

A Rendre compte d'un document

1. Présenter

- This document deals with (*traite de*)...
- This is a very topical subject.

2. Ordonner vos idées

- To begin with / First of all...
- On the one hand... on the other hand...
- Secondly...
- Then / Next...
- Thirdly...
- Finally / Eventually... (*Finalement*)

3. Donner des exemples

- For instance / For example...
- If we take the example of...
- ... such as... (*tel que*)
- In particular / Particularly...

4. Parler de l'objectif du document

- The cartoonist shows / points out that...
- The aim (*but*) / goal of this ad is to...
- The artist wants to make us aware (*nous faire prendre conscience*) of / that...
- The illustrator stands for / supports... (*est en faveur de*)
- The photographer blames X for / reproaches X with...
- He accuses X of...
- She takes sides (*prend parti*) / doesn't take sides.
- The artist sides (*prend parti*) / doesn't side with...

5. Ajouter une idée

- Moreover / What's more... (*De plus*)
- Besides... (*D'ailleurs*)
- As regards... (*En ce qui concerne*)

6. Conclure

- In conclusion / To conclude / To sum up...
- For all these reasons...
- Last, but not least... (*Enfin, et c'est très important*)
- On the whole... (*En définitive*)

B Communiquer

1. Demander de répéter

- I'm sorry, I didn't hear what you said.
- Excuse me, I didn't understand what you said.
- I'm sorry, what did you say?
- Could you repeat what you said, please?

2. Demander de l'aide ou des précisions

- Could you speak more slowly, please?
- What's the meaning of ... ?
- What's the English for ... ?
- Excuse me, what do you mean by ... ?
- What does the word X mean?
- I'm sorry, but I haven't understood the question.
- I'm sorry, I don't see what you mean.

3. Vérifier que vous avez compris

- Do you mean that ... ?
- If I understand right...

4. Dire quelque chose différemment

- In other words...
- That's to say...
- What I mean is...

5. Vous donner le temps de réfléchir (*gap-fillers*)

- Well... / Actually...
- ... you see... / ... you know...

6. Vérifier que l'on vous a compris

- Do you see what I mean?
- ... if you see what I mean.

7. Donner votre avis

- Yes, I think so. / No, I don't think so.
- I suppose so.
- I'm afraid not.
- Of course not.

8. Montrer votre intérêt

- Really?
- I see...
- I see what you mean.

9. Ne pas rester muet

- I'm afraid I don't know.
- I'm afraid I don't remember.
- I'm not sure I can answer.
- I'm sorry, but I don't know what to say.
- I don't know what to think about...
- I must admit I don't know much about this problem.

10. Ne pas oublier...

- Hello.
- Good morning / afternoon / evening.
- Goodbye.
- Thank you very much.