

Chapitre 4

Meetings, Conferences, Conventions Réunions, conférences, séminaires

Compétences à acquérir : comprendre l'ordre du jour d'une réunion et le programme d'une conférence

Dans le test du TOEIC, vous entendrez peut-être des conversations portant sur l'organisation ou la participation à des conférences et à des réunions, et vous serez éventuellement amenés à lire l'ordre du jour (**agenda**) et le planning (**schedule**) de ces réunions. Vous entendrez ou vous lirez des documents rapportant la participation (**attendance**) à une réunion, ou traitant de l'organisation de la restauration (**catering**) pour la réunion. Peut-être entendrez-vous quelqu'un faire le compte-rendu, le résumé (**summary**) d'une réunion à laquelle il a assisté. Vous pourrez être amenés à lire le programme des ateliers (**workshops**) qui sont proposés lors d'une conférence ou à écouter des conversations portant sur les salles, équipements et services (**facilities**) d'un lieu de conférence.

Attendance at meetings, conferences, and conventions is an important part of business life. Many businesses hold weekly or monthly staff meetings. They provide a chance for staff members to **get together** and talk about their work. Usually the **agenda** is planned ahead of time, although it may change during the meeting. Attendance at these meetings may or may not be **mandatory**. Sometimes a **caterer** is hired to serve lunch if a meeting lasts for several hours. Conferences and conventions give businesspeople the chance to meet their colleagues in other cities or countries. At these events, they attend **workshops** where they can hear new information and learn about the work of other professionals. They can also hear leading businesspeople **address** the conference **audience**. Conferences and conventions are held at different types of **facilities**. Often they take place in hotels. Large conventions may be held at a city convention center.

Vocabulaire

Address (v.) : s'adresser à

She addressed everyone in the room.

n. address : *allocation*

The keynote speaker will give her address at 9:00 AM. (*Le conférencier principal, celui/celle qui fait le discours-programme, qui introduit le thème du séminaire.*)

Agenda (n.) : *ordre du jour*

According to the agenda, we will discuss the budget at next week's staff meeting.

!!! Faux amis

Agenda (en anglais) signifie *ordre du jour* en français.

Un agenda (en français) se dit **a datebook, a diary** en anglais.

Attendance (n.) : *présence, assistance, assiduité*

The director was unhappy about the poor attendance at the staff meeting.

n. attendee : *membre présent*

v. attend (**attend** \emptyset **a meeting, a lecture**) : *assister à*

There weren't enough chairs for all the attendees.

The entire staff will attend the meeting.

!!! Faux amis

Attend (en anglais) signifie *assister à* en français.

Attendre (en français) se dit **wait** ou **expect** en anglais.

Audience (n.) : *public, assistance*

The audience was very interested in the speaker's ideas.

Award (n.) : *prix, récompense*

Mr. Lang received an award for his excellent work.

n. awardee : *lauréat*

v. award : *attribuer, décerner*

The awardees stood at the front of the room.

Dr. Klemm was awarded a prize at last year's conference.

Caterer (n.) : *traiteur*

The caterer served five desserts.

v. cater (Am.), **cater for** (Br) : *s'occuper de, pourvoir à la nourriture*

We usually ask a local restaurant to cater our meetings.

①

Facility (n.) : *le local et ses équipements, ses installations*

We were unhappy with the facility where the conference was held.

▣▣▣▣► **Homonymes**

Le mot **facility** a plusieurs significations :

1. (n.) building or place with a specific use, such as a hotel, hospital, or gym : *local à usage spécifique et ses équipements*
2. (n.) skill or ability : *capacité, don, aptitude, dispositions*
3. (n.) ease : *facilité*

Get together (v.) : *se réunir, se rassembler, se retrouver*

Let's get together next week to plan our presentation.

Lecture (n.) : *conférence (au sens strict), cours magistral*

During the conference, Dr. Gomez will give a lecture on international finance.

n. lecturer : *conférencier, maître de conférences*

v. lecture : *faire / donner une conférence*

The lecturer will speak about recent scientific research.
She often lectures on politics.

▣▣▣▣► **Faux amis**

Lecture (en anglais) signifie *conférence* ou *cours magistral* en français.

La lecture (en français) se dit **reading** en anglais.

Mandatory (adj.) : *obligatoire*

Attendance at the meeting is mandatory.

