

Session 2006

**B.T.S. GROUPE 3**

**EPREUVE ECRITE DE LANGUE VIVANTE**

**ANGLAIS**

<b>Spécialité</b>
Assistant de Direction

Durée : 3 heures

**LE SUJET COMPORTE 3 PAGES, NUMEROTEES DE 1 A 3.**

Dictionnaire bilingue autorisé

L'usage de la calculatrice est interdit

Code sujet : ANLVE

<b>SESSION 2006</b>	<b>Page : 2 / 3</b>
<b>Examen : B.T.S. Assistant de Direction</b>	<b>Durée : 3 heures</b>
<b>Epreuve : Langue vivante étrangère : ANGLAIS (groupe 3)</b>	<b>Coef : 2</b>

## **GET ONE OF THE NEW PERKS AND GET FIT**

The gym is the way to go, says Catherine Quinn.

Traditionally, company perks have taken the form of an annual bonus, or corporate shares. Today's employees, it seems, expect more from the human-resources department. They are much more interested in free gym membership than by a company car.

"We have definitely seen a change in attitudes towards company perks and benefits" says Jenny Davies, director of Brighter Prospects, a PA and secretarial employment agency. According to its 2005 poll, gym membership ranks higher than more traditional financial bonuses, including free parking or store vouchers and bonds.

It's not just straight gym membership that is tempting PAs and secretaries to some companies over others. At the software companies BEA Systems, for example, body-conditioning, tai chi and Pilates\* are on offer. This unusual measure is intended to break down hierarchies between staff and employers.

Cynics might argue that such perks are a poor substitute for proper work-life balance, where adequate fitness should be easier for staff to attain. But as the job market becomes more buoyant, it seems as though employers see perks as a value-added service to attract the best staff.

The pharmaceutical giant AstraZeneca, for example, offers a 'mix and match' system of perks for staff in an effort to maintain recruitment standards. New recruits receive core benefits such as a pension fund contribution, to which they can add additional perks, including a new computer, a better company car and extra holiday.

In terms of comprehensive perks package, however, smaller companies often have more flexibility to reward staff. Though they may not be able to match the generous golden handshakes of some larger recruiters, employers such as the drinks maker Innocent provide an enviable list of benefits.

Staff receive a free daily breakfast alongside weekly yoga classes and monthly massages. The company also runs staff outings such as snowboarding trips, and provides interest-free loans and study grants. And staff can also apply for a £1000 scholarship to do something 'life-affirming', ranging from learning to drive to cycling across Africa.

At a time of ever-lengthening working hours, perks have become a useful way for companies to introduce fun and relaxation to staff rewards. And perhaps gym membership offers greater benefits in the long run.

[www.timesonline.co.uk](http://www.timesonline.co.uk)  
June 22, 2005

**\*Note :** Pilates : a relaxation method based on yoga, dance and physical therapy.

<b>SESSION 2006</b>	<b>Page : 3 / 3</b>
<b>Examen : B.T.S. Assistant de Direction</b>	<b>Durée : 3 heures</b>
<b>Epreuve : Langue vivante étrangère : ANGLAIS (groupe 3)</b>	<b>Coef : 2</b>

## TRAVAIL A FAIRE PAR LE CANDIDAT

### I/ COMPREHENSION DE L'ECRIT (8 points)

Rédigez un résumé en **français** en 170 mots (+ ou - 10%) en indiquant le nombre de mots utilisé.

### II/ EXPRESSION ECRITE (6 points) (100 à 120 mots - Indiquez le nombre de mots)

If you could choose the company where you'll work later, what would you favour ?  
 A better salary ?  
 More free time ?  
 Or perks ?  
Justify your answer.

### III/ LETTRE COMMERCIALE (6 points)

Rédigez un courrier en **anglais** que vous signerez du nom de Simon Woods.

Vous êtes Simon Woods, Directeur des ventes de LOUGHFIELD Ltd, 25 Regent Street, LONDON W1R 5TB.

Vous écrivez à Monsieur Green, Directeur des Ressources Humaines de LEMON & SMITH Ltd, Strand Street, Canning Dock, LIVERPOOL L3 4AJ afin de lui recommander votre Assistante, Frances Hill.

Rédigez la lettre en prenant en compte les éléments suivants :

- Mme Hill travaille chez vous depuis août 2001 et a également occupé un poste d'Assistante de Direction dans une célèbre entreprise américaine pendant plus de trois ans avant d'emménager à Londres.

- son mari vient d'être muté à Liverpool et elle souhaiterait donc trouver un emploi dans cette ville.

- vous êtes désolé de perdre Mme Hill qui est l'une des collaboratrices les plus efficaces et dignes de confiance que vous ayez jamais eues et qui parle et écrit le français et l'allemand couramment.

- vous savez qu'il est très pris mais vous lui seriez reconnaissant de convenir d'un rendez-vous pour la semaine prochaine, du 13 au 18 mai.

- vous le remerciez et serez heureux de lui fournir tout renseignement complémentaire.  
 Formules de politesse et présentation d'usage.