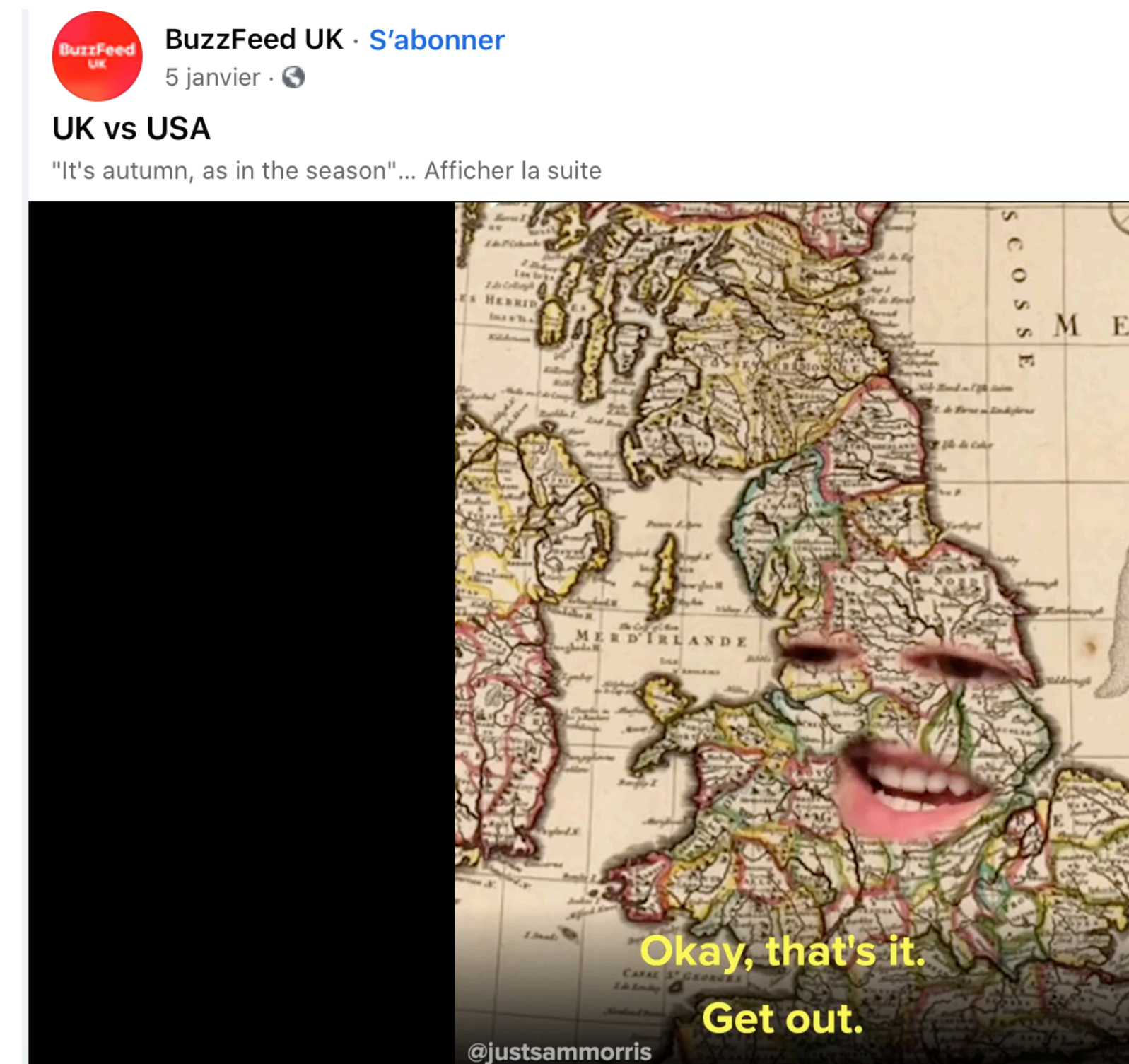


Le vocabulaire

Rappel : Le TOEIC est plutôt américain, son vocabulaire aussi.



Petite vidéo loufoque, mais tellement vraie sur les différences anglais britannique / américain.

<https://www.facebook.com/BuzzFeedUK/videos/762392057706593/>

Quizlet

Rappel !!!

