

BREVET DE TECHNICIEN SUPÉRIEUR

Assistant Secrétaire Trilingue

**E2 - LANGUE VIVANTE
ANGLAIS**

Durée : 2 heures

Coefficient : 2,5

Aucun document autorisé et notamment aucun dictionnaire, unilingue, bilingue ou électronique.

Ce sujet comporte 3 pages numérotées de 1/3 à 3/3.

Two for the cubicle

Sharing a job is always a challenge. How one pair has made it work for 15 years

- 1 They share a title and a salary, a desk, a phone and an e-mail account. Their résumés are nearly identical: for the past 15 years, Sharon Cercone, 48, and Linda Gladziszewski, 45, have been partners in seven human resources jobs at three different companies. They are now consultants at PNC Financial Services Group Inc. in Pittsburgh
5 where one executive describes them in a way that might unnerve even the most collaborative among us: "I think of them as a single individual," says Valentine Przezdecki.

- Successfully sharing a job is more demanding than pretty much any other flexible work arrangement. Partners have to trust each other with their careers. They receive the
10 same recognition, and if one falters, both take the blame. They have to communicate the details of their days precisely and without fail. "You have to be able to complete each other's sentences and have a manager who doesn't mind adding another level of complexity," says a senior vice-president at PNC. "When it doesn't work, it is very disruptive, and it can not work for all kinds of reasons. It's sort of like marriage." She
15 says that nearly half of PNC's 25,000 employees have some kind of flexible arrangement; a total of 12 share jobs.

Sharing a job confers more status than a part-time job does.

- No one has an estimate of how many workers share jobs nowadays. But as companies try to retain talented women (and men) with young families as well as those baby
20 boomers who want more time to themselves, the number that offer job shares is rising. The 2005 National Study of Employers by the Families and Work Institute found that 44% of businesses allow some employees to share jobs; in 1998, 38% did.

Sharon and Linda happened upon the idea at a time of transition in their home and work lives. In October 1991, they began to work together.

- 25 The practice of constant communication and intense organization that they developed then remains intact today, though made vastly easier by mobile phones and e-mail. Sharon works Mondays and Tuesdays, Linda Thursdays and Fridays; they alternate Wednesdays. They talk or exchange text messages several times a day, and more often on Wednesdays. They check in at night. They keep project notes and a phone
30 log.

The back-and-forth can add up to three hours to their workweeks.

In the early days of their job share, co-workers weren't always supportive. "People would try to drive a wedge between us," says Sharon. "Or people would say, 'Wow, you're so lucky.' And I would say, 'You do realize we only get half pay'."

- 35 Some worried that the job share would complicate their lives. They needed some convincing.

Over the years Sharon and Linda have rejected offers of full-time jobs. "There may be certain situations we don't like, but we're willing to do pretty much anything because we treasure working with each other," says Sharon.

Abridged and adapted from BusinessWeek July 24, 2006

I - COMPRÉHENSION DE L'ÉCRIT (30 points)

1 - Rédaction d'un compte rendu en français (20 points)

Vous rédigerez un compte rendu structuré du texte **(200 mots ± 10%)**.
Vous indiquerez le nombre de mots utilisés.

2 - Explain in your own words in English (10 points)

a – “I think of them as a single individual”, says Valentine Przewdecki. (l. 6) **(30 words approximately)**

b – “Partners have to trust each other with their careers. They receive the same recognition, and if one falters, both take the blame.” (l. 9-10) **(40 words approximately)**

II - EXPRESSION ÉCRITE (20 points)

Rédaction d'un courrier électronique **en anglais** selon les consignes suivantes et en utilisant la présentation usuelle (De / à / objet /).

Vous veillerez à adapter les formules d'usage à la situation de communication.

Vous êtes Sharon Cercone (sharon.cercone@pnc.com). Vous écrivez un courrier électronique à votre collègue Linda Gladyszewski (linda.glad@pnc.com).

Contenu du courrier

- Vous l'informez des tâches effectuées :
 - Réponse à la lettre de M. Bradlaw (réunion de la semaine prochaine).
 - Mise à jour de la base de données clients.

- Vous l'avisez des tâches qu'elle devra réaliser le lendemain :
 - Signaler la nouvelle panne du photocopieur.
 - Rappeler Mme Jarvell (urgent) : rendez-vous dans quinze jours.
 - Rédiger le contrat de la Société Tanby Ltd.
 - Vérifier si elle peut recevoir le candidat au poste de comptable vendredi après-midi et le rappeler.

- Vous lui demandez de vous remplacer le mercredi suivant : vous avez rendez-vous chez le dentiste.