

ÉVALUATION DE LANGUE SECONDE · ANGLAIS

Expression écrite

Test 2 · Cahier d'entraînement

OCTOBRE 2026

CONTENU DE CE CAHIER**TEST 2****Expression écrite**

Written Expression

40 questions

55 minutes

NOM

DATE

SCORE

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Cahier d'entraînement à imprimer ou à compléter à l'écran. Le corrigé, avec une explication pour chaque question, et le tableau de niveau figurent à la fin.

Expression écrite

Written Expression

40 questions **Durée** 55 minutes

Deux types de questions. Texte à compléter : choisissez le mot ou le groupe de mots qui complète le mieux le texte. Erreur en gras : choisissez la section en gras qui contient une ou plusieurs erreurs, ou (4) si aucune n'en contient. Prévoyez 55 minutes, le rythme du test supervisé (90 minutes pour 65 questions).

NIVEAU A · QUESTIONS 1 À 10

Structures fréquentes

Choose the word or group of words that best completes the text.

Subject: Laptop loans

Hello,

Several teams **1** _____ loaner laptops for field visits last week. The Administrative Services Office will send a confirmation message when each employee returns the equipment.

Thank you,

Administrative Services Office

1

1 request

2

requested

3 will request

4

are requesting

Subject: Drill Instructions

Good morning,

Because an evacuation drill is planned for March 7, the members of the Occupational Health and Safety Committee **2** _____ employees to attend a short briefing in room 5H-468 before the exercise.

Thank you,

The committee

2

1 is reminding

2

remind

3 reminding

4

reminds

Subject: Pay information session

Hello,

You are invited to a pay information session on November 7. The Pay Services Division will explain how to read a statement and give a **3** _____ review of common pay questions.

Regards,

Pay Services Division

3

1 briefing

2 briefly

3 brief

4 briefed

Subject: Timesheet deadline

Hello,

March 18 is the deadline for timesheets for this pay period. Please allow **4** _____ hour for the confirmation email to arrive. If any line is unclear, add a brief **5** _____ in the comment field. We will return forms that are missing basic information.

Thank you,

Bethany Cloutier

Administrative Services Office

4

1 the

2 a

3 an

4 some

5

1 explanatory

2 explanation

3 explain

4 explained

Subject: New mail room schedule

Hello,

Please remember **6** _____ the new mail room schedule by February 25. A copy of the new schedule **7** _____ available on the service page. The Mail and Distribution Service will use the new pickup days next month. Thank you for checking the schedule before sending urgent items.

Regards,

Mail and Distribution Service

6

1 to check

2 check

3 checked

4 checking

- 7 ☐ 1 were ☐ 2 is
☐ 3 are ☐ 4 be

Subject: Building maintenance work

Hello,

The Facilities Management Directorate has approved a ☐ 8 maintenance visit for September 7. The work will take place ☐ 9 the west entrance and the service counter. Please use the side door during the visit. Extra signs will be placed near the doors; please do not move ☐ 10. We will post an update when the entrance is available again.

Thank you,

Facilities Management Directorate

- 8 ☐ 1 schedules ☐ 2 scheduled
☐ 3 scheduling ☐ 4 schedule
- 9 ☐ 1 through ☐ 2 among
☐ 3 during ☐ 4 between
- 10 ☐ 1 they ☐ 2 their
☐ 3 them ☐ 4 it

NIVEAU B · QUESTIONS 11 À 24

Grammaire et usage courants

Choose the word or group of words that best completes the text.

Please note that, before the December 7 review, the Information Management Division needs a list of shared documents in room 3A-404 that are stored outside the approved folder structure

☐ 11.

- 11 ☐ 1 in present ☐ 2 at present
☐ 3 at actual ☐ 4 actually

Notice: Staff in the Information Management Division who expect to work beyond regular hours on March 23 must obtain written approval from Bethany Paquette before **12** _____ any overtime. Requests received after 2:15 p.m. may be processed the next business day.

