

TOEIC®

LES STRATÉGIES POUR
AMÉLIORER VOTRE SCORE !



- *Acquérir une méthode efficace*
- *Séquences d'entraînement ciblé*
- *Quiz de grammaire et de vocabulaire*

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2. Grammaire

A. Les déterminants

■ A/AN + NOM SINGULIER

- A + son consonne : *a stranger, a yellow box*, AN + son voyelle : *an interesting article*.
- Pour parler de quelqu'un ou de quelque chose de nouveau.
- Pour parler de l'existence de quelque chose.
- A/an + métier : *She is an engineer*.

■ THE + NOM SINGULIER OU PLURIEL

- Pour parler de quelqu'un ou de quelque chose de connu ou déjà mentionné.
- THE + "republic", "states", "kingdom": *the United Kingdom*.
- THE + noms de pays au pluriel, les îles, les montagnes : *the Netherlands, the Alps...*
- THE + noms des océans, mers, fleuves, rivières et canaux : *the Atlantic Ocean, the Thames*.
- THE + noms des hôtels, restaurants, pubs, cinémas, théâtres, musées, instruments de musique... : *the drums, the Metropolitan Museum of Art (the Met), the Regent Hotel*.

■ Ø + NOM SINGULIER OU PLURIEL

- Pour parler de personnes ou de choses en général.
- Ø + lieux, rues, aéroports, gares, universités, continents... : *We took a taxi from Heathrow airport to Paddington Station*.
- Ø + nom indénombrable : *information, luggage, news, food, water...*

■ THIS + NOM SINGULIER/THESE + NOM PLURIEL

- Pour parler de quelque chose qui est proche : *This book is great (The book is near me)*.

■ THAT + NOM SINGULIER/THOSE + NOM PLURIEL

- Pour parler de quelque chose qui est éloigné (physique ou figuré) : *Those books on the table (The books are not near me)*.

■ THOSE WHO

- Utilisé en tant que sujet : *Those who did not print the report can pick a copy on the table*.

TIP !

Vérifiez si le nom qui suit est singulier ou pluriel.

■ QUIZ

1. Can you remind me what time ___ meeting is to be held?
A. the B. a C. those D. Ø
2. ___ who cannot attend the session should contact our secretary.
A. That B. They C. Those D. These
3. We have invited Mr. and Mrs. Johnston to ___ Beach Hotel.
A. a B. the C. Ø D. that
4. They will take a boat down ___ River Thames.
A. a B. the C. Ø D. that
5. Next year's fair will take place somewhere in ___ Rocky Mountains in ___ USA.
A. the... the B. Ø... Ø C. Ø... the D. the... Ø
6. ___ interest rates have been rising over the last quarter.
A. This B. An C. Ø D. These
7. Mrs. Lee is in ___ office next door.
A. a B. the C. Ø D. those
8. You should call back ___ who did not confirm they would attend the conference.
A. the B. a C. those D. Ø
9. The speech was too long, ___'s why he fell asleep.
A. this B. these C. the D. that
10. ___ kind of behavior is not acceptable in our company. He should be fired!
A. The B. This C. Those D. These

B. Les pronoms

Pronoms sujets	Pronoms compléments	Adjectifs possessifs	Pronoms possessifs	Pronoms réfléchis
I	me	my	mine	myself
you	you	your	yours	yourself
he	him	his	his	himself
she	her	her	hers	herself
it	it	its		itself
we	us	our	ours	ourselves
you	you	your	yours	yourselves
they	them	their	theirs	themselves

*This computer is not **mine**; it is **hers**.*

*The technician is not available. We will have to repair it **ourselves**.*

Pronoms relatifs	Sujets	Compléments	Possessifs
Humain	who	who/whom	whose
Non-humain	which	which	whose
Humain et non-humain	that	that	-

*This is Mr. Tham **whom** you met at the conference last year.*

*Mrs. Davis, **whose** project won an award last week, is going to give us advice on how to improve our marketing strategy.*

Pronoms indéfinis	
Someone, somebody, somewhere, whoever, wherever, whenever	Dans des énoncés affirmatifs (parfois interrogatifs)
No one, nobody, nowhere, none of	Dans des énoncés négatifs (sans NOT)
Anyone, anybody, anywhere	Dans des énoncés interrogatifs ou négatifs
All, any, both, few, many, more, other, several, some	Pluriel
Every, each, either, -one, any	Singulier

TIP !

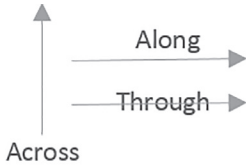
Un pronom renvoie à un nom. Trouvez lequel et sa fonction : sujet, complément ou possessif ?

■ QUIZ

1. The sales manager usually leads the weekly sales meeting ____ but today, since he is absent, his assistant will do it for ____.
A. himself/him B. him/his C. his/himself D. his/him
2. Ms. Williams wrote to the director of her division, ____ responded quickly to her concerns.
A. which B. who C. whom D. what
3. But ____ told us we had to submit the request two weeks in advance.
A. every B. anybody C. nobody D. another
4. I'm afraid we do not have ____ option but to refund the clients.
A. no B. some C. every D. any
5. I think we should acknowledge ____ shared responsibility.
A. we B. our C. ours D. ourselves
6. This is unfortunate but ____ of the candidates is suitable for this position.
A. none B. every C. anyone D. whoever
7. If your car is not fixed by the end of the week, you can use ____.
A. each B. any C. some D. mine
8. Leave the parcels ____ you can. The workshop is such a mess.
A. which B. nowhere C. that D. wherever
9. Mabel is the assistant with ____ I have been working for two years.
A. what B. which C. whom D. that
10. We don't think there was ____ we could have done to win the market.
A. everyone B. everything C. anything D. anyone