**Quizlet
vous fournit des listes de
voca et vous aide à les
apprendre, sur tous les
sujets, avec des formules
apprendre, test, quiz ...
Très bien !**

The image shows the Quizlet logo, which consists of the word "Quizlet" in a white, sans-serif font centered on a solid blue rectangular background.

<https://quizlet.com/subject/toeic/>

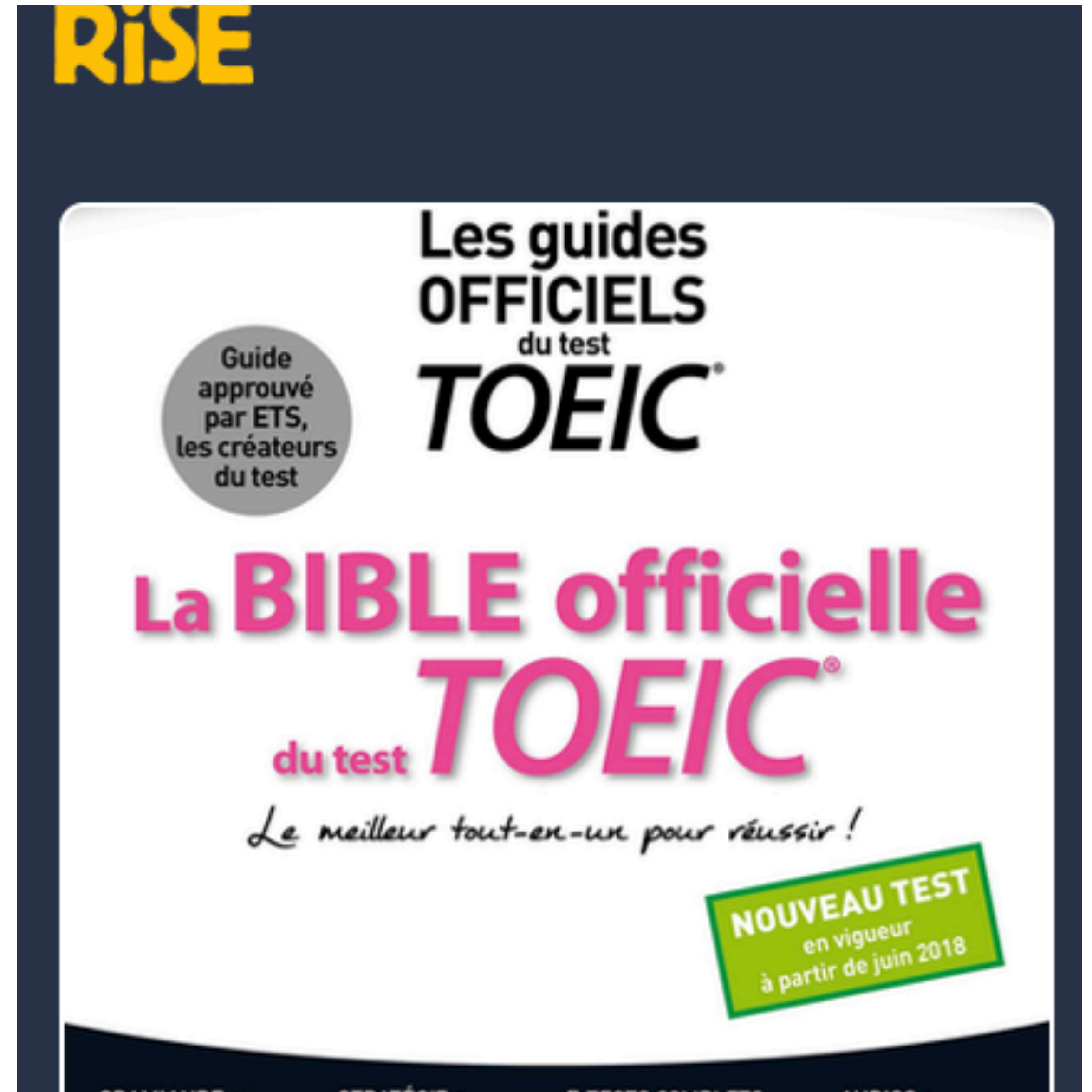
VOCA : Memrise Rappel !!

Go on the **SITE** memrise, for the first connection. (**ON THE SITE !**)
Subscribe (it's free).

