TOEIC

20 étapes pour booster votre score

- Cours
- Exercices corrigés
- Vocabulaire
- QCM grammaticaux

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PERSPECTIVES

ellipses

1

Present simple vs present continuous

Section 1 : L'essentiel à savoir pour le TOEIC

A. On utilise le présent continu principalement dans les trois cas suivants

1. **J'évoque une situation qui se déroule au moment où je parle.**
   - ★ *The team is currently working on improving the product design.* (L'équipe travaille actuellement à l'amélioration du design du produit.)
2. **J'évoque une situation ponctuelle devant se dérouler dans un avenir plus ou moins proche.**
   - ★ *The CFO is meeting with investors tomorrow to discuss the new funding strategy.* (Le directeur financier rencontre les investisseurs demain pour discuter de la nouvelle stratégie de financement.)
3. **J'évoque une situation présentant un engagement précis dans le temps.**
   - ★ *I'm meeting the board at 9 a.m. tomorrow to finalize the project details.* (Je rencontre le conseil d'administration demain à 9 h pour finaliser les détails du projet.)

B. *A contrario*, on utilise le présent simple principalement dans les deux cas suivants

1. **J'évoque une situation récurrente ou une vérité générale.**
   - ★ *The team holds a meeting every Monday to review weekly progress.* (L'équipe tient une réunion tous les lundis pour examiner les progrès hebdomadaires → situation récurrente.)
   - ★ *Customers expect quick responses to their inquiries.* (Les clients s'attendent à des réponses rapides à leurs demandes → vérité générale.)

2. J'évoque une situation permanente.

★ *Our office provides customer support 24/7.* (Notre bureau offre un support client 24 h/24 et 7j/7.)

Attention

- Certains verbes n'acceptent généralement pas la forme « **-ing** », quelle que soit la situation.
- Les principaux verbes concernés sont : *like, love, hate, want, need, prefer, think* (au sens de « croire »), *know, realize, suppose, mean, understand, believe, remember, belong, fit, contain, consist, seem, depend.*

Mon conseil

- N'oubliez pas le fameux « **s** » à la 3e personne du singulier au présent simple.
- C'est un point de grammaire très récurrent dans les QCM TOEIC !

Astuce TOEIC

- Pour éviter les erreurs courantes, souvenez-vous que les verbes exprimant des émotions, des besoins ou des croyances (comme *want*, *need*, *think*, *believe*) ne prennent **jamais** la forme « **-ing** ». Utilisez-les toujours au présent simple, même si vous parlez d'une action en cours ou planifiée.
- Cela vous évitera de perdre de points sur des structures très fréquentes dans les QCM TOEIC.

Section 2 : Exercices d'application

☐ **Exercice 1 – Les formes verbales soulignées sont-elles correctes ou fausses ?**

1. Most office workers in my country start work at nine and are knocking off at five.
2. How do you get on with your new job?
3. I'm usually going to the training center either by car or by bus.
4. My brother is an engineer but he is not working at the moment.
5. Are you thinking that I can pass this test ?
6. I'm remembering now: you said you wanted to start working part-time.
7. It takes about two hours to get to the office at peak hours. This is why I'm preferring to leave so early in the morning.
8. Unlike most of my workmates, I eat a sandwich at my workplace except on Fridays. Indeed, it's allowing me to get back home earlier from Monday to Thursday.
9. I'm thinking of changing jobs but I haven't really come to a decision yet.
10. Does this house belong to you? Well, I suppose it's depending what you mean by 'belong', actually.

☐ **Exercice 2 – Traduisez en anglais les phrases suivantes en utilisant soit le présent simple, soit le présent progressif :**

1. L'équipe travaille actuellement sur une nouvelle stratégie de marketing.
2. Le directeur financier rencontre les investisseurs demain matin.
3. L'équipe de vente tient des réunions hebdomadaires pour discuter des objectifs.
4. Nous fournissons un support technique 24 h/24 et 7j/7.
5. Ils discutent en ce moment d'un nouveau partenariat avec une entreprise locale.
6. Notre entreprise opère dans plus de 50 pays à travers le monde.
7. Le service marketing envoie des newsletters chaque mois.
8. Ils préparent un audit interne qui aura lieu la semaine prochaine.
9. L'équipe de développement est en train de tester la nouvelle version du logiciel.
10. Je suis en train de finaliser le rapport pour la réunion de demain.
11. Nous organisons une conférence internationale le mois prochain.
12. Le directeur général prend toujours des décisions basées sur des données.
13. Le département RH recrute actuellement pour plusieurs postes.
14. Notre service client est en train de traiter une demande urgente.
15. Je pars pour une réunion à Londres la semaine prochaine.

