



Réunions et courriels

Les formules exactes pour prendre la parole et écrire au bon registre.

En réunion, le problème n'est presque jamais le vocabulaire technique : c'est de savoir comment entrer dans la conversation, comment être en désaccord sans brusquer, comment conclure. Ce sont des formules toutes faites. On les apprend comme on apprend un mot.

1 • Prendre la parole

Ouvrir

- » Thanks, everyone, for making the time.
- » Should we get started?
- » The main thing I'd like to cover today is...

Donner son avis

- » From where I sit, ...
- » My sense is that...
- » I'd argue that...
- » It seems to me that...

S'inviter dans la discussion

- » Can I jump in here?
- » Sorry — may I add something?
- » Just to build on what Sarah said...
- » Before we move on, could I come back to...?

Être en désaccord sans braquer

- » I see it a little differently.
- » I take your point, but...
- » That's fair. My only hesitation is...
- » I'm not sure I'd go that far.

En anglais professionnel, le désaccord direct — « I disagree » — est nettement plus brutal qu'en français. Passez toujours par une concession d'abord.

Demander une clarification

- » Sorry, I didn't catch that — could you say it again?
- » When you say « scope », do you mean...?
- » Let me make sure I've understood: you're saying...

Gagner du temps

- » That's a good question — let me think for a second.
- » I'd rather check before I answer.
- » Can I come back to you on that this afternoon?

Personne ne pénalise une pause. On pénalise une réponse fausse dite vite.

Résumer et fermer

- » So, to recap: ...
- » Where we've landed is...
- » Just so we're clear on next steps: I'll..., and you'll...
- » Let's leave it there. Thanks, all.

2 • L'échelle du registre

La même chose se dit à trois hauteurs. Le choix dépend de qui lit, pas de votre niveau d'anglais. La colonne du milieu convient à presque tout.

Demander quelque chose

FORMEL	I would be grateful if you could send me the file.
NEUTRE	Could you send me the file when you have a moment?
FAMILIER	Can you send me the file?

S'excuser d'un retard

FORMEL	Please accept my apologies for the delay in responding.
NEUTRE	Sorry for the slow reply.
FAMILIER	Sorry this took me a while!

Relancer

FORMEL	I am following up on my message of 3 September.
NEUTRE	Just following up on this — any thoughts?
FAMILIER	Bumping this up your inbox!

Refuser

FORMEL	Regrettably, we are unable to accommodate this request.
NEUTRE	I'm afraid that won't be possible this time.
FAMILIER	Sorry — can't do it this round.

3 • Quatre modèles complets

Demander une réunion

Subject: 15 minutes on the Q4 budget?

Hi Daniel,

Could we find fifteen minutes this week to go over the Q4 budget? I have two questions on the training line and one on travel.

Tuesday or Wednesday afternoon both work on my end — happy to fit around you.

Thanks,
Katherine

Faire le suivi d'une réunion

Subject: Recap — Q4 budget, 12 Sept

Hi all,

Thanks for the discussion this morning. Quick recap so we're aligned:

- Training stays at \$8,000 — **Daniel** to confirm with Finance by Friday.
- Travel moves to Q1 — **me**, revised figures Monday.
- We meet again on 26 September.

Let me know if I've missed anything.

Best,
Katherine

Relancer sans agacer

Subject: Following up — training budget

Hi Daniel,

I know it's a busy stretch. Just checking whether you've had a chance to look at the training figures I sent on 3 September.

If it's easier, I'm happy to jump on a quick call instead.

Thanks,
Katherine

Refuser poliment

Subject: Re: Presentation on 20 September

Hi Marie,

Thank you for thinking of me — I'd have enjoyed it.

Unfortunately I'm committed elsewhere that week, so I'll have to pass this time. If it helps, Julie knows this file well and would present it very capably.

Do keep me in mind for the next one.

Best,
Katherine

4 • La ligne d'objet

- Dites l'action, pas le sujet : « Approval needed: Q4 budget » plutôt que « Budget ».
- Donnez la date si elle compte : « Recap — 12 Sept ».
- Six à huit mots. Au-delà, la fin est coupée sur téléphone.
- Pas de majuscules partout, pas de « URGENT » — ça se lit comme un cri.

Ce qu'on retient d'un courriel

- La première ligne et la demande. Le reste est décor.
- Mettez la demande en haut, jamais après trois paragraphes de contexte.