Go on courses, I speak French,
Barre de recherche : TOEIC.

Choiose the lesson : the +
complete : les mots de la bible,
(voir photo) and click on
Apprends.

(After this only, download the app
on your smartphone to be able to
learn everywhere !)



Les abbréviations et acronymes du monde du travail.

- ad/advert : advertisement
- approx. approximately
- Attn/ ATTN : attention
- Co. company
- Dept : department
- Div. division
- ea. each
- Enc/End : enclosed
- Inc. incorporated
- lb/ lbs : pounds
- mo. month
- N/A n/a not applicable (unnecessary or irrelevant)
- no number
- pkg package
- Q1, Q2 , Q3, Q4 first quarter , second quarter ...
- qty quantity
- re in regard to, regarding
- recd received
- temp temporary worker
- yr year

ASAP - as soon as possible

B2B - business to business

B2C - business to consumer

BS / BA - types of 4 year university degrees (BAC+4)

cc - carbon copy (**bcc** - blind carbon copy)

CEO - chief executive officer (PDG)

CFO - chief financial officer

COO - chief operating officer

CPA - certified public accountant (expert-comptable)

ETA - estimated time of arrival

FAQ - frequently asked questions

FYI - for your information

Acronyms of latin origin

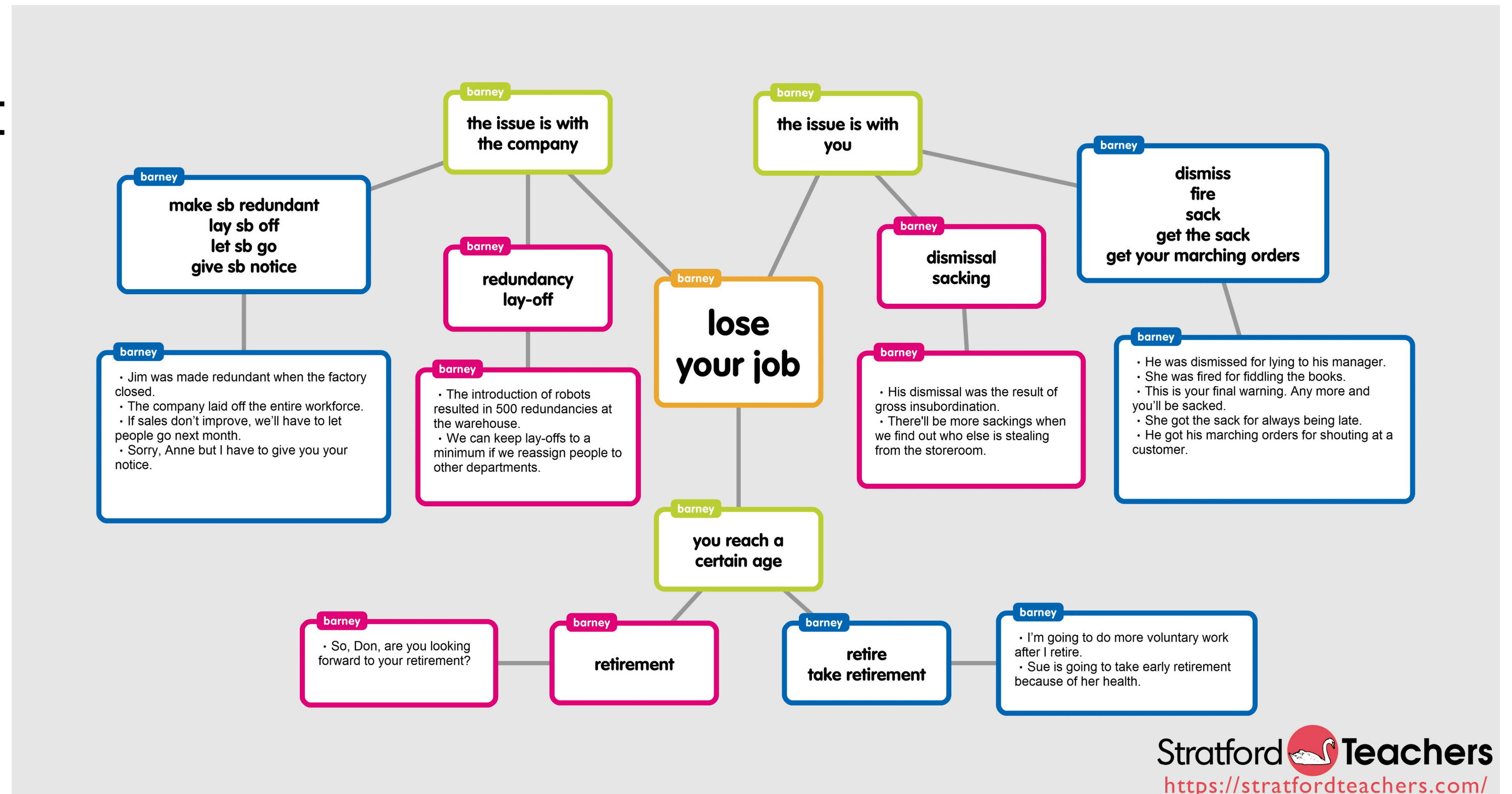
- A.D anno domini
- B.C before christ
- N.B nota bene (please note)
- AM : ante meridiem / after midnight
- PM : post meridiem / afternoon
- e.g : exempli gratia / for example
- i.e : id est / that is
- etc : et caetera / so on
- P.S : post scriptum / a note added
- CV : curriculum vitae / resume



