?</p> <p>It could be/ I would say</p>

<i>Unnecessary or irrelevant questions</i>	<i>Not understood (it happens!!)</i>
<p>I think I answered that earlier.</p> <p>Well, as I said before,</p> <p>Well, as I mentioned earlier,</p> <p>I'm afraid I don't see the connection.</p> <p>Sorry, I don't follow you.</p> <p>I'm afraid that's outside the scope of my talk.</p> <p>To be honest, I think that raises a different issue.</p>	<p>Sorry, I'm not sure I've understood.</p> <p>Could you repeat that please?</p> <p>Are you asking if....?</p> <p>Do you mean...?</p> <p>I didn't catch the last part of your question.</p> <p>If I've understood you correctly, you mean...? Is that right?</p>



Telephone English 1

	Useful phrases
Making contact	<p>Hello / Good morning / Good afternoon ...</p> <p>This is Jim Brown speaking</p> <p>Could I speak to please?</p> <p>I'd like to speak to ..</p> <p>I'm trying to contact</p>
Giving more information:	<p>I'm calling from IBM in Paris / New York / Sydney ...</p> <p>I'm calling on behalf of Mr. Y ...</p>
Taking a call	<p>Y speaking.</p> <p>Can I help you?</p>
Asking for a name / information	<p>Who's calling please?</p> <p>Who's speaking?</p> <p>Where are you calling from?</p> <p>What's your number please?</p>
Asking the caller to wait	<p>Hold the line please.</p> <p>Could you hold on please?</p> <p>Just a moment please.</p>
Connecting	<p>Thank you for holding.</p> <p>The line's free now ... I'll put you through.</p> <p>I'll connect you now / I'm connecting you now.</p>



Telephone English 2

	Useful phrases
Giving negative information	<p>I'm afraid the line's engaged / busy. Could you call back later?</p> <p>I'm afraid he's in a meeting at the moment.</p> <p>I'm sorry. He's out of the office today.</p> <p>I'm sorry. There's nobody here by that name.</p> <p>Sorry. I think you've dialled the wrong number.</p> <p>I'm afraid you've got the wrong number.</p>
Telephone problems	<p>The line is very bad ... Could you speak up please?</p> <p>Could you repeat that please?</p> <p>I'm afraid I can't hear you.</p> <p>Sorry. I didn't catch that. Could you say it again please?</p>
Leaving / Taking a message :	<p>Can I leave / take a message?</p> <p>Would you like to leave a message?</p> <p>Could you give him/her a message?</p> <p>Could you ask him/her to call me back?</p> <p>Could you tell him/her that I called?</p> <p>Could you give me your name please?</p> <p>Could you spell that please?</p>