12

1 claimed

2 claim

3 to claim

4 claiming

Hello Jasmine,

Valérie Ahmed will give a short demonstration of the new records management software in room 6C-210 on September 21 at 9:15 a.m. Please arrive ten minutes early and sign **13** _____ at the reception desk so the Grants and Contributions Office can track attendance.

13

1 on

2 for

3 in

4 at

Memo to all employees in the Data Analysis Unit: the mentoring program begins on January 23. If you want to take part, please **14** _____ the attached form to Vincent Ahmed before the information meeting in room 1F-105 at 4:00 p.m., where Farid Dubé will answer questions.

14

1 return

2 inscribe

3 assist

4 register

To: Employees in bilingual positions

From: Official Languages Secretariat

Date: May 26

Subject: Language training plans

You are asked to review your second language training plan before the summer session. Your manager must confirm that the training is **15** _____ to your current duties. Before the plan is sent to the provider, please **16** _____ the documents for missing signatures and dates. We will return incomplete files to the employee's unit for correction.

15

1 relevance

2 relate

3 relevant

4 relevantly

16

1 control

2 check

3 revise

4 supervise

By 15 May 2026, the Digital Services Directorate must finish revising the online form used for service requests. Because the pilot may later include clients outside government, the new wording must be clear to **17** _____. User testing also showed that employees often asked the help desk to change contact details. The revised instructions should therefore show employees how to update those details **18** _____. After approval, the directorate will post the form and a short guide on the intranet.

17

1 each

2 the

3 one

4 a

18

1 by itself when needed

2 by himself when needed

3 by ourselves when needed

4 by themselves when needed

The Staffing Unit is updating the mentoring program because several employees asked for clearer nomination steps. Under the revised process, participants **19** _____ by the Staffing Unit after supervisors confirm learning goals. Supervisors must not include **20** _____ information, such as medical details or performance ratings, in the nomination form. Since the pilot began in May, the Staffing Unit **21** _____ several questions about how matches are recorded. A short guide will be posted on the internal site when the review is complete.

19

1 are matching with mentors

2 are match with mentors

3 are matched with mentors

4 match with mentors

20

1 sensitively

2 sensitive

3 sensible

4 sensibility

21

1 has received

2 receives

3 had received

4 received

Subject: Workplace Charitable Campaign

Hello,

You can help the Social Activities Committee keep this year's workplace charitable campaign organized. If you replace a pledge form before sending it, please **22** the files from your draft folder so that outdated versions are not attached later. Your **23** in recording each donor's unit helps us prepare a clear summary for Finance after the campaign closes. At the end of the week, use **24** campaign code provided in this message; it is the only code for this drive.

Thank you,

Social Activities Committee

22

1 suppress

2 cancel

3 abolish

4 delete

23

1 accurate

2 accurately

3 accuracies

4 accuracy

24

1 the

2 each

3 any

4 a

NIVEAU C · QUESTIONS 25 À 40

Grammaire avancée, vocabulaire précis et connecteurs

Choose the word or group of words that best completes the text.

Recent temporary assignments have led affected employees to ask whether their language-of-work rights change when duties are moved between teams. The Official Languages Secretariat is preparing guidance for managers and union representatives. Because rights may be limited only after consultation, the guidance states that meaningful discussion **25** rather than follow it.

25

1 must exceed any temporary arrangement

2 must precede any temporary arrangement

3 must proceed any temporary arrangement

4 must preclude any temporary arrangement

To: Service Design Managers
From: Digital Services Directorate
Date: 16 June 2026
Subject: AI Service Reviews

Several service centres are testing tools that draft responses to routine questions from the public. The combination of automated suggestions, human review protocols and regional service standards, despite the apparent similarity of the pilot sites, **26** _____ a common assessment framework before any guidance is issued. Please send comments on client notice wording to the Digital Services Directorate.

26

1

require

2

are required

3

have required

4

requires

At the workforce planning meeting scheduled for June 6 at 9:30 a.m. in room 3D-256, the Data Analysis Unit will review retirements, vacancies, and training needs for the next fiscal year. Wei Cloutier has drafted a note for Isabelle Doucet stating that the branch may need additional analysts in the autumn; however, before any staffing action is considered, managers must **27** _____ the projected workload and confirm that internal deployment options have been examined thoroughly.