☐ **Exercice 3 – Conjuguez les verbes au présent simple ou au présent progressif (dans de très rares cas et en l'absence de contexte plus explicite, les deux peuvent être envisagés) :**

1. Our team (*produce*) high-quality content for clients worldwide.
2. We currently (*work*) on expanding our market reach.
3. The company (*launch*) new products every quarter to stay competitive.
4. Our CEO frequently (*travel*) to meet with industry leaders and partners.
5. Our customer support team (*address*) client queries promptly.
6. The finance team (*analyze*) expenditures and revenue streams monthly.
7. Our HR department (*organize*) training sessions to enhance employee skills.
8. The logistics team (*ensure*) timely delivery of orders to customers.
9. We regularly (*update*) our software to provide users with the best experience.
10. Our designers (*create*) innovative products to meet current trends.
11. The procurement team (*negotiate*) contracts with suppliers for better deals.
12. The production department (*ensure*) quality control at every stage of manufacturing.
13. Our company (*manufacture*) innovative products that cater to niche markets.
14. We currently (*expand*) our operations to reach new demographics.
15. The sales team regularly (*meet*) with clients to discuss their needs.
16. Our CEO often (*travel*) overseas to explore potential partnerships.
17. The marketing department (*launch*) a new campaign next month.
18. The finance department (*handle*) all budgetary matters efficiently.
19. We always (*prioritize*) customer satisfaction above all else.
20. Our company (*value*) transparency in all our dealings.

☐ **Exercice 4 – Justifiez l'emploi du présent simple ou du présent progressif dans les phrases suivantes :**

1. Our company **manufactures** innovative products that cater to niche markets.
2. We **are** currently **expanding** our operations to reach new demographics.
3. The sales team regularly **meets** with clients to discuss their needs.
4. The marketing department **is launching** a new campaign next month.
5. The finance department **handles** all budgetary matters efficiently.
6. We always **prioritize** customer satisfaction above all else.
7. I'**m thinking** about what he said earlier.
8. The research team continuously **investigates** market trends.
9. We **provide** comprehensive training programs for our employees.
10. Our production line **runs** smoothly thanks to diligent maintenance.
11. Our logistics team **ensures** timely delivery of goods.
12. We are presently **investing** in sustainable practices to reduce our environmental impact.
13. The IT department **maintains** our network infrastructure securely.
14. Our legal team **oversees** all contractual agreements.
15. We **need** new blood. The HR department is **looking for** top talent to join our organization.

Section 3 : Test Yourself!

☐ **Dans cet exercice à choix multiple, conjuguez le verbe au présent simple ou au présent progressif :**

1. Our company (*provide*) top-notch IT services.

☐ **a.** provides ☐ **b.** is providing

2. We (*expand*) our market presence in Asia.

☐ **a.** expand ☐ **b.** are expanding

3. Our sales (*increase*) every quarter.

☐ **a.** increase ☐ **b.** are increasing

4. The employees (*attend*) a training session.

☐ **a.** attend ☐ **b.** are attending

5. The company (*operate*) in over 50 countries.

☐ **a.** operates ☐ **b.** is operating

6. We currently (*hire*) new talent.

☐ **a.** hire ☐ **b.** are hiring

7. Our clients (*trust*) our expertise.

☐ **a.** trust ☐ **b.** are trusting

8. **The management (*review*) the quarterly report.**
   ☐ **a.** reviews ☐ **b.** is reviewing

9. **The CEO (*lead*) the team with exceptional vision.**
   ☐ **a.** leads ☐ **b.** is leading

10. **Our IT engineers (*meet*) with clients today.**
   ☐ **a.** meet ☐ **b.** are meeting

11. **The sales team (*meet*) clients this week.**
   ☐ **a.** meets ☐ **b.** is meeting

12. **The company (*issue*) monthly reports to shareholders.**
   ☐ **a.** issues ☐ **b.** is issuing

13. **Our manufacturing unit (*operate*) from 8 a.m. to 6 p.m.**
   ☐ **a.** operates ☐ **b.** is operating

14. **Our team (*prepare*) for an important client presentation.**
   ☐ **a.** prepares ☐ **b.** is preparing

15. **Our team (*conduct*) market research to identify customer preferences.**
   ☐ **a.** conducts ☐ **b.** is conducting

16. **Mary (*prepare*) a presentation for the upcoming conference.**
   ☐ **a.** prepares ☐ **b.** is preparing

17. **The meeting (*start*) at 3 p.m. tomorrow.**
   ☐ **a.** starts ☐ **b.** is starting

18. **The company (*increase*) its production capacity to meet demand.**
   ☐ **a.** increases ☐ **b.** is increasing

19. **The finance department (*handle*) payroll processes.**
   ☐ **a.** handles ☐ **b.** is handling

20. **I (*talk*) to the supplier about the delayed shipment.**
   ☐ **a.** talk ☐ **b.** am talking

21. **Our CEO (*travel*) extensively for business meetings.**
   ☐ **a.** travels ☐ **b.** is travelling

22. **We currently (*work*) on a new marketing campaign.**
   ☐ **a.** work ☐ **b.** are working

23. **Our company headquarters (*be*) located in New-York.**
   ☐ **a.** is ☐ **b.** is being

24. **I (*review*) the contract before signing it.**
   ☐ **a.** review ☐ **b.** am reviewing

