

Chapitre 13

Post Office À la poste

Compétence à acquérir : effectuer des opérations à la poste

Dans le test du TOEIC, il vous arrivera peut-être d'entendre des conversations portant sur des opérations au bureau de poste et vous aurez éventuellement à lire des informations sur un bureau de poste ou sur les réglementations (**regulations**) postales.

Ces conversations et ces passages à lire peuvent porter sur la manière d'emballer (**wrap**) et de cacheter (**seal**) correctement vos colis (**package**), ou sur la manière de suivre (**track**) un paquet qui a été envoyé. Les conversations peuvent traiter des tarifs (**rates**) postaux ou de la marche à suivre lorsqu'un colis a été endommagé (**damaged**) lors de l'envoi.

When you mail a **package**, you can **wrap** it in plain paper, and you should **seal** it with strong tape. The post office usually recommends not tying it with string. Of course, you should write your name and address as well as the **recipient's** name and address clearly on the front. At the post office, the **clerk** will weigh the package and then tell you how much **postage** it needs. If you are sending the package to another country, you will have to write a list of what the package **contains**. You might even have to open the package and show it to the clerk. **Regulations** for international mail are usually on **display** in your local post office, and you can also find them on the Internet. After you mail a package, you can **track** it on the Internet. The post office clerk can explain to you how to do this.

Vocabulaire

Adequate (adj.) : *suffisant, adapté, adéquat*

You need to allow adequate time for the letter to arrive.

adj. inadequate : *insuffisant, mal adapté, inadéquat*

n. adequately : *suffisamment, convenablement*

The post office returned the letter because the postage was inadequate.
If you don't write the address adequately, the letter may get lost.

Clerk (n.) : *employé (de bureau), agent*

The clerk will tell you how many stamps to put on the letter.

Contain (v.) : *contenir, renfermer*

If the envelope contains more than just a few sheets of paper, you will have to add more stamps.

n. container : *une boîte, un récipient*

I keep stamps in a container on my desk.

Counter (n.) : *comptoir, guichet*

You will find the forms on that counter over there.

Damage (n.) : *dégâts, dommages matériels*

You can avoid damage to your package if you wrap it carefully.

v. damage : *abîmer, endommager*

adj. damaged : *abîmé, endommagé*

The rain will damage the envelope.

The envelope arrived in damaged condition.

▶ Attention

Il ne faut pas confondre **damage** et **damages**.

Damage (singulier) signifie *dégâts*.

Damages (pluriel) signifie *dommages et intérêts*.

Display (v.) : *exposer, mettre en vue, exhiber, montrer, afficher*

The post office displays the postal rates on the wall.

n. display : *exposition, affichage, étalage*

There is a display of new stamps on the counter.

Doubt (v.) : avoir des doutes sur, ne pas être sûr, douter de

I doubt that the letter will arrive before Tuesday.

Je ne pense pas / Cela m'étonnerait que la lettre arrive avant mardi.

n. doubt : doute, incertitude

adj. doubtful : indécis, peu convaincu ; **to be doubtful about** : avoir des doutes, ne pas être convaincu, hésiter à

adv. doubtfully : sans conviction, d'une façon indécise, avec hésitation

She expressed doubt about the speed of delivery.

The clerk looked doubtful when I asked her if the package would arrive on time.

We talked doubtfully about the postal rates.

⚡ Attention

Le mot **doubt** veut bien dire *douter* et non *se douter de*.

Pour traduire *je m'en doute*, il faut utiliser d'autres expressions, par exemple :

I'm sure. Sure enough. I guess so. I can well believe it. I'm sure that's right.

Package (n.) : paquet, colis

The package contained the books that we had ordered.

⚡ Synonymes

Ces mots ont la même signification :

package, parcel : colis, paquet

Postage (n.) : affranchissement ; tarifs postaux ; frais de port

This package requires more postage because it is going to another country.

Rate (n.) : coûts, tarifs, prix (dans ce contexte)

Rates are higher for international mail.

Recipient (n.) : destinataire

The recipient will sign this form when the package is delivered.

v. receive : recevoir

You can receive your mail at home or at the post office.

Regulation (n.) : règlement, règles, réglementation

According to postal regulations, you cannot open another person's mail.

Seal (v.) : fermer, cacheter, sceller

Seal the envelope before you mail it.

n. seal : cachet, sceau

v. unseal : décacheter, ouvrir

It is easy to break the seal on an envelope.

There was a lot of tape on the package and it was difficult to unseal.

Track (v.) : suivre, suivre (à) la trace

The clerk will give you a number that you can use to track your package on the Internet.

⚡ Homonyme

Le mot **track** a plusieurs significations :

1. (v.) follow the progress of something : *suivre, suivre (à) la trace*
2. (n.) path, a road : *chemin, sentier*
3. (n.) section of a CD : *piste (de CD)*

Wrap (v.) : emballer, envelopper

Wrap the package with white or brown paper.

n. wrapping : emballage, papier d'emballage

v. unwrap : déballer, développer

The package was covered with paper wrapping.

We unwrapped the package as soon as we got home.

⚡ Différences US/GB

Le mot **mail** s'emploie en anglais américain, tandis que le mot **post** s'emploie en anglais britannique.

En anglais américain	En anglais britannique	En français
mailbox	postbox	boîte à lettres
mail carrier	postman	facteur
zip code	postcode	code postal

Cependant, même en anglais américain, la *poste* et les *services postaux* se disent **post office**.

