Years, dates, and more…

A la fin de cette séance, vous serez capable de fournir, en anglais, les éléments nécessaires pour gérer un rendez-vous.

Le critère de réussite sera de créer aux moins deux questions de QCM valides lors de l'évaluation individuelle finale, réalisée par vos soins ☺

Years, dates, and more…

1. Days, months and seasons
2. Years
3. What's the day today?
4. What time is it?
5. Prepositions
6. Evaluation

Years, dates, and more…

1. Days, months and seasons

Monday
Tuesday
Wednesday : (Wensday)
Thursday
Friday
Saturday
Sunday

January, February, March, April, May, June, July, August, September, October, November, December

spring, summer, autumn / fall, winter

Years, dates, and more…

1. Days, months and seasons

2. **Years**

1989: nineteen eighty-nine
1642: sixteen forty-two
1776: seventeen seventy-six

1403: fourteen o three
1500: fifteen hundred

1900: nineteen hundred

2000: two thousand
2001: two thousand and one / two thousand one
2020: two thousand (and) twenty / twenty twenty
2024: two thousand (and) twenty-four / twenty twenty-four

Years, dates, and more…

1. Days, months and seasons

2. Years

3. **What's the day today?**

Mercredi 13 novembre 2024

Wednesday, November 13th, 2024
(November the thirteenth, twenty twenty-four)
13th November, 2024
(the thirteenth of November)

1 One => the first 1st

2 Two=> the second 2nd

3 Three=> the third 3rd

4 Four=> the fourth 4th

5 Five => the fifth 5th

6 Six => the sixth 6th

7 Seven => the seventh 7th

8 Eight => the eighth 8th

9 Nine=> the ninth 9th

10 Ten => the tenth 10th

12 Twelve => the twelth 12th

13 Thirteen => the thirteenth 13th

15 Fifteen => the fifteenth 15th

20 Twenty => the twentieth 20th

21 Twenty-one => the twenty-first 21st

22 Twenty-two => the twenty-second 22nd

23 Twenty-three => the twenty-third 23rd

30 Thirty => the thirtieth 30th

31 Thirty-one => thirty-first

41ème étage : forty-first 41st

52ème : fifty-second 52nd

Years, dates, and more…

1. Days, months and seasons
2. Years
3. What's the day today?
4. **What time is it?**

Fonctionne sur 12 heures (matin jusqu'à midi/après-midi)

5 heures **5:00 : It is five a.m. (ante meridiem) A.M.**
17 heures **5:00 : It is five p.m. (post meridiem) P.M.**

5:30 du matin five thirty AM
5:23 de l'après-midi five twenty-three PM
10:45 du soir ten forty-five pm

Midi : noon
Minuit : midnight

Midi dix 12 :10 pm twelve ten pm

Minuit 10 12:10 am twelve ten am

Transports : système de 24 heures

23:25
11:25

23h25

00:10

Years, dates, and more…

1. Days, months and seasons
2. Years
3. What's the day today?
4. What time is it?
5. **Prepositions : in, at, on**

IN + une date qui n'est pas précise (mois, saison, année, décennie, siècle, période)

EX: It is very cold in December.

I was born in 1999.

I was born in the 20th century.

AT + moment spécifique

EX: at 2 p.m.

At breakfast

At sunrise (au lever du soleil) / at sunset (au coucher du soleil)

ON + jour, date

EX: I was born on Wednesday, December 15th, 1999.

I go to the movies on Wednesdays.

Compléter avec « in », « at » ou « on ».

1 At 4 pm.

2 In September.

3 On Sundays.

4 At lunchtime.

5 In October 2010.

6 In the afternoon.

7 On March 7th.

8 At midnight.

9 In the morning.

10 At sunrise.

Now, go to https://agora-quiz.education/Register

Password: Next!

N° du groupe : 424313



AD 0924

Autre, Anglais

0 élèves

Numéro	Mot de Passe
424313	Next!

MANAGING APPOINTMENTS

A la fin de cette séance, vous serez capable de gérer les rendez-vous téléphoniques en anglais, à condition d'utiliser le vocabulaire professionnel approprié.

Le critère de réussite sera de trouver au moins 8 réponses juste sur 15 dans l'auto-évaluation individuelle finale.

