

SESSION 2014

BREVET DE TECHNICIEN SUPÉRIEUR

ASSISTANT DE MANAGER

U.22 - EXPRESSION ET CULTURE

ANGLAIS LVB

Durée : 2 heures

Coefficient : 1

*L'utilisation du dictionnaire unilingue est autorisée.
L'usage de la calculatrice est interdit.*

Le sujet comporte 3 pages, numérotées de 1 à 3.

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Are you – or Someone You Know – a Workaholic?

Does this scenario sound familial to you? You love your work and are responsible for multiple projects and tasks that continue to be assigned to you or your group. You actually thrive on the multiple deadline pressures. Or perhaps you hold multiple jobs or own your own business. Your work hours are long, your at-home hours short, and your sleep hours few. Vacations and social visits with friends are a distant memory. Your only hobby is your job.

It's pretty likely that you – or someone you know – is a workaholic. Workaholics live for their work, often spending many extra hours at work, and often taking work home to complete. Americans – when compared to many other countries – are typically a work-hard culture, but when work becomes the sole reason for a person's existence above more important things (such as family and friends), the issue becomes critical.

Part of the matter is societal. Americans are working more hours per week than in years past, and with all the downsizings and consolidations and lack of replacement hirings, more and more workers are putting in extra hours to complete the work previously completed by others. Some studies show that nearly 40 percent of workers don't even bother to take vacations, partly because of fears they may not have a job to come back to if they do.

Part of the matter is technological. We live and work in a connected environment – e-mails, instant messaging, fax machines, cell phones, and digital assistants – making it hard for workers to truly get time away from their work.

Part of the matter is financial. Whether it is how more and more of us mistakenly define success in terms of financial and materialistic measures or the fact that many Americans simply must hold multiple jobs simply to earn a living and keep their families out of poverty, we are working more and more for the financial outcomes.

Regardless of the reasons, workaholism can be a serious condition that can lead to the decline and destruction of families, as well as to serious stress-related health problems. When work becomes the sole reason for being – when it becomes the only thing we think about, the only thing that truly makes us happy – then it is time for some sort of intervention. And do not confuse hard work for workaholism. Hard workers know the boundaries between work and personal times and can function normally when not at work, while workaholics have no personal times and cannot function well outside of work.

Abridged and adapted from Randall S. Hansen, www.quintcareers.com, August 2013

150 mots
179

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TRAVAIL À FAIRE PAR LE CANDIDAT

I- COMPRÉHENSION ÉCRITE

(10 points)

Vous rédigerez **en français** un compte rendu (150 mots, +/- 10%) de ce document en faisant ressortir les idées essentielles.

Vous indiquerez le nombre de mots utilisés.

II- EXPRESSION ÉCRITE

(10 points)

Vous rédigerez **en anglais** un courrier respectant les consignes suivantes :

Vous êtes Sarah Parker-Lewis, assistante d'Andrew Stanford, Directeur Général de l'entreprise LPSD plc, située au 74 Stephenson Way, Bourne, Lincolnshire, PE10 9DD.

Votre patron vous demande d'envoyer un courrier de type circulaire à tous les chefs de service de l'entreprise.

Dans ce courrier, vous devrez :

- expliquer qu'en raison du nombre croissant de congés maladie, il a décidé d'inviter M. Edward Hamilton de Psychology and Happiness at Work, Ltd ;
- indiquer que M. Hamilton donnera une conférence sur les problèmes de stress au travail le 21 juin 2014, de 15 heures à 17 heures dans la salle 207. Il répondra également aux questions de l'assistance ;
- demander à tous les chefs de service d'inviter leurs collaborateurs à cette réunion.

Présentation et formules de politesse d'usage.



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