Postpone (v.) : *repousser, remettre à plus tard, ajourner*

If Mr. Kim doesn't arrive soon, we will have to postpone the meeting.

n. postponement : *renvoi, remise à plus tard, ajournement*

Nobody was happy about the postponement of the meeting.

Register (v.) (register for something) : *s'inscrire à*

You must register for the conference by May 13.

n. registration : *inscription*

Registration for the conference ends on May 13.

Run out of (v.) : *manquer de, être à cours de*

We ran out of chairs, so some people had to stand during the meeting.

Summary (n.) : *résumé, compte-rendu*

After the meeting ended, Samuel used his notes to write a summary of what had occurred.

v. summarize : *résumer*

At the beginning of the meeting, Gina summarized for us the main points of last week's meeting.

Workshop (n.) : *atelier*

There will be several workshops on international finance.

▣▣▣▣► **Attention**

Il ne faut pas confondre **prize** et **price**.

A prize is something you win : *prix gagné à un jeu, à un concours, récompense*

Dr. Smith won a prize for his scientific discovery.

A price is the cost of something : *le prix à payer, le coût*

The price of this book is \$50.

▣▣▣▣► **Expression courante**

Go over signifie **review** (*réviser, relire, repasser, revoir*).

Pratiquez votre vocabulaire

Complétez les passages suivants avec les mots de la liste qui conviennent.
Vous trouverez les corrigés à la page 310.

get together **agenda** **mandatory** **summary** **run out**

(1) _____ for Staff Meeting

March 10

9-11 AM

George will give us a (2) _____ of last month's meeting.

Claudine will present the budget for the coming year.

Larry will go over the guidelines for ordering supplies.

Roseanne will present the new marketing plans.

Martha will talk about the new hiring policy.

If we (3) _____ of time, Martha will give her presentation next month.

Reminder: It is very important for the staff to (4) _____ once a month to discuss our work. Therefore, it is (5) _____ to attend all staff meetings.

workshops award register address postpone

**The Business Professionals Association
Fifth Annual Conference**

August 12-15
Beaufort Convention Center
Roslindale

Join us for:

Keynote (6) _____ by Marvin Logan, CEO of Logistics, International.

(7) _____ on marketing, client relations, business financing, and more.

Displays of new business products.

Dinner and ceremony. This year's (8) _____ for Top Business Professional goes to Joanne Simpson of the Plympton Corporation.

Use the form on the other side to (9) _____ for the conference. Don't (10) _____ it! Space is limited. Please submit by July 15 to ensure your place at the conference.

facility lecture cater audience attend

Dear Business Professional,

Welcome to the fifth annual conference of the Business Professionals Association. We wish you an enjoyable conference experience. This year will be one of our busiest as we expect over 500 people to (11) _____ the conference.

This year's conference is held at the new City Convention Center, the area's most modern conference (12) _____. The opening ceremonies will take place in the convention center's main hall, where the (13) _____ will hear a (14) _____ by Dr. Richard Black, past president of the Business Professionals Association and current director of Platon, Inc. Dr. Black will talk about business in the Information Age. Following this, the famous international Three Blossoms Restaurant will (15) _____ a delicious three-course meal.

Thank you for joining us this year.

Miranda Johnson
Chairperson, Conference Organizing Committee

Grammaire

Présent simple et présent continu (on dit aussi présent progressif)

Le présent simple se forme avec la base verbale ou la base verbale + -s.

Singulier	Pluriel
I <i>work</i>	We <i>work</i>
You <i>work</i>	You <i>work</i>
He/She/It <i>works</i>	They <i>work</i>

Au présent simple, on utilise l'auxiliaire **do** ou **does** pour former des phrases négatives et interrogatives. On utilise **does** lorsque le sujet est à la 3^e personne du singulier. Lorsque l'on utilise **does**, le verbe ne prend pas de -s.

Phrases négatives

I *don't attend* many conferences.

He *doesn't enjoy* meetings.

Phrases interrogatives

Does that restaurant *cater* office parties?

When *do* you *have* your staff meetings?

On utilise le présent simple pour une habitude ou pour quelque chose qui est toujours vrai.

Marilyn *goes* to a conference every year.

That restaurant always *caters* our meetings.

Le présent continu se forme avec l'auxiliaire **be** + **-ing**. On l'utilise pour parler d'actions qui sont en cours, en train de se dérouler, au moment présent, au moment où l'on parle.

They are *sitting* in the meeting now.

He is *writing* the agenda today.

