

Formations et cours de préparation à l'anglais du secrétariat à Paris,
Bruxelles et Genève :

A	B	C	D
Above	Backup	Calendar	Daily
Account	Bank statement	(to) Call	(to) Date
Agenda	Below	(to) Cap	Data
Agreement	Beneficiary	Certificate	Database
Annual	Billing	Confidential	Deadline
Answer	Budget	Company	Department
Anterior	Bookkeeping	Compliant	Desk
Appointment	Briefing	Computer	Details
Assistant		Contract	Dispatch
Attached		Contractor	Deposit
Availability		Contractual	Document
Available		Convention	Diary
		Conventional	
E	F	G	H
Email	File	Guidelines	Head office
Envelope	Forward	General ledger	Helpdesk
Editing	Floor	Grant	Holidays
Expenses	Folder	Graphic design	Hours
Extension	(To) Fulfill	Groupware	Handbook
Executive			HR Human resources
			Handling / Headcount
			Hierarchy

I

Identity
Increase
Information

J

Job description
Journal

K

Key performance indicators
Keyboard

L

Lease
Letter

M

Mail
Mandate
Mandatory
Membership
Memo
Modality
Monthly
Multiannual

N

Nominative
Notice

O

Occasional
Office
Optional
Out of order

P

Paper clip
Penalty
Periodicity
Periodical
Petition
Phone
Photocopy
(To) Postpone
Private
Procedure
Process
Proxy
Public

GROUPE *Etoile*

Q

Quarter

R

Receptionist

Recipient

Recovery

Rectify

Registration

Representative

Reschedule

Retract

Retroactive

Revoke

S

Status

Scoreboard

(to) Send

Secretary

Secretariat

Semester

(To) sign up

Software

(to) Stagger

Stamp

Stapler

Summary

T

Temporary

Terms

Terminate

Transfer

Trade union

Trimester

U

Unavailable

Ulterior

V

Volunteer

W

Weekly

Withdraw

Y

Yearly

Ideas for using this Word List

- Write the translation next to each word. Cover the columns and test yourself!
- Write each word you don't know on a small card. Write the translation on the back. Carry these
- "flash cards" with you and test yourself regularly throughout the day.
- Make sentences using each word. Learning words in context is very effective.
- Choose the most useful words. Then use a dictionary to make a list of related words