25. We (*send*) quarterly financial statements to our investors.

☐ **a.** send ☐ **b.** are sending

26. The office (*close*) at 6 p.m. everyday.

☐ **a.** closes ☐ **b.** is closing

27. The marketing team currently (*develop*) a social media campaign.

☐ **a.** develops ☐ **b.** is developing

28. Our project manager (*meet*) with stakeholders this afternoon.

☐ **a.** meets ☐ **b.** is meeting

29. John typically (*handle*) customer inquiries via email.

☐ **a.** handles ☐ **b.** is handling

30. We (*implement*) a new software system across all departments.

☐ **a.** implement ☐ **b.** are implementing

31. Our company (*produce*) high-quality goods that meet customer demands.

☐ **a.** produces ☐ **b.** is producing

32. Currently, we (*expand*) our market reach through strategic partnerships.

☐ **a.** expand ☐ **b.** are expanding

33. Our team (*work*) diligently to ensure timely delivery of orders.

☐ **a.** works ☐ **b.** is working

34. Right now, we (*develop*) new software to streamline operations.

☐ **a.** develop ☐ **b.** are developing

35. Our CEO (oversee) all aspects of the business to maintain efficiency.

☐ **a.** oversees ☐ **b.** is overseeing

36. At this moment, we (*analyze*) market trends to stay ahead of the competition.

☐ **a.** analyze ☐ **b.** are analyzing

37. Our sales team (*conduct*) regular meetings to discuss potential leads.

☐ **a.** conducts ☐ **b.** is conducting

38. Presently, we (*invest*) in research and development for innovative products.

☐ **a.** invest ☐ **b.** are investing

39. Our customer service department (*handle*) inquiries promptly and courteously.

☐ **a.** handles ☐ **b.** is handling

40. We currently (*explore*) opportunities for international expansion.

☐ **a.** explore ☐ **b.** are exploring

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Past simple vs present perfect

Section 1 : L'essentiel à savoir pour le TOEIC

A. Le *PAST SIMPLE* s'emploie pour parler d'une période révolue

Comme son nom l'indique, c'est le temps le plus simple à utiliser lorsqu'on veut parler du passé, qu'il soit proche ou lointain. L'emploi de marqueurs temporels tels que *last week*, *yesterday,* etc., est souvent (mais pas systématiquement) associé à ce temps.

- *I **sent** the report to the client last week.*
- *We **hired** a new project manager in March.*
- ***Did** you **attend** the meeting yesterday?*
- *Why **didn't** you **inform** the team earlier?*

B. Le *PRESENT PERFECT*, quant à lui, s'emploie dans les deux cas de figure suivants

1. L'action que je décris vient de se produire ou se déroule jusqu'à présent (d'où son nom !). Dans ce cas, j'utilise un present perfect simple (*have/has* + participe passé).

- *He **has** just **finished** reviewing the contract.*
- ***Have** you ever **worked** with this supplier before?*
- *Oh no, I **have misplaced** the invoice for the second time this week!*
- ***Have** you **submitted** the budget report? I **haven't seen** it yet.*

2. **L'action que je décris a commencé dans le passé et se poursuit au moment où je parle. Dans ce cas, j'utilise un *present perfect* progressif (*have/has + been + Ving*).**
   - *I **have been working** on this project for six months.*
   - *They **have been negotiating** with the client since the last quarter.*
   - *How long **have** you **been managing** the sales team?*
   - *How long **has** she **been reviewing** the financial statements?*

Astuce TOEIC

- Ne faites jamais de traduction mot à mot. Apprenez à toujours réfléchir en termes de « **situation** ». Posez-vous systématiquement ces questions :
  - La situation que je décris est-elle **révolue** ou pas ?
  - Se situe-t-elle **jusqu'à présent** ou **se poursuit-elle** ?
- De la réponse à ces questions dépendra en grande partie votre choix.

Section 2 : Exercices d'application

☐ **Exercice 1 – Les formes verbales soulignées sont-elles correctes ou fausses ? Corrigez celles qui doivent l'être.**

1. I <u>have been</u> born in 1990.
2. Where <u>did</u> you <u>go</u> last night?
3. <u>Have</u> you <u>been</u> sick last week?
4. <u>Did</u> you <u>meet</u> my boss? Her name's Joan.
5. We <u>have achieved</u> our targets so far.
6. It's the second time I <u>have been</u> to the United Sates.
7. I <u>stayed</u> here until now. I <u>didn't move</u>, actually.
8. Their offer <u>has expired</u> last month.
9. She <u>has</u> already <u>visited</u> that customer.
10. My grandfather <u>died</u> in two years ago.
11. I'<u>ve</u> never <u>heard</u> anything so stupid in my whole life!
12. The sales figures <u>exceeded</u> our expectations last quarter.
13. Our firm <u>reduced</u> operational costs by 18 % in 2023.
14. We <u>increased</u> our market share by 15 % this year!
15. The customer service department <u>has resolved</u> over 1, 000 complaints last year.

☐ **Exercice 2 – Traduisez en anglais les phrases suivantes en utilisant soit le *past simple*, soit *le present perfect* (simple ou progressif) :**

1. Tu as vu John récemment ? Pas récemment, mais je l'ai vu le mois dernier, je crois.
2. Je n'ai reçu aucune commande de leur part depuis pratiquement un semestre.
3. Pendant les vacances, nos ventes ont augmenté de manière significative.
4. Combien de fois avez-vous essayé de le joindre ? Au moins quatre fois. Je n'ai jamais réussi à le joindre jusqu'ici.

5. L'année dernière, notre entreprise a lancé une nouvelle gamme de produits.
6. Nous n'avons jamais reçu de commentaires négatifs de nos clients.
7. Nous venons d'embaucher trois nouveaux employés.
8. Cela fait longtemps que tu travailles dans ce service ? Seulement six mois, en fait. Mais je travaille dans cette entreprise depuis beaucoup plus longtemps que ça !
9. L'année dernière, nous avons ouvert trois nouvelles boutiques sur la côte d'Azur.
10. La semaine dernière, nous avons conclu un accord avec un nouveau partenaire.
11. Elle travaille sur ce projet depuis le début de l'année.
12. Nous avons déjà atteint nos objectifs de vente pour ce trimestre.
13. Ils viennent d'ouvrir une succursale dans une autre ville.
14. Ils ont terminé l'audit en un mois.
15. À quelle heure est-elle partie hier ? Je n'en suis pas sûr, mais je crois qu'elle n'ait pas venue du tout. Elle était malade. Elle est probablement restée chez elle.