MANAGING APPOINTMENTS

1. Updating a diary

2. Self-Evaluation

MANAGING APPOINTMENTS

1. Updating a diary : Read the conversations and reschedule or cancel Amelia Roberts's appointments.

Amelia ROBERTS's Diary

November 2024	Monday 18	Tuesday 19	Wednesday 20	Thursday 21	Friday 22	Saturday 23
08:00	Jane Smith					
09:00				Dentist		
10:00			FRANKFURT			
11:00		ISO				
12:00		Lunch	BOOK			
01:00		Supplier				
02:00	Jamie Jones			Interview		
03:00			FAIR	New purchaser		

04:00						
05:00						
06:00						
07:00		**07:10pm Flight**	**Leaving party**			
08:00					**Alexander**	

Read the following conversations and reschedule or cancel Amelia's appointments.

a) - Amelia, this is Jane. I'm afraid I can't make it for our breakfast meeting on Monday, could it be Friday instead?

- Yes Jane, that should be fine.

b) – Sorry, Ms Roberts, I may be late on Monday, can we postpone the meeting to 3pm?

- I can't see any inconvenience.

c) - I would like to make an appointment with Ms Roberts for Wednesday afternoon.

- I'm afraid she is away that day. Would Thursday at 11 be suitable, Mr Black?

- Ok for Thursday, but could it be earlier? At 11 am, I have a very important meeting with the Board of trustees.

- I see. Would 9am work for you?

- Yes, thanks, it certainly would.

d) - Amelia, the new purchaser has cancelled the appointment on Thursday, I'm afraid.

e) - Hello, this is Amelia Roberts. I had an appointment for 9am on Thursday, but I'm afraid I'll have to postpone. Any chance of Saturday at the same time.

f) - Amelia Roberts here, could we bring forward next week's sales meeting to Monday at 9?

- Sure, Ms Roberts! The sooner, the better.

g) - This is your lighting supplier. I'm very sorry, but I will have to let you down on Tuesday. Could we fix something up for the end of the week? Maybe Friday, at 2pm?

- Well, all right. I have made a note of it.

h) - Ms Roberts, any chance of setting up a management meeting on Thursday afternoon?

- Well, I was going to interview someone but he has cancelled, eventually, so that should be fine. Let's say 2pm sharp! I can give you two hours.

i) - Amelia, could we put forward the ISO quality meeting on Tuesday? We'll need more than one hour.

- Fine. Is a 9 o'clock start OK?

- Great!

j) Hello, it's Mary. You know, my leaving party? Well, it's been put back to Friday evening starting at 6. I think that suits you better than Wednesday, anyway.

k) Hello Alexander… We have a date on Friday evening, to go to the cinema… Would you mind very much meeting on Saturday instead?... All right then, see you on Saturday at seven!

MANAGING APPOINTMENTS

1. Updating a diary

2. Self-Evaluation: Kahoot

BUSINESS EMAILS /3
Making a request

A la fin de cette séance, vous serez capable de rédiger un e-mail pour formuler une demande simple, en anglais.

Le critère de réussite sera de rédiger un e-mail contenant au moins 3 des formules types appropriées et la demande, en anglais, en moins de 20 minutes.

BUSINESS EMAILS /3
Making a request

1. Making a request

2. Requesting information

3. Let’s practice!

4. Evaluation

BUSINESS EMAILS /3
Making a request

1. Making a request

Could you…

I can write => Can I write…

You could call => Could you call…

They would eat => Would they eat

Could you…

- send me… = m'envoyer…

- confirm… = confirmer…

- forward me…

- check…

- update (me)… about… = (me) donner les dernières infos, les plus récentes

- give me some update about….

Could you keep me posted?

BUSINESS EMAILS /3
Making a request

1. Making a request

2. Requesting information

You are going to create a lexicon all together. Go to :

https://docs.google.com/document/d/1w3gafBFrUQtNOA6dPDuPKRgb0Y9pGs1RUR6O4sphDBY/edit?usp=sharing

BUSINESS EMAILS /3
Making a request

1. Making a request

2. Requesting information

3. Let’s practice!

Vous écrivez à John PETERS, pour lui demander le rapport des ventes de ce mois. Vous en avez besoin pour votre réunion à Paris.

Email 1

To: John Peters, Sales Manager
Location: England
Phone: +44 1234 567 890

Subject: Requesting Sales Report / Sales Report /

Message:

Hi John, / Hello John, / Dear John,

Could you send me the sales report for November /….. for this month
the November sales report / …. this month sales report : the monthly sales report, please?

We must have it for our meeting in Paris.
We need it for our meeting in Paris.

Thank you very much / Thanks,

Email 1

To: John Peters, Sales Manager
Location: England
Phone: +44 1234 567 890

Subject: Sales Report for This Month

Message:
Dear John,

I hope that that are doing well.