27

1

motivate

2

precise

3

eventually justify

4

justify

To: Directors
From: Strategic Planning Office
Date: June 3, 2026
Subject: Workforce Planning

The Strategic Planning Office is issuing this memo because next year's inspection cycle will require analysts with specialized costing experience. Each directorate should **28** _____ identified in its quarterly workforce forecast and explain any reliance on short-term assignments. The consolidated plan, including proposed reallocations and hiring priorities for positions that are expected to become vacant next spring, will be released to directors once it **29** _____ approved by the executive committee.

28

1

address the staffing pressures

2

answer the staffing pressures

3

process the staffing pressures

4

treat the staffing pressures

29

☐ 1 is being☐ 2 has been☐ 3 will be☐ 4 had been

To: Staffing advisors

From: Quinn Martel, Staffing Unit

Date: 14 April 2026

Subject: Labour Relations Files

By 30 April 2026, each advisor must confirm which staffing records relate to an active labour relations file. The review must first identify documents already retained in the appointment file;

30 _____ allow the Staffing Unit to answer bargaining-agent questions without collecting duplicate material. If a manager needs to **31** _____ a concern about the wording of a proposed response, I will coordinate the review before it is shared. The summary of staffing actions related to the reclassification request, together with the draft response to the bargaining agent, **32** _____ until I confirm that the file can be closed.

30

☐ 1 this instead will☐ 2 this in turn will☐ 3 this conversely will☐ 4 this nonetheless will

31

☐ 1 produce☐ 2 lift☐ 3 raise☐ 4 pose

32

☐ 1 remain subject to review☐ 2 remains subject to review☐ 3 were subject to review☐ 4 are subject to review

Choose the section in bold that contains one or more errors. If there is no error, choose "None of the above."

Following an internal accessibility review, the Accessibility Office is revising its guidance because the audit committee found that accommodation records did not always show how barriers were removed. The draft asks program officers (1) **to examine barriers and record evidence** before recommending service changes, (2) **to prioritize fixes and documenting costs** for the annual implementation plan, and (3) **to brief the audit committee on issues** that require policy direction.

33

☐ 1 to examine barriers and record evidence☐ 2 to prioritize fixes and documenting costs☐ 3 to brief the audit committee on issues☐ 4 None of the above.

Because several functions will shift during the next planning cycle, the Human Resources Directorate is issuing guidance to make workforce planning decisions transparent. Any proposal to redeploy staff must remain (1) **consistent with established staffing principles** and must explain how service levels will be protected. Managers are (2) **accountable of notifying affected employees** before options are finalized, and supporting analyses will be (3) **subject to review by managers** who were not involved in drafting the proposal.

- 34
- | | |
|----------------------------|---|
| ☐ 1 | consistent with established staffing principles |
| ☐ 2 | accountable of notifying affected employees |
| ☐ 3 | subject to review by managers |
| ☐ 4 | None of the above. |

The Information Security Unit found that the revised authentication procedure was sound, but that consultation was not completed early enough. Union representatives (1) **should have notified of the change** before program officers were asked to apply the new procedure to case files. The finding does not affect the validity of the security control; however, any exception (2) **must be documented in writing** and approved by the unit. Future technical directions (3) **will be reviewed before implementation** so that operational concerns are identified without delaying urgent protection measures.

- 35
- | | | | |
|----------------------------|--|----------------------------|-------------------------------|
| ☐ 1 | should have notified of the change | ☐ 2 | must be documented in writing |
| ☐ 3 | will be reviewed before implementation | ☐ 4 | None of the above. |

Because senior management needs evidence before approving another phase of greening government operations, the Sustainable Development Division is presenting the limits of the current analysis. The projected reductions in energy use from secured printing and device consolidation (1) **is insufficient to support** an immediate expansion, especially after security specialists, (2) **having reviewed access implications**, identified exceptions for protected networks. Measures that affect restricted areas (3) **require additional privacy review** before they can be added to the implementation schedule or reported as savings in the annual operations statement.