☐ **Exercice 3 – Traduisez et analysez les exemples suivants :**

1. We **have developed** a cutting-edge software solution.
2. BP **has** recently **acquired** a rival oil company and now has a merged sales team of over 200 in the UK.
3. The CFO **has analyzed** the financial results for the quarter. It sees that we **have achieved** pour profitability targets.
4. They **sold** their shares in the company to an investor. However, we **haven't finalized** all the transactions details yet.
5. Toshiba's CEO reports: '*For almost 130 years, Toshiba **has been** a force for social progress. Along the way, we **have earned** the trust of society, and this trust is our true reason for being*'.
6. According to Chris Zook, head of a consulting firm, only 13 % of companies worldwide during the 1990s **achieved** 'even a modest level of sustainable growth'.
7. Ahold, the world's fourth-largest supermarket group, **revealed** booming annual losses, but **said** it was on track to meet all its targets this year.
8. We **extended** our product line to include eco-friendly options. Customers **have responded** positively to these new offerings.
9. A few years ago, people **were** more **accepting** if you **had** an item that turned out not to be in stock. They are not any more.
10. He **negotiated** a complex deal with a multinational corporation. It **was** the most challenging contract he **has** ever **handled**.

☐ **Exercice 4 – Mettez les verbes entre parenthèses au *past simple* ou au *present perfect* :**

Memo
To: Jack Wilson
From: Peter Jenkins
Date: 7 September
Re: Counterfeiting

I'm concerned about the sales of the range of upmarket stationery we (launch[1]) three years ago. In the first two semesters, sales (go[2]) up steadily. However, since the beginning of this year particularly, sales (decrease[3]) by almost 12 %.

I think the reason for this is obvious. Quite a few firms in South East Asia (copy[4]) our designs and are now flooding the British market with them. This (become[5]) a serious problem, threatening not only our volume of sales in the UK, but also our volume of sales in the entire West European market.

A couple of months ago, I (decide[6]) to do something about it and (organize[7]) a team of investigators. Up to now, they (do[8]) a pretty good job and (find[9]) a lot of counterfeited goods.

Last week, I (get[10]) in touch with several companies. You won't believe it, but most of them (tell[11]) me that they (have[12]) the same problem. They all (lose[13]) sales because of counterfeiting.

What should I do? You (be[14]) confronted to this kind of problem?

I never (be[15]) in such a situation before. Last time I (have[16]) to make such a big decision was when half the sales team (report[17]) sick. I just (not know[18]) what to do then.

Section 3 : Test Yourself!

Directions

☐ **Dans cet exercice à choix multiple, conjuguez le verbe au *past simple* ou au *present perfect* :**

Rappel

- Lorsque la phrase contient un marqueur de temps (par exemple : « *last year* », « *in 2023* », etc.), on utilise généralement le *past simple*. En revanche, si l'énoncé met l'accent sur le résultat obtenu ou si l'action se prolonge jusqu'au moment présent, on préfère utiliser le *present perfect*.

1. **Our customer satisfaction ratings (*improve*) significantly since we introduced new service policies.**
   ☐ **a.** improved ☐ **b.** have improved

2. **The company (*launch*) a new corporate social responsibility initiative last quarter, aiming to give back to the community.**
   ☐ **a.** launched ☐ **b.** has launched

3. **We have (*sign*) a long-term partnership agreement with a leading tech firm to enhance our product offerings.**
   ☐ **a.** signed ☐ **b.** have signed

4. **The sales team (*exceed*) their targets last quarter, thanks to a highly effective marketing campaign.**
   ☐ **a.** exceeded ☐ **b.** has exceeded

5. **We (*increase*) our market share significantly over the past year, reflecting our strong competitive position.**
   ☐ **a.** increased ☐ **b.** have increased

6. **The company (*rebrand*) its logo and website last year to better align with our updated mission and values.**
   ☐ **a.** rebranded ☐ **b.** has rebranded

7. **We (*introduce*) a new training program for employees last summer to enhance their skills and knowledge.**
   ☐ **a.** introduced ☐ **b.** have introduced

8. **The company (*open*) new offices in three countries this year to support our global expansion strategy.**
   ☐ **a.** opened ☐ **b.** has opened

9. **We (*acquire*) a small startup last year to enhance our technology portfolio and drive innovation.**
   ☐ **a.** acquired ☐ **b.** have acquired

10. **Our profits (*double*) over the past two years, driven by strong sales growth and cost management.**
    ☐ **a.** doubled ☐ **b.** have doubled

11. **The CEO (*present*) the annual report at the shareholders' meeting last week, highlighting our achievements.**
    ☐ **a.** presented ☐ **b.** has presented

12. **We (*launch*) an online store to reach a wider audience and increase our sales channels.**
    ☐ **a.** launched ☐ **b.** have launched

13. **The marketing team (*develop*) a viral campaign last month that generated significant buzz and engagement.**
    ☐ **a.** developed ☐ **b.** has developed

