VOCABULAIRE

4. Work events – *Les évènements professionnels*

In LiveWorksheets, the spelling must be exact.
If you misspell the word, it will be counted wrong.

Type the correct vocabulary word into the text box in each sentence. Some sentences have more than one text box. Be careful of your spelling!

Exercice 13 Les mots à connaître : *Work events*

Complétez les phrases avec tous les mots de l'encadré en les conjuguant ou en les mettant au pluriel si nécessaire.

1 Fang was delighted* to see his photo on the wall after being voted ..... . He hoped this would make him eligible for a ..... .
2 Every year, the employees look forward to* their end-of-year ..... to a restaurant.
3 On Friday we will be holding a ..... in honour of the ..... of Marcy Dean. Anyone who wishes to contribute to a gift should contact her PA.
4 The meeting will be ..... in conference room A.
5 Frank, could you please take the ..... during the meeting?
6 Dwayne, could you make sure there is a ..... in the room, for the conference ..... to write on?
7 A charity event is always a good ..... , especially if you invite the clients.
8 I have checked the ..... , and the best date to hold the annual ..... is October 20th because all employees are present then.
9 My financial advisor told me a ..... is partially tax-deductible, if the money is donated to a registered group.
10 If you will all look at the ..... , you will see that the first item today is the budget.
11 We will have a quick break* now and ..... in 15 minutes.
12 It will be necessary to ..... Friday's meeting, as the head of Marketing will be away at a ..... .
13 Barbara, would you please ..... the next IT training workshop*?
14 Despite* having very little experience in the matter, the boss has asked Han to ..... the next meeting, which will ..... in a fortnight*.

Write the letter (only the LETTER) of the correct response in the text box.

Exercice 14 Les familles de mots

Complétez chaque phrase avec le mot qui convient.

1 Every year the company's employees go on an ..... to a local tourist spot.
Ⓐ out
Ⓑ out of
Ⓒ outed
Ⓓ outing

2 It can be hard to adapt to being a ..... .
Ⓐ retire
Ⓑ retired
Ⓒ retiree
Ⓓ retirement

3 The marketing team has created some fantastic ..... material.
Ⓐ promote
Ⓑ promoted
Ⓒ promoting
Ⓓ promotional

LIVEWORKSHEETS

4 The meeting has been ..... for first thing on Monday.
- Ⓐ schedule
- Ⓑ scheduled
- Ⓒ scheduler
- Ⓓ scheduling

5 After a short break, the ..... of negotiations was very fruitful.
- Ⓐ resume
- Ⓑ résumé
- Ⓒ resumed
- Ⓓ resumption

6 Although she had never ..... a meeting before, Ms. Chan did a good job.
- Ⓐ chair
- Ⓑ chaired
- Ⓒ chairing
- Ⓓ chairperson

7 The ..... brand on the market has a 38% market share.
- Ⓐ led
- Ⓑ lead
- Ⓒ leader
- Ⓓ leading

8 Do you mind if we ..... the appointment from Wednesday to Thursday?
- Ⓐ bring back
- Ⓑ bring forward
- Ⓒ cancel
- Ⓓ postpone

9 Staff ..... at work dropped dramatically due to the flu season.
- Ⓐ attend
- Ⓑ attended
- Ⓒ attendee
- Ⓓ attendance

10 Before we start the meeting, did everyone receive a copy of the ..... ?
- Ⓐ agent
- Ⓑ agenda
- Ⓒ agency
- Ⓓ ageless

Exercice 15 Les expressions **Write the complete expression in the text box to the right.**

Reliez les mots des deux colonnes pour retrouver des expressions courantes.

chair •	• an outing
hold •	• the lead
go on •	• early retirement
take •	• a meeting
take •	• the minutes
take •	• a meeting

LIVEWORKSHEETS