- 36
- | | | | |
|----------------------------|-----------------------------------|----------------------------|-------------------------------------|
| ☐ 1 | is insufficient to support | ☐ 2 | having reviewed access implications |
| ☐ 3 | require additional privacy review | ☐ 4 | None of the above. |

The Sustainable Development Division finds that modest changes to device use can lower energy demand without weakening safeguards, but the finding is limited to offices where managers control local purchasing. Under the proposed standard, managers (1) **can further reduce emissions** by consolidating printers and delaying replacement of serviceable monitors, while security specialists (2) **must also document exceptions** when encryption or access controls require dedicated equipment. Because the environmental gain depends on consistent screening across programs, security specialists (3) **should systematic review requests** for new networked devices before managers approve them.

37

1 can further reduce emissions

2 must also document exceptions

3 should systematic review requests

4 None of the above.

The Internal Communications Division has decided to publish a summary of the public consultations rather than a full transcript, because participants repeatedly asked that comments be presented without identifying details. The recommendation was developed (1) **after discussions with senior management** and refined (2) **through a review by the audit committee**, which questioned whether the themes were supported by enough evidence. The division therefore concluded that a thematic summary would respond (3) **toward concerns raised during consultations** while preserving the limits of the evidence and the confidentiality commitments made to participants.

38

1 after discussions with senior management

2 through a review by the audit committee

3 toward concerns raised during consultations

4 None of the above.

The pilot found that hybrid work can improve analytical coverage when access rules are explicit and when collaboration methods are documented. Analysts who exchange protected drafts (1) **with external partners** must use the approved workspace rather than personal accounts, because the Human Resources Directorate cannot rely on informal safeguards. For files involving mixed teams, the analyst (2) **in charge of joint analysis** records which data may be viewed off site and which must remain internal. The same handling requirements apply (3) **regardless of work location**, even when a partner's organization uses a different platform.

39

1 with external partners

2 in charge of joint analysis

3 regardless of work location

4 None of the above.

A narrower consultation approach has been approved for the renewal file because earlier sessions produced consistent comments and no new statutory issues. The Partnerships Division (1) **has limited the invitation list** to organizations affected by implementation details, while preserving a public record of the rationale. Before the plan is finalized, the file lead (2) **will consult with the audit committee** on the sampling method, since the committee's role is to test whether the evidence supports the recommendation. All summaries, including comments not used in the analysis, (3) **must be retained by the file lead** for review.

40

1

has limited the invitation list

2

will consult with the audit committee

3

must be retained by the file lead

4

None of the above.

Corrigés et niveaux

Un point par bonne réponse, sans pénalité pour les mauvaises réponses. Comptez vos bonnes réponses à chaque test, puis lisez votre niveau dans le tableau qui suit son corrigé.

Test 2. Expression écrite

01	(2)	02	(2)	03	(3)	04	(3)	05	(2)	06	(1)	07	(2)	08	(2)
09	(4)	10	(3)	11	(2)	12	(4)	13	(3)	14	(1)	15	(3)	16	(2)
17	(2)	18	(4)	19	(3)	20	(2)	21	(1)	22	(4)	23	(4)	24	(1)
25	(2)	26	(4)	27	(4)	28	(1)	29	(2)	30	(2)	31	(3)	32	(2)
33	(2)	34	(2)	35	(1)	36	(1)	37	(3)	38	(3)	39	(4)	40	(4)

N°	Rép.	Type	Bonne réponse
1	(2)	Niveau A · Texte à compléter	requested Dans « Several teams requested loaner laptops for field visits last week. », l'indice « last week » exige le prétérit; « requested » marque une action terminée dans le passé.
2	(2)	Niveau A · Texte à compléter	remind Le sujet pluriel « the members of the Occupational Health and Safety Committee » commande le verbe au présent sans terminaison de troisième personne du singulier, donc « remind ». La phrase complétée dit : « Because an evacuation drill is planned for March 7, the members of the Occupational Health and Safety Committee remind employees to attend a short briefing in room 5H-468 before the exercise. »
3	(3)	Niveau A · Texte à compléter	brief Dans « The Pay Services Division will explain how to read a statement and give a brief review of common pay questions. », le nom « review » doit être qualifié par l'adjectif « brief » après l'article « a ».
4	(3)	Niveau A · Texte à compléter	an Dans « Please allow an hour for the confirmation email to arrive. », le mot qui suit commence par un son vocalique. L'article indéfini requis devant « hour » est donc « an ».
5	(2)	Niveau A · Texte à compléter	explanation Dans « If any line is unclear, add a brief explanation in the comment field. », le groupe « a brief » introduit un nom singulier. Le nom requis est « explanation ».