14. **Sales (*surge*) following the release of our new product, which has been well-received by the market.**
    ☐ **a.** surged ☐ **b.** have surged

15. **We (*implement*) a new customer relationship management system to better serve our clients.**
    ☐ **a.** implemented ☐ **b.** have implemented

16. **The company (*donate*) $100,000 to local charities last December as part of our commitment to social responsibility.**
    ☐ **a.** donated ☐ **b.** has donated

17. We (*receive*) an industry award for best innovation last year, recognizing our cutting-edge solutions.

☐ **a.** received ☐ **b.** have received

18. The company (*host*) a global summit last November to bring together industry leaders and share insights.

☐ **a.** hosted ☐ **b.** has hosted

19. We (*establish*) a presence in several emerging markets to tap into new growth opportunities.

☐ **a.** established ☐ **b.** have established

20. The customer service team (*resolve*) 95 % of complaints within 24 hours last quarter, showcasing our dedication to customer satisfaction.

☐ **a.** resolved ☐ **b.** has resolved

21. We (*achieve*) our sustainability goals ahead of schedule, demonstrating our commitment to the environment.

☐ **a.** achieved ☐ **b.** have achieved

22. The board of directors (*approve*) a new strategic plan last month to guide the company's future direction.

☐ **a.** approved ☐ **b.** has approved

23. Our latest product (*feature*) in major tech magazines, highlighting its innovative features.

☐ **a.** was featured ☐ **b.** has been featured

24. We (*win*) a major contract with a government agency last year, significantly boosting our revenue.

☐ **a.** won ☐ **b.** have won

25. The company (*recognize*) as a top employer in the industry, reflecting our commitment to employee satisfaction.

☐ **a.** was recognized ☐ **b.** has been recognized

26. We (*launch*) a new app that simplifies our services for users, making it more convenient for them to interact with us.

☐ **a.** launched ☐ **b.** have launched

27. The company (*expand*) its product line to include premium options, catering to a broader range of customers.

☐ **a.** expanded ☐ **b.** has expanded

28. We (*secure*) funding from a major venture capital firm last year, providing us with the resources to grow.

☐ **a.** secured ☐ **b.** have secured

29. The company (*receive*) a patent for its innovative technology last quarter, protecting our intellectual property.

☐ **a.** received ☐ **b.** has received

30. We (*increase*) our advertising budget to boost brand awareness and attract new customers.

☐ **a.** increased ☐ **b.** have increased

31. The company (*complete*) a major infrastructure upgrade last year, improving our operational efficiency.

☐ **a.** completed ☐ **b.** has completed

32. Our sales team (*receive*) advanced training in the latest techniques, enhancing their effectiveness.

☐ **a.** received ☐ **b.** has received

33. We (*celebrate*) our 10th anniversary last year with a grand event that brought together clients and partners.

☐ **a.** celebrated ☐ **b.** have celebrated

34. The new product (*be*) a game-changer in the market, setting new standards for performance and quality.

☐ **a.** was ☐ **b.** has been

35. We (*collaborate*) with leading experts to improve our services and stay ahead of industry trends.

☐ **a.** collaborated ☐ **b.** have collaborated

36. The company (*implement*) a new health and wellness program for employees last quarter, promoting their well-being.

☐ **a.** implemented ☐ **b.** has implemented

37. We (*optimize*) our supply chain to reduce costs and improve efficiency, ensuring timely delivery of products.

☐ **a.** optimized ☐ **b.** have optimized

38. The team (*win*) the best workplace award last year, recognizing our efforts to create a positive work environment.

☐ **a.** won ☐ **b.** has won

39. We (*introduce*) a loyalty program to reward our repeat customers and encourage brand loyalty.

☐ **a.** introduced ☐ **b.** have introduced

40. The company (*be*) as a carbon-neutral organization, reflecting our commitment to sustainability.

☐ **a.** was ☐ **b.** has been

3

For/since/ago/while/during

Section 1 : L'essentiel à savoir pour le TOEIC

***FOR* ou *SINCE* ? Lorsqu'ils ont le sens de « depuis » :**

- ***FOR*** s'utilise + une **durée**, une **période** de temps plus ou moins précise (*ten minutes*, *five hours*, *thirty-two years*, *a long time*…).
  - *I haven't checked my emails **for** a few hours.*
  - *We've been negotiating the contract **for** two weeks.*
  - *The company has been growing **for** several years.*
- ***SINCE*** s'utilise + le **point de départ** de l'action, le **début** de la période considérée (*10:45*, *yesterday*, *last week*, *2003*, *I was a child*…).
  - *I've been with the company **since** 2015.*
  - *We've had this client **since** last quarter.*
  - *She hasn't been in the office **since** Monday.*
- ***AGO*** signifie simplement « **il y a** ». On l'utilise avec un *past simple*.
  - *We launched the new product three months **ago**.*
  - *The CEO made the announcement two hours **ago**.*
  - *We acquired the startup five years **ago**.*
- ***WHILE*** signifie « **pendant que** », suivi d'un groupe verbal.
  - *They called **while** I was presenting the sales report.*
  - *We'll review the budget **while** we wait for the final numbers.*
  - *You should avoid distractions **while** you work on the project.*
- ***DURING*** signifie « **pendant**, **durant** », suivi d'un *groupe nominal*.
  - *We took several breaks **during** the meeting.*
  - *She took notes **during** the entire presentation.*
  - *We made key decisions **during** the strategy session.*

Astuce TOEIC

▸ ***For* ou *since*** : entraînez-vous à bien faire la différence entre **durée** et **point de départ** jusqu'à ce que le choix entre *for* et *since* devienne réflexif. Ce faisant, vous gagnerez un temps précieux le jour du test.

