PolyPhrase LANGUAGES

Learn French A2 – Work and Office Vocabulary

52 words

#	WORD	MEANING	EXAMPLE SENTENCE (WORD BY WORD)
At the Office			
1	**le bureau**	the office	**Mon bureau est au troisième étage** my office is on the third floor *My office is on the third floor.*
2	**la réunion**	the meeting	**La réunion commence à neuf heures** the meeting starts at nine o'clock *The meeting starts at nine o'clock.*
3	**le collègue**	the colleague	**Mon collègue m'aide avec le projet** my colleague helps me with the project *My colleague is helping me with the project.*
4	**le patron**	the boss	**Le patron est en vacances cette semaine** the boss is on vacation this week *The boss is on vacation this week.*
5	**l'ordinateur**	the computer	**L'ordinateur est très lent aujourd'hui** the computer is very slow today *The computer is very slow today.*
6	**l'imprimante**	the printer	**L'imprimante ne marche pas** the printer not works (not) *The printer isn't working.*
7	**le mail**	the email	**J'écris environ vingt mails par jour** I write about twenty emails per day *I write about twenty emails a day.*
8	**le rendez-vous**	the appointment	**J'ai un rendez-vous à quinze heures** I have an appointment at fifteen o'clock *I have an appointment at three in the afternoon.*
9	**appeler**	to call	**Je vais appeler le client demain matin** I am going to call the client tomorrow morning *I'm going to call the client tomorrow morning.*
10	**envoyer**	to send	**Je dois envoyer le fichier avant midi** I must send the file before noon *I have to send the file by noon.*
11	**le mot de passe**	the password	**J'ai encore oublié mon mot de passe** I have again forgotten my word of pass *I forgot my password again.*
12	**la machine à café**	the coffee machine	**La machine à café est dans la cuisine** the machine for coffee is in the kitchen *The coffee machine is in the kitchen.*
Looking for a Job			
13	**le travail**	the job	**Je cherche un nouveau travail** I look for a new job *I'm looking for a new job.*
14	**l'offre d'emploi**	the job ad	**J'ai lu l'offre d'emploi sur Internet** I have read the offer of job on internet *I read the job ad online.*

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15	**le CV**	the CV	**Envoyez-nous votre CV avant vendredi** send us your CV before Friday *Send us your CV by Friday.*
16	**l'entretien**	the interview	**L'entretien a duré une heure** the interview has lasted one hour *The interview lasted an hour.*
17	**le salaire**	the salary	**Le salaire est meilleur que dans mon ancien travail** the salary is better than in my old job *The salary is better than at my old job.*
18	**le contrat**	the contract	**Je signe le contrat demain** I sign the contract tomorrow *I'm signing the contract tomorrow.*
19	**l'entreprise**	the company	**L'entreprise a deux cents employés** the company has two hundred employees *The company has two hundred employees.*
20	**l'expérience**	experience	**L'expérience est plus importante que le diplôme** experience is more important than the degree *Experience is more important than the degree.*
21	**le poste**	the position	**Ce poste est parfait pour toi** this position is perfect for you *This position is perfect for you.*
22	**postuler**	to apply	**Je veux postuler pour ce travail** I want to apply for this job *I want to apply for this job.*
23	**embaucher**	to hire	**Ils vont embaucher trois nouvelles personnes** they are going to hire three new people *They're going to hire three new people.*
24	**la candidature**	the application	**Ma candidature est déjà partie** my application is already gone *My application is already on its way.*

Daily Tasks

25	**le projet**	the project	**Le projet doit être prêt vendredi** the project must be ready Friday *The project has to be ready by Friday.*
26	**le rapport**	the report	**J'écris le rapport pour mars** I write the report for March *I'm writing the report for March.*
27	**la date limite**	the deadline	**La date limite est lundi prochain** the date limit is Monday next *The deadline is next Monday.*
28	**la tâche**	the task	**J'ai beaucoup de tâches aujourd'hui** I have a lot of tasks today *I have a lot of tasks today.*

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29	**finir**	to finish	**Je dois finir ça avant ce soir** I must finish this before this evening *I have to finish this before tonight.*
30	**la pause**	the break	**On fait une petite pause** we make a little break *Let's take a short break.*
31	**les heures supplémentaires**	overtime	**Je fais souvent des heures supplémentaires** I do often some hours extra *I often work overtime.*
32	**organiser**	to organize	**Je vais organiser une réunion avec l'équipe** I am going to organize a meeting with the team *I'm going to organize a meeting with the team.*
33	**le document**	the document	**Le document est sur ton bureau** the document is on your desk *The document is on your desk.*
34	**imprimer**	to print	**Je dois imprimer dix copies** I must print ten copies *I have to print ten copies.*
35	**répondre**	to answer	**Je vais répondre à son mail cet après-midi** I am going to answer to his email this afternoon *I'm going to answer his email this afternoon.*
36	**la présentation**	the presentation	**La présentation s'est très bien passée** the presentation has very well gone *The presentation went very well.*

Work Life and Career

37	**l'équipe**	the team	**L'équipe travaille très bien ensemble** the team works very well together *The team works very well together.*
38	**le client**	the customer	**Le client attend dans la salle de réunion** the customer waits in the room of meeting *The customer is waiting in the meeting room.*
39	**la promotion**	the promotion	**Elle a eu une promotion le mois dernier** she has had a promotion the month last *She got a promotion last month.*
40	**à temps plein**	full time	**Je travaille à temps plein dans une banque** I work at time full in a bank *I work full time at a bank.*
41	**à temps partiel**	part time	**Ma sœur travaille à temps partiel** my sister works at time partial *My sister works part time.*
42	**les congés**	time off	**Je prends mes congés en août** I take my days off in August *I'm taking my time off in August.*

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43	**malade**	sick	**Mon collègue est malade aujourd'hui** my colleague is sick today *My colleague is sick today.*
44	**démissionner**	to quit	**Il veut démissionner à la fin de l'année** he wants to quit at the end of the year *He wants to quit at the end of the year.*
45	**la formation**	the training	**La formation dure trois jours** the training lasts three days *The training lasts three days.*
46	**le télétravail**	working from home	**Je fais du télétravail le vendredi** I do some remote work on Friday *I work from home on Fridays.*
47	**l'objectif**	the goal	**L'objectif est de vendre plus cette année** the goal is to sell more this year *The goal is to sell more this year.*
48	**l'augmentation**	the pay raise	**L'augmentation commence en janvier** the raise starts in January *The raise starts in January.*
49	**les horaires**	the working hours	**Mes horaires sont très flexibles** my hours are very flexible *My working hours are very flexible.*
50	**la retraite**	retirement	**Mon père part à la retraite l'année prochaine** my father leaves to the retirement the year next *My father is retiring next year.*
51	**la carrière**	the career	**Elle a fait une belle carrière à la banque** she has made a beautiful career at the bank *She had a great career at the bank.*
52	**gagner**	to earn	**Il veut gagner plus d'argent** he wants to earn more money *He wants to earn more money.*