Vocabulaire du monde du travail

Des mindmaps !

- le monde de l'entreprise
- les lieux du travail
le bureau et son équipement
- la technologie au travail
- Recrutement
- la banque



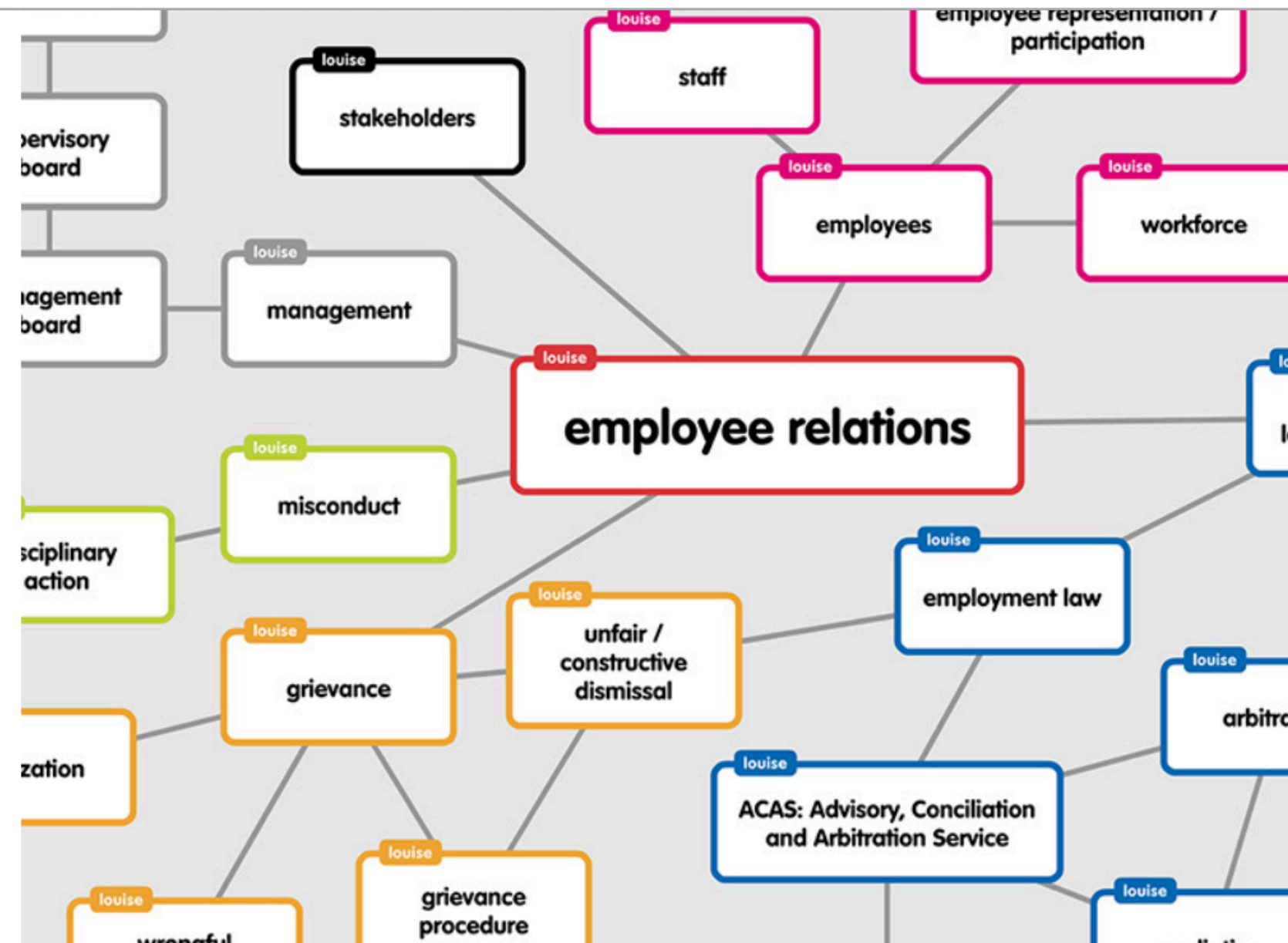
Je me fais mes petites listes

Banking

- Money : balance, account, deposit
- bank : ATM, branch, clerk, teller
- Operations : direct credit, bounce, standing order, transfer, withdraw
- Services : mortgage, statement, overdraft, currency, charges, loan ...



Human resources



This is the third of **Louise**'s Human Resources vocabulary mind maps.

The first one focused on **people and places** and the second on **strategy and policy**. This one is all about employee relations.

You can see the **mind map on Popplet** or **download a pdf**.

Once you have studied the mind map, you can test yourself with the activity in the second part of this blog post.

STRATFORD TEACHERS BLOG

[Pay - Human Resources vocabulary mind map 4](#)

[Fireside Tales - Chapter Six](#)

[Fireside Tales - Chapter Five](#)

[Fireside Tales - Chapter Four](#)

[Employee relations - Human Resources vocabulary mind map 3](#)

[Fireside Tales - Chapter Three](#)

[Fireside Tales - Chapter Two](#)

[Strategy and policy - Human Resources vocabulary mind map 2](#)

[Fireside Tales - Chapter One](#)

[People and places - Human Resources vocabulary mind map - extra activity](#)

Stratford teachers

Exercise :

1. The _____ are everyone who has an interest in the company. That includes _____ , shareholders and customers.

stakeholders / employer's association / employee forum / staff

2. "I heard James is claiming unfair dismissal at the _____ ."
"Really? I know he was having problems with his manager."

arbitration / employment tribunal / management board

3. Talks ended in _____ again today, so the union has asked for arbitration.

strike / picket / deadlock

4. Some companies have _____ to help improve communication between management and the workforce.