Les verbes qui ne sont pas des verbes d'action (**stative verbs**), par exemple les verbes d'état, de sentiments, de perception, de connaissance, ne peuvent généralement pas se mettre à la forme continue.

I *think* I *know* the lecturer.

The conference *seems* very interesting.

Common Stative Verbs

Like
Want
Need
Believe
Know
Understand
Have
Belong
Own
Seem
Sound
Agree
Appreciate
Hope
Remember

Attention

Faites attention à l'emploi de **have**.

Have n'est pas un verbe d'action lorsqu'il signifie *posséder*. Mais **have** s'utilise aussi dans de nombreuses expressions courantes en tant que verbe d'action. Dans ce cas, il signifie plutôt *prendre* et on peut le mettre à la forme continue.

Exemples :

Have fun (dans le sens **enjoy**) : *s'amuser, se divertir, ne pas s'ennuyer*
We're having fun on our vacation.

Have dinner (dans le sens de **eat**) : *dîner, prendre le dîner*
He's having dinner with a client.

Have a conversation (dans le sens de **talk with someone**) : *avoir une conversation, une discussion ; discuter*
They're having a conversation in my office.

Have a bath, a shower (dans le sens de **bathe**) : *prendre un bain, une douche*
Sorry, you can't speak to her at the moment, she's having a bath.

Pratiquez votre grammaire

Complétez les phrases suivantes avec le verbe donné à la forme correcte.
Vous trouverez les corrigés à la page 310.

1. We _____ more time for the meeting.
(need)

2. He always _____ the entire agenda before the meeting.
(read)
3. They _____ the conference right now.
(plan)
4. We _____ a better facility for the convention this year.
(have)
5. Please listen. Jack _____ the main points of the conference now.
(summarize)
6. The director usually _____ us at the beginning of the meeting.
(address)
7. Ms. Lopez isn't in the office now. She _____ a convention in Tokyo.
(attend)
8. The staff members _____ every afternoon to work on the project.
(get together)

Révision lexicale et grammaticale

Vous trouverez les corrigés à la page 310.

Phrases à compléter

Choisissez le mot qui convient pour compléter les phrases suivantes.

1. We always _____ awards to staff members at the last meeting of the year.
(A) give
(B) gives
(C) is giving
(D) are giving
2. The _____ had to listen to a long presentation about the budget.
(A) attend
(B) attended
(C) attendees
(D) attendance

3. Dr. Pritchard always gives the _____ at the beginning of the conference.
(A) lectured
(B) lecture
(C) lecturer
(D) lecturing
4. According to the _____, Mr. Kim will talk about the budget first and then Ms. Ross will explain the new marketing plans.
(A) award
(B) agenda
(C) audience
(D) address
5. We have to ask the caterer to make more sandwiches because we _____ out of food.
(A) run
(B) runs
(C) running
(D) are running
6. What time _____ the meeting usually begin?
(A) is
(B) do
(C) does
(D) are
7. We _____ once a month to go make our plans for the following month.
(A) get together
(B) postpone
(C) overlap
(D) run out
8. At the beginning of each meeting, Mr. Kim _____ the main points of the previous month's meeting.
(A) summary
(B) summaries
(C) summarize
(D) summarizes

9. My boss _____ several conferences every year.
(A) attends
(B) attend
(C) is attending
(D) does attend
10. You _____ have to attend all the workshops today.
(A) isn't
(B) aren't
(C) don't
(D) doesn't

Exercice de compréhension

Lisez l'ordre du jour ci-dessous, puis répondez aux questions.

Agenda

Staff Meeting

Friday, November 11

10:00-3:00

- John Isaacs – summary of his recent trip to Europe
- Meredith Zimmerman – marketing plans for the new year
(Lunch)
- David Lopez – professional development opportunities
- Elaine Steele – plans for employee awards dinner

Greta Petersen is attending a conference in London this week, and her presentation has been postponed until next month.

We know that this meeting is longer than usual, so we have asked the Garden Patio Restaurant to cater lunch.

We appreciate your attendance at this and all staff meetings.

1. Who will talk about marketing?
(A) J. Isaacs
(B) M. Zimmerman
(C) D. Lopez
(D) E. Steele

2. When will Greta Petersen give her presentation?
(A) September
(B) October
(C) November
(D) December
3. The word *awards* is closest in meaning to
(A) jobs
(B) meals
(C) offices
(D) prizes
4. The word *cater* is closest in meaning to
(A) provide
(B) eat
(C) enjoy
(D) request