N°	Rép.	Type	Bonne réponse
6	(1)	Niveau A · Texte à compléter	to check Dans « Please remember to check the new mail room schedule by February 25. », « remember » prend l'infinitif « to check » lorsqu'il s'agit d'une action à faire. L'indice « by February 25 » montre qu'il s'agit d'une action à accomplir avant cette date.
7	(2)	Niveau A · Texte à compléter	is Dans « A copy of the new schedule is available on the service page. », le sujet grammatical est « A copy of the new schedule ». Le nom principal « copy » est singulier; le verbe doit donc être « is ».
8	(2)	Niveau A · Texte à compléter	scheduled Dans « The Facilities Management Directorate has approved a scheduled maintenance visit for September 7. », le mot « scheduled » est un adjectif placé devant le nom « maintenance visit ». La date « September 7 » confirme que la visite est fixée.
9	(4)	Niveau A · Texte à compléter	between Dans « The work will take place between the west entrance and the service counter. », « between » relie deux lieux précis. L'indice est « the west entrance and the service counter ».
10	(3)	Niveau A · Texte à compléter	them Dans « Extra signs will be placed near the doors; please do not move them. », « them » est le pronom complément pluriel qui reprend « Extra signs ». Après « move », il faut un complément d'objet.
11	(2)	Niveau B · Texte à compléter	at present La locution « at present » signifie « en ce moment » et convient avec l'indice temporel « before the December 7 review » dans « Please note that, before the December 7 review, the Information Management Division needs a list of shared documents in room 3A-404 that are stored outside the approved folder structure at present. »
12	(4)	Niveau B · Texte à compléter	claiming Après la préposition « before », l'anglais emploie normalement un gérondif. La preuve est dans la phrase « Staff in the Information Management Division who expect to work beyond regular hours on March 23 must obtain written approval from Bethany Paquette before claiming any overtime. »
13	(3)	Niveau B · Texte à compléter	in Vous devez employer le verbe à particule correct pour une inscription à l'arrivée : « sign in ». La preuve se trouve dans la phrase « Please arrive ten minutes early and sign in at the reception desk so the Grants and Contributions Office can track attendance. »
14	(1)	Niveau B · Texte à compléter	return Dans le contexte d'un formulaire joint que vous devez envoyer à une personne, le verbe juste est celui qui exprime l'idée de le renvoyer. La phrase complète est « If you want to take part, please return the attached form to Vincent Ahmed before the information meeting in room 1F-105 at 4:00 p.m., where Farid Dubé will answer questions. »
15	(3)	Niveau B · Texte à compléter	relevant Dans la phrase « Your manager must confirm that the training is relevant to your current duties. », « relevant » est l'adjectif complément exigé après le verbe de liaison « is ». L'indice « to your current duties » précise le lien à exprimer.