Could you please send me the sales report for this month? I need it for our meeting in Paris.

Thank you very much.

Best regards,
[Assistant’s Name]

Vous écrivez à Anna GARCIA, pour lui demander en urgence des détails sur la campagne Marketing en Espagne. Vous en avez besoin pour demain.

Email 2

To: Anna García, Marketing Coordinator
Location: Spain
Phone: +34 123 456 789

Subject: URGENT : Marketing Campaign Update

Message:

Dear Anna,

Could you give me some update about the marketing campaign in Spain, please?

I need it for tomorrow.

Thank you very much / Many thanks,

Email 2

To: Anna García, Marketing Coordinator
Location: Spain
Phone: +34 123 456 789

Subject: Urgent: Marketing Campaign Details

Message:
Dear Anna,

Could you please send me the details for the new marketing campaign in Spain? I need it by tomorrow.

Thanks a lot!

Best,
[Assistant's Name]

Vous écrivez à Klaus MULLER, pour lui demander de vérifier si la facture de votre fournisseur en Allemagne est payée. Ils vous demandent une confirmation.

Email 4

To: Klaus Müller, Finance Officer
Location: Germany
Phone: +49 234 567 890

Subject: Invoice Status for Supplier

Message:

Dear Mr MULLER,

Could you check if the invoice of our supplier has been paid, please? They request some confirmation.

Many thanks,

Email 4

To: Klaus Müller, Finance Officer
Location: Germany
Phone: +49 234 567 890

Subject: Invoice Status for Supplier

Message:
Hello Klaus,

Can you check if the invoice for our supplier in Germany is paid? They are asking for a confirmation.

Thank you for your help.

Best regards,
[Assistant’s Name]

Vous écrivez à Jane BROWN, pour lui demander de vous donner les informations les plus récentes concernant le stock dans la boutique d'Angleterre. On en a besoin à Paris.

Email 5

To: Jane Brown, Sales Assistant
Location: England
Phone: +44 2345 678 901

Subject: Stock Update Request

Message:

Email 5

To: Jane Brown, Sales Assistant
Location: England
Phone: +44 2345 678 901

Subject: Stock Update Request

Message:
Dear Jane,

Could you please send me an update on our stock in the England store? We need this for our records in Paris.

Thanks!

Best,

Email 7

To: Carlos López, Distribution Manager
Location: Spain
Phone: +34 234 567 890

Subject: Shipment Schedule Update

Message:
Hello Carlos,

Please confirm the shipment schedule for our next chocolate delivery to Paris. We need to plan for the arrival date.

Thank you!

Best regards,
[Assistant's Name]

Email 8

To: Maria Schmidt, HR Coordinator
Location: Germany
Phone: +49 345 678 901

Subject: Urgent: Staff Training Schedule

Message:
Hello Maria,

Could you please send me the date of the next staff training session in Germany? I need to inform our team in Paris.

Thanks for your help!

Best regards,
[Assistant's Name]

Email 9

To: Alex Turner, Regional Manager
Location: England
Phone: +44 3456 789 012

Subject: Urgent: Monthly Performance Report

Message:
Dear Alex,

Can you send me the monthly performance report for the England sales? It is needed for our review.

Thank you very much.

Best regards,
[Assistant's Name]

Email 10

To: Chen Mei, Supplier Relations Manager
Location: China
Phone: +86 456 789 012

Subject: Confirmation of New Supplier Contract

Message:
Dear Chen Mei,

Could you please confirm if the new supplier contract is signed? We need to complete this for our records in Paris.

Thank you!

Best regards,
[Assistant’s Name]

