

Des mots à éviter

Voici une liste d'expressions à éviter et à remplacer par des mots simples et accessibles.

MOTS / EXPRESSIONS À ÉVITER	SUBSTITUTS
(to) acknowledge receipt of (to) be in receipt of	thank you for, I have received
advise me, inform me	tell me, let me know
at all times, in all cases	always
at this time at this point in time at the present time	now <i>ou mettre le verbe au présent, tout simplement</i>
comprehend	understand
corroborate	confirm
(your letter) dated January 15, 20xx (your letter) of January 15, 20xx	your January 15, 20xx letter
due to the fact that	because, since, as
duly	<i>à omettre</i>
for a period of	for
for the purpose of	to, for
in a position to	can
(cheque) in the amount of \$135	\$135 cheque, cheque for \$135
in the near future	soon tomorrow, in two days <i>si possible, soyez précis</i>
kindly	please <i>ou à omettre</i>
(to be) of the opinion that	to think
remunerate	pay
thank you in advance	thank you <i>mais jamais « à l'avance » en anglais</i>
with reference to	about

- 5 Récrivez chacune des phrases suivantes en supprimant ou en remplaçant les mots inappropriés, mis en italique.

EXEMPLE

This is *to acknowledge receipt of* your reservation.

Thank you for your reservation.

- a) Thank you for your *cheque in the amount of \$45*.

- b) *Kindly* return the signed contract by Friday.

- c) *Due to the fact that* our plant is closed, your merchandise is on back order.

- d) Charles answered that he *was not in a position to* spare one of his technicians to work on our order.

- e) Please *advise* me if you do not receive the order by next week.

- f) We *comprehend* your disappointment.

- g) I *am in receipt of* your January 25 letter.

h) *At this point in time*, we are not taking registrations.

i) You mentioned in your letter *dated June 2, 20xx* that your shipment was late.

j) I will finish the report and send you a copy *in the near future*.

6 Dans le courriel suivant, repérez les mots inappropriés et remplacez-les par des mots d'usage courant.

✉ Send
✎ Insert
🗑 Delete
⋮
✕

Hello Crystal,

I am sending you a copy of the senior technician's report about the office computers and software.

Kindly advise me when you have finished studying it as I want to schedule a meeting to discuss possible updates.

Gary said that there is no room in the budget for any improvements at this point in time, so any updates would have to wait until next year. Also, he was of the opinion that the director of finance would approve up to \$750 per work station. I hope to be able to corroborate this amount at our meeting.

Thank you in advance for making this report a priority.

John