

Vocabulaire de l'administration

En général, on s'adresse à une administration pour :

- s'inscrire à la commune, s'inscrire à la sécurité sociale, s'inscrire à l'office régional
- un placement (pour chercher un emploi), s'inscrire sur les listes électorales ...
- se renseigner (sur ...) = demander des informations / des renseignements : par exemple pour savoir si l'on peut bénéficier ou obtenir une allocation, une aide de l'Etat (somme d'argent)
- obtenir un document (par exemple une carte de séjour ou un permis B, C...), une attestation (= un certificat qui prouve quelque chose) ou un justificatif.
- faire renouveler un document périmé, par exemple : son permis de conduire, sa carte d'identité, son passeport, son permis B,C.

Pour obtenir un papier, il faut souvent faire des démarches comme :

- remplir des formulaires / des imprimés / des papiers,
- fournir (donner) des pièces justificatives comme une facture d'électricité par exemple ou tout autre justificatif de domicile.

Les démarches ou les formalités sont souvent longues et compliquées en Suisse : il faut faire la queue, se présenter à différents guichets, ouvrir / créer un dossier auprès de l'administration

Demander quelque chose :

- Est-ce que je pourrais avoir un renseignement s'il vous plaît ?
- Pourriez-vous me renseigner s'il vous plaît ?
- Je peux / pourrais vous demander un service ?
- Pourriez-vous m'aider s'il vous plaît ?
- Je pourrais avoir une photocopie de ce document s'il vous plaît ?
- Auriez-vous un formulaire...
- Excusez-moi de vous déranger (sorry to disturb you), auriez-vous...

1

Entraînez-vous à demander à quelqu'un :

1. un formulaire à remplir
2. relire une lettre de motivation que vous avez écrite
3. faire une photocopie d'un document administratif

— Correction exercice 1

1. "Excusez-moi, je pourrais avoir un formulaire s'il vous plaît ?
- "Quel est le formulaire à remplir ?"
2. "Je suis désolé de vous déranger, est-ce que vous pourriez relire ma lettre s'il vous plaît ?"
3. "Je pourrais vous demander un service s'il vous plaît ? Vous pourriez faire une photocopie de ce document ?"

Actes Glise Touchant Discipline Ladministration Ebook

Katrin Zwirglmaier

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