

# BTS ASSISTANT DE DIRECTION

## SESSION 2001

### ANGLAIS

*Durée : 3 heures*

*Coefficient : 2*

*Dictionnaire bilingue autorisé  
L'usage de la calculatrice est interdit*

**Hard work helps but success depends on other factors too, says Tola Awogbamiye**

#### **The only way to get ahead ?**

- 1 Hard work is more likely to secure you a promotion than getting embroiled  
in office politics. That is the conclusion of a report by Manpower, the  
recruitment consultants, based on a survey of 2,800 human resources  
managers in seven countries – the UK, USA, Japan, France, Germany, The  
5 Netherlands and Italy.

- The report suggests that in the UK, the one sure way to get to the top is  
through good, old-fashioned hard work. According to 51 per cent of HR  
managers at UK companies, if you want to get on, the most important  
consideration is your ability to get the job done (or in management jargon,  
10 to “complete assigned projects”). Network-building and introducing new  
ideas are not so crucial.

- Not everyone agrees with this assessment, though. Beverley Stone, a  
corporate psychologist, says: “It would be nice to believe that hard work  
secures promotion but in the real world, image and exposure are just as  
15 important”.

“If people rely on hard work alone, they may get frustrated later in their  
careers and feel that they haven't achieved the promotion they deserved”.

20 “Exposure – telling the right people how hard you are working - and networking are as important as hard work in securing promotion. It's not about being immodest but about letting the right people know what you are doing and that you are doing well. Fitting in with the company's culture and speaking and dressing in the right way are also important”.

25 Ms Stone advises those who feel that they work hard but have been overlooked for promotion to start thinking about the way they come across to people.

“It is crucial to have the confidence to speak up in meetings”, she says, “and to make sure that your voice and ideas are heard”.

30 Melanie Orton, secretary to a managing partner at a London law firm, agrees. “Hard work plays a part in getting promoted but getting to know a lot of people in the office, finding out as much about the company as possible and making yourself indispensable are important too”, she says.

35 Networking takes many forms and Ms Orton's view is that treating everyone as equal and not being intimidated by people in senior positions is a good start. “This gets your name and face known around the company and shows that you are confident and can deal with people at all levels”, she says. “Playing the office politics game can help but it can be dangerous – it's better to focus on working hard and being friendly and helpful to everyone, rather than to a few selected people”.

40 According to Nicola Perry, a PA to the human resources directors of a blue-chip company, people skills are the real key. “It's important that colleagues have confidence in your ability”, she says. “If you are pro-active, professional and always get the job done, it will inspire trust and give you the opportunity to take on more projects and responsibility”.

45 Finally, says Ms Perry, it is important that other managers as well as your own should have confidence in your abilities and know that you can hold the fort in your boss's absence.

**The Times – Aug. 9, 2000**

**BREVET DE TECHNICIEN**  
**SUPÉRIEUR**  
**SESSION 2001**

**Spécialité : ASSISTANT DE DIRECTION**

**Épreuve : ANGLAIS**

**Durée : 3 heures**

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**Erratum : page 3/3, consignes, 2<sup>ème</sup>  
paragraphe :**

**au lieu de "adapté" lire "adaptée".**

## **I – COMPRÉHENSION (8 points)**

Rédigez en **français** un compte-rendu des idées essentielles de l'article (160 mots  $\pm$  10 %).

## **II – EXPRESSION (12 points)**

**A)** Answer the following question :

In your opinion, what qualities and skills make a good PA ?  
(180 words  $\pm$  10 %).

**B)** Lettre commerciale.

Rédigez en **anglais** une lettre en tenant compte des consignes ci-dessous.

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