conciliation / works councils / grievance procedures

5. We have a _____ in our company. That means everyone has to join the union.

closed shop / employee forum / no-union agreement

6. "Have you ever been on strike?"

"No, but we had a month of _____ last year which meant we only did exactly what was in our contracts."

- correction next page

Stratford teachers

1. The _____ are everyone who has an interest in the company. That includes _____ , shareholders and customers.

stakeholders / employer's association / employee forum / staff

2. "I heard James is claiming unfair dismissal at the _____ ."
"Really? I know he was having problems with his manager."

arbitration / employment tribunal / management board

3. Talks ended in _____ again today, so the union has asked for arbitration.

strike / picket / deadlock

4. Some companies have _____ to help improve communication between management and the workforce.

conciliation / works councils / grievance procedures

5. We have a _____ in our company. That means everyone has to join the union.

closed shop / employee forum / no-union agreement

6. "Have you ever been on strike?"

"No, but we had a month of _____ last year which meant we only did exactly what was in our contracts."

Answers

1. The **stakeholders** are everyone who has an interest in the company. That includes **staff**, shareholders and customers.

2. "I heard James is claiming unfair dismissal at the **employment tribunal**."
"Really? I know he was having problems with his manager."

3. Talks ended in **deadlock** again today, so the union has asked for arbitration.

4. Some companies have **works councils** to help improve communication between management and the workforce.

5. We have a **closed shop** in our company. That means everyone has to join the union.

6. "Have you ever been on strike?"

"No, but we had a month of **work to rule** last year which meant we only did exactly what was in our contracts."

Revision

✓ BLOWFATCH