1. **Rapport de ventes - Sales Report**
   Document détaillant les ventes effectuées par la succursale sur une période donnée.
2. **Rapport d'inventaire - Inventory Report**
   État des stocks de produits (chocolats et matières premières) disponibles dans la succursale.
3. **Facture fournisseur - Supplier Invoice**
   Document émis par un fournisseur pour le paiement des matières premières ou produits nécessaires à la fabrication.
4. **Bon de commande - Purchase Order**
   Document autorisant une commande auprès d'un fournisseur pour les matières premières ou équipements.
5. **Rapport de performance mensuel - Monthly Performance Report**
   Analyse mensuelle de la performance de la succursale, incluant des indicateurs clés.
6. **Rapport de contrôle qualité - Quality Control Report**
   Rapport détaillant les résultats des contrôles qualité effectués sur les produits.
7. **Contrat fournisseur - Supplier Contract**
   Contrat stipulant les conditions et engagements entre l’entreprise et ses fournisseurs.
8. **Plan de production - Production Plan**
   Plan détaillant la production prévue, y compris les quantités de chocolat à produire dans une période donnée.
9. **Rapport financier - Financial Report**
   Document présentant la situation financière de la succursale, incluant les dépenses, revenus et bénéfices.
10. **État des paiements - Payment Status Report**
    État indiquant les paiements en attente ou effectués pour les factures.
11. **Documents d’expédition - Shipping Documents**
    Documents nécessaires pour le transport des marchandises, comme le bon de livraison, facture commerciale, etc.
12. **Rapport de satisfaction client - Customer Satisfaction Report**
    Enquête ou rapport montrant les retours et la satisfaction des clients vis-à-vis des produits.
13. **Rapport d’audit interne - Internal Audit Report**
    Rapport réalisé pour vérifier les processus et la conformité interne de la succursale.
14. **Rapport de marché - Market Report**
    Document contenant des informations sur les tendances du marché du chocolat dans la région de la succursale.
15. **Budget prévisionnel - Forecasted Budget**
    Plan financier prévoyant les dépenses et les revenus pour une période future.
16. **Plan marketing - Marketing Plan**
    Document décrivant les stratégies de promotion et de vente pour les produits dans le pays de la succursale.

17. **Dossier de formation - Training File**
    Dossier incluant les informations sur les formations suivies ou planifiées pour les employés.
18. **Programme de développement de produit - Product Development Program**
    Document détaillant les étapes du développement d'un nouveau produit (nouveau chocolat, par exemple).
19. **Tableau des effectifs - Staff Roster**
    Liste des employés avec leurs fonctions, horaires et disponibilités.
20. **Rapport de conformité réglementaire - Regulatory Compliance Report**
    Rapport assurant que les produits et pratiques de l'entreprise sont conformes aux lois locales et internationales.

Prendre/Donner un RV

I would like to make an appointment with… :

Let me check his/her diary: Laissez-moi/permettez-moi de consulter son agenda

I'm afraid he/she is not available on… Je crains / J'ai peur qu'il/elle ne soit pas disponible

He/she has a tight schedule: Il a un emploi du temps/ un planning chargé/serré

His/her diary is full: Son agenda est complet.

What about 11 o'clock on Monday? Que diriez-vous de lundi, 11 heures ? Et si on disait lundi, 11 heures ?

Are you free on Monday? Êtes-vous libre/disponible (ce) lundi ?

Is Tuesday convenient/ suitable for you? Mardi vous convient-il? Est-ce que mardi vous convient/ vous conviendrait ?
Let's make it at 11:30 am. Disons 11h30.

<u>Confirmer un RV</u>

I'm calling/ writing to confirm Ms Roberts's appointment.

<u>Annuler un RV</u>

I'm afraid that I must (/ I will have to) cancel our appointment : je vais devoir annuler notre rendez-vous.

I can't make it: je ne peux pas (y arriver à temps, réussir à être là) / je ne peux pas y arriver.

I'm sorry, but I will not be able to keep my appointment : je suis désolé(e), mais je ne pourrai pas honorer mon rendez-vous.

Please accept my apologies for this inconvenience : veuillez m'excuser pour ce contretemps.

To apologize : présenter ses excuses
An excuse : échappatoire, alibi, prétexte
<u>Déplacer un RV</u>

To reschedule an appointment: reprendre un RV, reprogrammer un RV

To postpone / to put back/ to put off : repousser/ reporter un RV

To bring forward : avancer un RV

I'm afraid I will have to postpone our appointment: je vais malheureusement devoir reporter notre RV.

Sorry, could we put off Ms Roberts's appointment with Mr Philps on October 4th? Pardon, pourrions-nous repousser le RV de Mme Roberts le 4 octobre avec Mr Philps.

Would it be possible to make / to set up / to fix another meeting?
Est-ce qu'il serait possible de prendre un autre RV ?

What date would you prefer? Quelle date préféreriez-vous?

When are you able to come? Quand pouvez-vous/avez-vous la possibilité de venir ?

I'm free on…
I'm available on… Je suis libre/ disponible le

Could we make it Tuesday instead? Pourrions-nous le faire/le fixer/ dire mardi, plutôt ?
instead= à la place de, au lieu de, plutôt

It’s not very convenient : ce n’est pas très commode, facile…

Would you like to suggest another date that suits you (better)? Voudriez-vous suggérer une autre date (de rendez-vous) qui vous irait/conviendrait (mieux) ?

Let’s see Let us … voyons…

7:30 sharp 7h30 pile / précises