N°	Rép.	Type	Bonne réponse
16	(2)	Niveau B · Texte à compléter	check Dans la phrase « Before the plan is sent to the provider, please check the documents for missing signatures and dates. », « check » signifie vérifier. L'indice « for missing signatures and dates » montre qu'il s'agit d'un contrôle de présence d'information, non d'une direction des documents.
17	(2)	Niveau B · Texte à compléter	the Dans la phrase « Because the pilot may later include clients outside government, the new wording must be clear to the public. », le nom collectif qui désigne la population en général se construit avec l'article défini « the » dans « the public ». L'indice « clients outside government » montre qu'il s'agit de la population visée de façon générale.
18	(4)	Niveau B · Texte à compléter	by themselves when needed Dans la phrase « The revised instructions should therefore show employees how to update those details by themselves when needed. », le pronom réfléchi doit renvoyer à « employees », un nom pluriel de troisième personne. La forme exigée est donc « themselves » dans le groupe « by themselves when needed ».
19	(3)	Niveau B · Texte à compléter	are matched with mentors Dans « Under the revised process, participants are matched with mentors by the Staffing Unit after supervisors confirm learning goals. », « are matched with mentors » forme la voix passive avec « be » et un participe passé. L'indice est « by the Staffing Unit ».
20	(2)	Niveau B · Texte à compléter	sensitive Dans « Supervisors must not include sensitive information, such as medical details or performance ratings, in the nomination form. », « sensitive » est l'adjectif qui qualifie des renseignements délicats ou personnels. L'indice est « medical details or performance ratings ».
21	(1)	Niveau B · Texte à compléter	has received Dans « Since the pilot began in May, the Staffing Unit has received several questions about how matches are recorded. », « has received » est le présent perfect exigé par « Since the pilot began in May ». Cette construction décrit une période commencée dans le passé et encore liée au présent.
22	(4)	Niveau B · Texte à compléter	delete Le verbe « delete » convient avec « the files » pour parler de fichiers retirés d'un dossier. La phrase complète est « If you replace a pledge form before sending it, please delete the files from your draft folder so that outdated versions are not attached later. »
23	(4)	Niveau B · Texte à compléter	accuracy Le nom « accuracy » forme avec « Your » le groupe nominal sujet du verbe « helps ». La phrase complète est « Your accuracy in recording each donor's unit helps us prepare a clear summary for Finance after the campaign closes. »
24	(1)	Niveau B · Texte à compléter	the L'article défini « the » est exigé parce que le code est précis et unique, comme l'indique « it is the only code for this drive ». La phrase complète est « At the end of the week, use the campaign code provided in this message; it is the only code for this drive. »

N°	Rép.	Type	Bonne réponse
25	(2)	Niveau C · Texte à compléter	must precede any temporary arrangement L'indice « only after consultation » et le contraste « rather than follow it » exigent « must precede any temporary arrangement », car « precede » signifie venir avant. La phrase complète est « Because rights may be limited only after consultation, the guidance states that meaningful discussion must precede any temporary arrangement rather than follow it. »
26	(4)	Niveau C · Texte à compléter	requires « requires » s'accorde avec le noyau singulier du sujet, « combination », même si plusieurs noms pluriels interviennent avant le verbe. La phrase complétée est « The combination of automated suggestions, human review protocols and regional service standards, despite the apparent similarity of the pilot sites, requires a common assessment framework before any guidance is issued. »
27	(4)	Niveau C · Texte à compléter	justify Dans le registre administratif, il faut un verbe précis qui exprime l'obligation d'appuyer une décision par des motifs. La phrase « Wei Cloutier has drafted a note for Isabelle Doucet stating that the branch may need additional analysts in the autumn; however, before any staffing action is considered, managers must justify the projected workload and confirm that internal deployment options have been examined thoroughly. » montre que les gestionnaires doivent démontrer le bien-fondé de l'action envisagée.
28	(1)	Niveau C · Texte à compléter	address the staffing pressures Dans « Each directorate should address the staffing pressures identified in its quarterly workforce forecast and explain any reliance on short-term assignments. », la collocation administrative est « address the staffing pressures », qui signifie prendre des mesures pour régler le problème signalé.
29	(2)	Niveau C · Texte à compléter	has been Dans « The consolidated plan, including proposed reallocations and hiring priorities for positions that are expected to become vacant next spring, will be released to directors once it has been approved by the executive committee. », la voix passive exige « has been » devant le participe passé « approved » parce que le plan reçoit l'action de l'approbation.
30	(2)	Niveau C · Texte à compléter	this in turn will Le groupe « this in turn will » indique qu'une première action entraîne l'action suivante. Dans « The review must first identify documents already retained in the appointment file; this in turn will allow the Staffing Unit to answer bargaining-agent questions without collecting duplicate material. », les mots « must first identify » établissent cette suite logique.
31	(3)	Niveau C · Texte à compléter	raise La collocation administrative est « raise a concern » lorsqu'une personne signale une préoccupation. Dans la phrase « If a manager needs to raise a concern about the wording of a proposed response, I will coordinate the review before it is shared. », le sujet est « a manager », donc le verbe doit être « raise ».
32	(2)	Niveau C · Texte à compléter	remains subject to review Le noyau du sujet est « The summary », un nom singulier; le groupe « together with the draft response to the bargaining agent » est intercalé et ne commande pas l'accord. La phrase « The summary of staffing actions related to the reclassification request, together with the draft response to the bargaining agent, remains subject to review until I confirm that the file can be closed. » exige donc « remains subject to review ».