Section 2 : Exercices d'application

☐ **Exercice 1 – Complétez les phrases suivantes à l'aide soit de *for*, soit de *since* :**

1. I've lived in Paris ..... 1999.
2. I haven't been to the United States ..... I was a child.
3. Obviously, it hasn't rained ..... at least two weeks.
4. I've been trying to understand the difference between for and since ..... six years!
5. I haven't stopped writing ..... you left, actually.
6. We have been working on this project ..... three months.
7. The company has been profitable ..... 2015.
8. She has been the CEO ..... five years.
9. We have been using this software ..... two weeks.
10. The team has been in meetings ..... 9 AM.
11. He has been with the firm ..... a decade.
12. The office has been closed ..... last Friday.
13. They have been negotiating the contract ..... several hours.
14. We have had this client ..... March.
15. The sales figures have been increasing ..... the last quarter.
16. She has been managing the department ..... January.
17. The product has been in development ..... two years.
18. We have been in partnership ..... the beginning of the year.
19. He has been attending conferences ..... his entire career.
20. The merger has been in process ..... last year.
21. We have had a standing meeting every Monday ..... the past six months.
22. The market has been volatile ..... the new regulations were introduced.
23. Our client satisfaction scores have been rising ..... the last surveys were conducted.
24. The company has been expanding internationally ..... over five years.
25. We have been implementing new policies ..... the new management took over.
26. The IT department has been updating the system ..... the last 48 hours.
27. She has been leading the marketing campaign ..... the launch in June.
28. Our team has been working remotely ..... about a year.

29. The new policy has been in effect ..... the beginning of the fiscal year.
30. They have been our suppliers ..... over fifteen years.

☐ **Exercice 2 – Modifiez ces phrases de manière à utiliser *since* à la place de *for* :**

★ I've been working on this exercise **for ten minutes**.
→ *(I've been working on this exercise since 8:50.)*

1. My mother has worked in that firm **for eleven years**.
2. I've taken quite a lot of exams **for the last eight years**.
3. It's been raining steadily **for six days**. It's so depressing!
4. You haven't eaten anything **for two days**. You must pull yourself up!
5. He hasn't smoked a cigarette nor drunk a glass of whisky **for three months**.

☐ **Exercice 3 – Modifiez ces phrases de manière à utiliser *for* à la place de *since* :**

★ He has been absent **since Monday**.
→ *(He has been absent for four days.)*

1. We have lived in this district **since 2002**.
2. They haven't sent him any money **since last winter**.
3. They've been quarrelling **since the beginning of the week**.
4. My boss hasn't had a nice word for me **since last month**.
5. We've been friends ever **since we met** at school last September.

☐ **Exercice 4 – Traduisez les phrases suivantes en anglais :**

1. Nous négocions cet accord **depuis** trois jours.
2. Ils ont appelé **pendant que** je présentais le rapport aux investisseurs.
3. L'entreprise a connu une croissance régulière **depuis** plusieurs mois.
4. Elle a pris des notes détaillées **pendant** la présentation du nouveau produit.
5. Le directeur général a fait l'annonce **il y a** trois heures.
6. Je travaille sur ce projet **depuis** deux semaines.
7. Vous ne devez pas consulter vos emails **pendant que** vous êtes en réunion avec les clients.
8. Nous avons ce client **depuis** janvier.
9. Nous avons pris plusieurs décisions importantes **pendant** la réunion stratégique.
10. J'ai lancé cette campagne marketing **il y a** un mois.
11. Il n'a pas pris de vacances **depuis** l'année dernière.
12. Ils ont signé le contrat **il y a** deux semaines.
13. Nous avons finalisé le budget **pendant que** le comité était en réunion.
14. Je travaille dans cette entreprise **depuis** 2018.
15. L'équipe de vente a discuté des objectifs **pendant** la pause déjeuner.
16. Elle travaille dans ce département **depuis** le début de l'année.
17. Nous avons discuté de la stratégie **pendant** la réunion avec les actionnaires.
18. Ils ont lancé leur nouvelle campagne publicitaire **il y a** six mois.
19. J'ai rejoint l'entreprise **il y a** cinq ans.
20. Ils sont en négociation avec ce client **depuis** le mois dernier.

Section 3 : Test Yourself!

Directions

☐ **Dans cet exercice à choix multiple, choisissez soit « *for* », « *since* », « *while* » ou « *during* » :**

Remarque

- Lorsque la phrase est au *present perfect*, il faut choisir entre « *for* » ou « *since* » au sens de « depuis ». Lorsqu'elle est au *past simple*, il faut choisir entre « *while* » et « *during* ».

1. The partnership has been successful ..... over two decades.

☐ **a.** for ☐ **c.** while
☐ **b.** since ☐ **d.** during

2. The employees received training ..... the system upgrade was underway.

☐ **a.** for ☐ **c.** while
☐ **b.** since ☐ **d.** during

3. ..... the meeting, important decisions were made.

☐ **a.** For ☐ **c.** While
☐ **b.** Since ☐ **d.** During

4. ..... handling customer complaints, the team remained professional.

