

LE BUREAU

1. **cartridge (toner cartridge) (n)** – cartouche
Ex: We need to replace the toner cartridge in the photocopier.
2. **cupboard (n)** – placard
Ex: Could you look in the cupboard for some paper clips, please?
3. **desk (n ou adj)** – bureau (meuble)
Ex: Where are my keys? I thought I left them on my desk.
4. **desktop (n ou adj)** – bureau, de bureau (ordinateur)
Ex: I use a desktop computer at work; I left the documents you want on the desktop.
5. **drawer (n)** – tiroir
Ex: You will find drawing pins in the second drawer down.
6. **drawing pin (n)** – punaise
Ex: We use drawing pins to fix papers onto the notice board.
7. **filing cabinet (n)** – classeur à tiroirs
Ex: We keep all our archived files in the filing cabinet.
8. **furniture (toujours singulier) (n ou adj)** – meubles, mobiliers
Ex: We buy all our office furniture from a single supplier.
9. **glue (n)** – colle
Ex: Could you lend me your stick of glue, please?
10. **inkjet (adj)** – jet à encre
Ex: Inkjet printers are cheaper than laser printers.
11. **jam (paper jam) (n)** – bourrage papier
Ex: The printer's not working; someone put the wrong sized paper in it and caused a paper jam.
12. **keyboard (n ou adj)** – clavier
Ex: In most English-speaking countries they use a QWERTY keyboard.
13. **laptop (n ou adj)** – (ordinateur) portable
Ex: I use a desktop at work, but I always carry a laptop with me when I travel.
14. **monitor (n)** – écran
Ex: I've bought a 21-inch monitor for my computer.
15. **mouse (n ou adj)** – souris
Ex: You need to right click on the mouse to obtain the menu.
16. **paper clip (n)** – trombone
Ex: I need some paper clips to attach these documents.
17. **stapler / staple gun (n)** – agrafeuse (staples = agrafes)
Ex: I need a bigger stapler to staple these pages.
18. **stationery (n ou adj)** – fournitures de bureau
Ex: The firm buys its stationery supplies from a Dutch supplier.