Pratiquez votre vocabulaire

Choisissez le mot qui convient pour compléter les phrases suivantes. Vous trouverez les corrigés à la page 322.

rates display packages counter postage

Notice

Don't forget to put more (1) _____ on your mail next month. On the first of the month, postal (2) _____ will go up by two cents for regular letters and four cents per ounce for larger envelopes and (3) _____. At the same time, new stamps will go on sale at the new prices. Please look for a (4) _____ of the new stamps on the wall or (5) _____ of your local post office. There are several new designs by national artists.

regulations contains seal clerk wrap

Postal (6) _____ for International Mail

If you are mailing a package to another country, you may (7) _____ it with paper but do not (8) _____ it. It must be open when you bring it to the post office so that the (9) _____ can see what it (10) _____. You are also required to fill out the International Mail Form and provide a list of the contents of the package.

recipient adequate doubt track damaged

From : Myra Oxbridge

Date : December 7

To : Clyde Barrow

Subject : Lost mail

Clyde,

We still haven't received the package that you mailed last month. Are you sure that you put an (11) _____ number of stamps on it? The post office won't deliver mail that doesn't have enough postage. Another possibility is that the wrapping got wet or (12) _____ so that the address of the (13) _____ became difficult to read. In any case, it's been almost a month since you mailed it so now I (14) _____ that it will ever arrive. Did you know that you can get a number when you mail a package? And then you can use that number to (15) _____ the package on the Internet. It's very easy to do. Think about doing that the next time you mail something important.

Myra

Grammaire

Emploi du gérondif et de l'infinitif après les prépositions et les adjectifs

Lorsqu'un adjectif est suivi par un verbe, ce dernier est généralement à l'infinitif.

It is easy to track a package on the Internet.

adjectif + infinitif

The clerk will be happy to explain the postal regulations to you.

adjectif + infinitif

Lorsqu'une préposition est suivie par un verbe, ce dernier est généralement au gérondif.

She was excited about receiving a package.

préposition + gérondif

They are interested in working at the post office.

préposition + gérondif

Certaines constructions verbe + préposition et adjectif + préposition sont assez courantes. Ces constructions sont suivies d'un nom ou d'un gérondif.

Constructions courantes avec des prépositions + nom ou gérondif**verbe + préposition**

believe in
 thank for
 talk about
 insist on
 apologize for
 advise against
 deal with
 think about
 approve of
 plan on

adjectif + préposition

good at
 bad at
 worried about
 happy about
 interested in
 afraid of
 confused about
 responsible for
 tired of
 excited about

Pratiquez votre grammaire

Complétez les phrases suivantes avec la forme correcte du mot entre parenthèses. Vous trouverez les corrigés à la page 322.

1. It is expensive _____ a package to another country.
(send)
2. I will be very glad _____ that package for you.
(mail)
3. We are tired of _____ damaged packages in the mail.
(receive)
4. The clerk apologized for _____ me the wrong stamps.
(give)
5. Many people feel it is annoying _____ on long lines at the post office.
(stand)
6. I thanked the clerk for _____ me fill out the form.
(help)
7. The clerk advised against _____ the package with string.
(tie)
8. It's easy _____ postage rates on the web.
(look up)

Révision lexicale et grammaticale

Vous trouverez les corrigés à la page 322.

Phrases à compléter

Choisissez le mot qui convient pour compléter les phrases suivantes.

1. Make sure that you seal the package _____ with tape before you mail it.
(A) adequate
(B) inadequate
(C) adequately
(D) inadequately
2. They can plan on _____ the packages by the end of the week.
(A) receive
(B) to receive
(C) receiving
(D) will receive
3. Most of the _____ fell off the package before the mail carrier delivered it.
(A) wrapping
(B) wrapped
(C) unwrap
(D) wrap
4. The _____ can't sell the new stamps until next month.
(A) regulation
(B) recipient
(C) postage
(D) clerk
5. It is important _____ adequate postage on your letters.
(A) putting
(B) to put
(C) puts
(D) put

Exercice de compréhension

Lisez le passage suivant, puis répondez aux questions.

Post Office Boxes

If you would like to receive your mail at the post office, you can rent a post office box. Rates are as follows:

Small box: \$25/6 months \$45/year

Large box: \$35/6 months \$65/year

Lost key charge : \$30

Look for an application form on the counter or ask the clerk for one. Please pay at the time that you submit your application.

The clerk keeps large packages behind the counter. There will be a notice in your box when a package arrives for you. According to postal regulations, the clerk can give such packages only to the person whose name appears as the recipient on the package.

6. The envelope _____ six sheets of paper so I had to put an extra stamp on it.
(A) contained
(B) displayed
(C) damaged
(D) sealed
7. That clerk is responsible for _____ customers with international mail.
(A) assist
(B) to assist
(C) assistance
(D) assisting
8. It is _____ that the letter will arrive if you don't put enough postage on it.
(A) doubtfully
(B) doubtful
(C) doubting
(D) doubt
9. The regulations for international mail are not difficult _____.
(A) understanding
(B) understood
(C) to understand
(D) understand
10. She was worried about _____ to the post office before it closed.
(A) getting
(B) gotten
(C) to get
(D) get

1. How much does it cost to rent a large box for half a year?
(A) \$25
(B) \$35
(C) \$45
(D) \$65
2. What happens when a large package arrives?
(A) The clerk puts it in the post office box.
(B) The clerk gives it to anyone who asks for it.
(C) The clerk gives it to the person whose name is on it.
(D) The clerk gives it to anyone who submits a notice.
3. The word *counter* is closest in meaning to
(A) box
(B) opposite
(C) number
(D) table
4. The word *regulations* is closest in meaning to
(A) rules
(B) employees
(C) records
(D) offices