☐ **a.** For ☐ **c.** While
☐ **b.** Since ☐ **d.** During

5. ..... the new regulations came into effect, we've adjusted our procedures.

☐ **a.** For ☐ **c.** While
☐ **b.** Since ☐ **d.** During

6. The system was down ..... the maintenance window.

☐ **a.** for ☐ **c.** while
☐ **b.** since ☐ **d.** during

7. ..... the rebranding, our visibility has increased.

☐ **a.** For ☐ **c.** While
☐ **b.** Since ☐ **d.** During

8. The software has been running without issues ..... months.

☐ **a.** for ☐ **c.** while
☐ **b.** since ☐ **d.** during

9. ..... **implementing the new strategy, we've seen positive results.**

☐ **a.** For ☐ **c.** While

☐ **b.** Since ☐ **d.** During

10. ..... **launching the new website, traffic has increased significantly.**

☐ **a.** For ☐ **c.** While

☐ **b.** Since ☐ **d.** During

11. ..... **the new manager joined, productivity has soared.**

☐ **a.** For ☐ **c.** While

☐ **b.** Since ☐ **d.** During

12. The CEO addressed the staff ..... **the quarterly results were announced.**

☐ **a.** for ☐ **c.** while

☐ **b.** since ☐ **d.** during

13. ..... **the audit, we found areas for improvement.**

☐ **a.** For ☐ **c.** While

☐ **b.** Since ☐ **d.** During

14. We've been partners ..... **the inception of the company.**

☐ **a.** for ☐ **c.** while

☐ **b.** since ☐ **d.** during

15. The company has been expanding its operations ..... **the last few years.**

☐ **a.** for ☐ **c.** while

☐ **b.** since ☐ **d.** during

16. The project manager coordinated tasks ..... **monitoring progress.**

☐ **a.** for ☐ **c.** while

☐ **b.** since ☐ **d.** during

17. Our client base has grown ..... **we introduced the loyalty program.**

☐ **a.** for ☐ **c.** while

☐ **b.** since ☐ **d.** during

18. ..... **the partnership began, we've achieved many milestones.**

☐ **a.** For ☐ **c.** While

☐ **b.** Since ☐ **d.** During

19. The company has been profitable ..... the past decade.

☐ a. for ☐ c. while

☐ b. since ☐ d. during

20. ..... we started offering online services, customer engagement has increased.

☐ a. For ☐ c. While

☐ b. Since ☐ d. During

21. Our relationship with the supplier has been strong ..... many years.

☐ a. for ☐ c. while

☐ b. since ☐ d. during

22. ..... the training session, employee performance has improved.

☐ a. For ☐ c. While

☐ b. Since ☐ d. During

23. ..... the board meeting, financial reports were reviewed.

☐ a. For ☐ c. While

☐ b. Since ☐ d. During

24. ..... the office was being renovated, employees worked from home.

☐ a. For ☐ c. While

☐ b. Since ☐ d. During

25. ..... reviewing the report, I noticed a few discrepancies.

☐ a. for ☐ c. while

☐ b. since ☐ d. during

26. The team worked hard ..... developing the new product.

☐ a. for ☐ c. while

☐ b. since ☐ d. during

27. Our sales team has consistently met its targets ..... five years.

☐ a. for ☐ c. while

☐ b. since ☐ d. during

28. ..... the merger, our market share has grown significantly.

☐ a. For ☐ c. While

☐ b. Since ☐ d. During

29. ..... the last six months, we've focused on innovation.

☐ a. For ☐ c. While

☐ b. Since ☐ d. During

30. We've been using this software ..... 2015.

☐ a. for ☐ c. while
☐ b. since ☐ d. during

31. We've been expanding our operations ..... 2020.

☐ a. for ☐ c. while
☐ b. since ☐ d. during

32. Customer satisfaction has improved ..... we updated our service.

☐ a. for ☐ c. while
☐ b. since ☐ d. during

33. Sales spiked ..... the holiday season.

☐ a. for ☐ c. while
☐ b. since ☐ d. during

34. ..... the policy change, employee morale has been higher.

☐ a. For ☐ c. While
☐ b. Since ☐ d. During

35. Our product has been on the market ..... five years.

☐ a. for ☐ c. while
☐ b. since ☐ d. during

36. ..... the merger talks, we kept all stakeholders informed.

☐ a. For ☐ c. While
☐ b. Since ☐ d. During

37. Sales increased ..... we launched the new campaign.

☐ a. for ☐ c. while
☐ b. since ☐ d. during

38. ..... negotiating the contract, we ensured all terms were favorable.

☐ a. For ☐ c. While
☐ b. Since ☐ d. During

39. We've been using this system ..... a long time.

☐ a. for ☐ c. while
☐ b. since ☐ d. during

40. The project has been on track ..... the new plan was implemented.

☐ a. for ☐ c. while
☐ b. since ☐ d. during

4

Le past perfect

Section 1 : L'essentiel à savoir pour le TOEIC

Rappel (voir Étape 2)

- *They closed the deal last month.* → Ils ont conclu l'accord le mois dernier.
  - Analyse de la phrase :
    « *Last month* » désigne une période révolue, ce qui justifie l'emploi du *past simple* (« *closed* »).

▪ Le ***PAST PERFECT SIMPLE***, quant à lui, s'emploie pour parler d'une **action antérieure à une autre action passée**. Il se construit à l'aide de l'auxiliaire ***had*** + le **participe passé**.