N°	Rép.	Type	Bonne réponse
33	(2)	Niveau C · Erreur en gras	to prioritize fixes and documenting costs La série exige des formes parallèles après le verbe qui introduit les tâches : « to prioritize fixes and document costs » garde deux bases verbales sous le même infinitif. La rupture apparaît dans « The draft asks program officers to examine barriers and record evidence before recommending service changes, to prioritize fixes and documenting costs for the annual implementation plan, and to brief the audit committee on issues that require policy direction. »
34	(2)	Niveau C · Erreur en gras	accountable of notifying affected employees La construction correcte est « accountable for notifying affected employees » : l'adjectif « accountable » se construit avec « for » devant le gérondif lorsqu'il indique une responsabilité. La phrase fautive se lit « Managers are accountable of notifying affected employees before options are finalized, and supporting analyses will be subject to review by managers who were not involved in drafting the proposal. »
35	(1)	Niveau C · Erreur en gras	should have notified of the change Après « should have », la voix passive exige « been » devant le participe passé : il faut écrire « should have been notified of the change ». La phrase montre que les représentants syndicaux devaient recevoir l'avis, non l'envoyer : « Union representatives should have been notified of the change before program officers were asked to apply the new procedure to case files. »
36	(1)	Niveau C · Erreur en gras	is insufficient to support Le segment « is insufficient to support » enfreint l'accord sujet-verbe : le sujet est « The projected reductions in energy use from secured printing and device consolidation », donc le verbe doit être au pluriel, « are insufficient to support ». Les autres segments respectent leur construction grammaticale dans la phrase.
37	(3)	Niveau C · Erreur en gras	should systematic review requests Dans « should systematic review requests », l'adjectif « systematic » est employé là où un adverbe doit modifier le verbe « review »; il faut écrire « should systematically review requests ». La phrase « Because the environmental gain depends on consistent screening across programs, security specialists should systematically review requests for new networked devices before managers approve them. » exige un adverbe pour préciser la manière dont l'examen est effectué.
38	(3)	Niveau C · Erreur en gras	toward concerns raised during consultations Le verbe cité exige « to » : il faut écrire « respond to concerns raised during consultations ». La phrase corrigée est « The division therefore concluded that a thematic summary would respond to concerns raised during consultations while preserving the limits of the evidence and the confidentiality commitments made to participants. »
39	(4)	Niveau C · Erreur en gras	None of the above. Les trois segments sont corrects. « with external partners » suit la construction « exchange something with someone »; « in charge of joint analysis » suit la construction « in charge of » avec un nom; « regardless of work location » suit la construction « regardless of » avec un nom.
40	(4)	Niveau C · Erreur en gras	None of the above. Les trois segments sont corrects. « has limited the invitation list » emploie le present perfect pour une décision qui a un effet sur le dossier actuel; « will consult with the audit committee » est correct parce que « consult with » signifie s'entretenir avec un groupe; « must be retained by the file lead » emploie correctement la voix passive avec modal pour une exigence de conservation.

Votre niveau en expression écrite

Mocko note un test complet à la manière de la CFP : vos bonnes réponses sont ramenées sur 55 points, puis comparées aux seuils de niveau. Voici cette échelle pour les 40 questions de ce cahier.

Niveau	Bonnes réponses
E (niveau d'exemption)	38 à 40
C	31 à 37
B	23 à 30
A	15 à 22
X (sous le niveau A)	0 à 14



CONTINUEZ VOTRE PRÉPARATION

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