C. Les prépositions

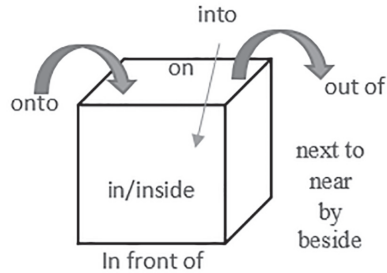
■ LIEU et MOUVEMENT



To → X
From ← Y
A between B

above
over
on

under
beneath
below



■ EXPRESSIONS DE TEMPS

- **At** 7 am.
- **On** Sunday, **on** June 23rd, **on** Monday morning(s)/afternoon(s).
- **In** March, **in** 2010, **in** winter, **in** the morning/afternoon/evening.
- **At** (UK)/**on** (US) the weekend, at night, at Easter, at the end of..., at the moment.
- **Ø** this morning, **Ø** last/next week, **Ø** every day...
- **In** five minutes, **in** a few days...
- **FOR** + période de temps.
- **SINCE** + date (2013, I was a child...).
- **DURING** + événement (the meeting, the conference...).

■ PHRASAL VERBS

- Look **into**, look **for**, look **after**, look **at**, look **up**...
- Put **off**, put **through**, put **forward**, put **up with**...

■ ADJECTIF + PRÉPOSITION

- To be responsible **for**, to be dedicated **to**...

Voir aussi **Gérondif et Infinitif**.

TIP !

Lisez les mots avant et après le blanc. Les prépositions peuvent être devant une expression de temps, de lieu ou fonctionner avec un verbe, un *phrasal verb* ou un adjectif.

■ QUIZ

1. The mail is usually delivered ____ the morning.
A. at B. in C. on D. for
2. ____ the period of maintenance, please make sure no authorized personnel use the equipment.
A. For B. Since C. Between D. During
3. Mrs. Jones has been working in our company ____ twelve years.
A. for B. since C. in D. during
4. I should have received my new card ____ last Friday but I did not.
A. at B. in C. Ø D. on
5. The coffee machine is ____ to the photocopier.
A. next B. near C. by D. beside
6. The red folder I was looking for was ____ a pile of other folders.
A. across B. along C. onto D. under
7. We are running ____ paper.
A. off B. out of C. into D. from
8. There is a problem with this machine. The technician will look ____ it ____ the afternoon.
A. into/in B. onto/on C. through/in D. for/Ø
9. As mentioned ____, the technical drawings are expected to be signed by the site manager.
A. under B. above C. inside D. beside
10. ____ I was hired, I have not been able to take a day off.
A. For B. Between C. Since D. During

D. Le présent et le Present Perfect

■ PRESENT SIMPLE : Vb/Vb + s/es (do/does)

- Mots déclencheurs: *often, rarely, seldom, never, sometimes, occasionally, always, as a rule...*
- Donner ou demander une information.
- Parler de ses goûts ou donner son opinion.
- Parler d'une habitude, une vérité générale, une action qui se répète.
- Dans des expressions de temps ou de condition avec *when, while, after, before, as soon as, until, if: I will leave the office as soon as you call me.*

■ PRESENT CONTINUOUS : Be (am/is/are) + Vb-ing

- Mots déclencheurs: *Now, at the moment, still, while, look! Listen!...*
- Décrire une action en cours au moment où l'on parle : *Listen! The phone is ringing.*
- Exprimer une intention: *I am going to London tomorrow.*

■ PRESENT PERFECT SIMPLE : Have/has + participe passé

- Mots déclencheurs: *ever, never, just, yet, recently, already, for, since...*
- Résultat présent d'une action passée : *I've had a car accident. I have to walk to work.* (On veut insister sur le résultat de cet accident : c'est le fait de devoir venir au travail à pied qui est important).
- Bilan de son expérience, peut être utilisé avec *twice, 3 times, several times...* : *I've been to New York twice.*

■ PRESENT PERFECT CONTINUOUS : Have/has + been + vb-ing

- Décrire une activité qui a commencé dans le passé et qui est toujours en cours : *They have been playing tennis for three hours now.*

TIP !

Cherchez les mots déclencheurs. Ils vous aideront à choisir le temps approprié.

■ QUIZ

- Business travelers usually ___ paperwork during their flights.**
A. do B. are doing C. have done D. have been doing
- I am afraid Mrs. Hanks ___ for the airport.**
A. already leaves B. already left C. has already left D. had already left
- The new software ___ for three months now.**
A. have been operating B. is operating C. operates D. has been operating
- Mr. Jones ___ the packages yet.**
A. doesn't mail B. isn't mailing C. mails not D. has not mailed
- They ___ night classes for the past four months now.**
A. have been attending B. are attending C. attend D. have attended
- Passengers are not allowed to board while the crew ___ the cabin.**
A. cleaning B. is cleaning C. has cleaned D. has been cleaning
- Mrs. Redmond will have been working for us for 32 years by the time she ___.**
A. is retiring B. has retired C. retire D. retires
- We ___ to the New York headquarters three times this month. We will not go again before July.**
A. are being B. have been C. have been going D. go
- Look! The pile of folders ___.**
A. is falling B. falls C. have fallen D. falling
- Wexford Export-Import Ltd. ___ in this city for nearly 20 years.**
A. being B. is being C. has been D. been