- **Exemple 1**

★ *By the time the report was submitted, the company had already launched the new product.*

→ Lorsque le rapport a été soumis, l'entreprise avait déjà lancé le nouveau produit.

– Analyse de la phrase :
L'action de lancer le produit (« *had already launched the new product* ») est antérieure à la soumission du rapport (« *was submitted* »), cette dernière étant elle-même dans le passé. On utilise donc le *past perfect* (« *had launched* ») pour l'action la plus ancienne et le *past simple* (« *was submitted* ») pour l'action qui s'est produite après.

- **Exemple 2**

★ *We had finalized the deal before the client requested additional modifications.*

→ Nous avions finalisé l'accord avant que le client ne demande des modifications supplémentaires.

– Analyse de la phrase :
L'action de finaliser l'accord (« *had finalized the deal* ») est antérieure à la demande de modifications (« *requested additional modifications* »), cette dernière étant dans le passé. On utilise donc le *past perfect* (« *had finalized* ») pour l'action la plus ancienne et le *past simple* (« *requested* ») pour l'action qui suit.

Mon conseil

- Pour simplifier et aller à l'essentiel, nous n'abordons pas ici le *past perfect continuous*.
- Afin d'optimiser vos chances de réussite au TOEIC, concentrez-vous principalement sur la différence entre le *past simple* et le *past perfect simple*.

Astuce TOEIC

Il est utile de noter que le *past simple* en anglais correspond souvent au **passé composé** en français, tandis que le *past perfect* correspond souvent au **plus-que-parfait**. Toutefois, ne vous fiez pas uniquement à cette correspondance dans les QCM du TOEIC. Apprenez plutôt à **analyser la situation dans son contexte** pour faire le bon choix.

Section 2 : Exercices d'application

☐ **Exercice 1 – Justifiez l'emploi du *past simple* ou du *past perfect* dans l'extrait suivant :**

When Olivia Mitchell **founded (1)** GreenTech Innovations in 2015, she **had** already **accumulated (2)** a decade of experience in environmental engineering. By the time she **launched (3)** her startup, she **had developed (4)** a robust network of industry contacts and a clear vision for sustainable technology.

In 2017, GreenTech **released (5)** its first product, a revolutionary solar panel that could significantly increase energy efficiency. By then, Olivia **had secured (6)** significant funding from several investors who **believed (7)** in her vision. The initial reception was overwhelmingly positive, and the company quickly **gained (8)** traction in the market.

However, the company **faced (9)** significant challenges in 2019. By that point, GreenTech **had experienced (10)** rapid growth, but they **had** not yet **optimized (11)** their production processes. This **led (12)** to supply chain issues and delayed deliveries. Olivia and her team **had worked (13)** tirelessly to address these problems, and by late 2019, they **had streamlined (14)** operations and improved their logistics.

By early 2020, GreenTech had not only recovered from the setbacks but had also expanded its product line. They **introduced (15)** a new energy storage solution that **complemented (16)** their solar panels perfectly. This new product line **had been developed (17)** after Olivia had **noticed (18)** a gap in the market for efficient energy storage.

The company's turnaround was impressive. By the end of 2020, GreenTech had secured major contracts with several large corporations and had become a key player in the green technology sector. Olivia **reflected (19)** on how far the company **had come (20)** since its humble beginnings.

Now, as GreenTech continues to innovate, Olivia remains focused on advancing sustainable technology. She knows that while they have achieved much, the journey of growth and improvement is far from over.

☐ **Exercice 2 – Repérez et corrigez les 10 erreurs de conjugaison qui se sont glissées dans cet extrait :**

Last quarter, our company had launched a new service that was designed to meet growing customer demands. Before the launch, we have conducted extensive market research to ensure that the service would resonate with our target audience. Once the service was launched, we saw a significant increase in client engagement, which had surprised many in our industry.

By the time our competitors realized what we were doing, we had already captured a substantial portion of the market. However, we faced some challenges during the rollout. For instance, we had underestimated the demand, leading to temporary service delays. If we have better anticipated these issues, we could have avoided some of the customer complaints that had arisen.

Despite these challenges, the overall results have been positive. Our team had learned from the experience and has made adjustments to our strategy. We had held a meeting last week to discuss the next steps, and it was agreed that we should continue focusing on innovation and customer satisfaction.

Moving forward, we plan to expand this service into new markets, leveraging the insights we had gained from this launch.

☐ **Exercice 3 – Traduisez les phrases suivantes en anglais :**

1. L'équipe avait terminé le projet avant la date limite.
2. Nous avons finalisé le contrat hier après-midi.
3. Elle avait déjà envoyé l'email quand je l'ai appelée.
4. Ils ont lancé le nouveau produit la semaine dernière.
5. Quand nous sommes arrivés, la réunion avait déjà commencé.
6. La société a rapporté une augmentation de 10 % du chiffre d'affaires le trimestre dernier.
7. Il avait fini le rapport avant que la présentation ne commence.
8. Nous avons organisé une conférence réussie à New York le mois dernier.
9. Elle avait relu le document avant de l'envoyer au client.
10. Le PDG a fait une annonce importante pendant la réunion.
11. L'équipe avait déjà discuté de la proposition avant que nous rejoignions l'appel.
12. Ils ont signé l'accord de partenariat lundi.