

**BTS : ASSISTANT DE DIRECTION
SESSION 2000**

ÉPREUVE D'ANGLAIS

RECTIFICATIF

- 1) Page 1/3 : 3° paragraphe - 2° ligne au lieu de "woud" lire "would"
- 2) Page 2/3 : Ligne 1 au lieu de "I was" lire "It was".
- 3) Page 2/3 : 2° paragraphe - 4° ligne au lieu de "secretrarial" lire "secretarial".
- 4) Page 3/3 : dernier paragraphe - 1° ligne au lieu de "ne sera pas obstacle" lire "ne sera pas un obstacle".

ANGLAIS

Durée : 3 heures

Coefficient : 2

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

A MAN IN A WOMAN'S WORLD

More and more males are choosing to become secretaries. George Pendle meets one.

Once, in the not-too distant past, typing pools and office receptions were the sole domain of the female secretary. Indeed, in those golden days the gender-defining adjective "female" would have been quite redundant : a secretary could only be a woman. Lovingly caricatured filing her nails, squawking into intercoms and being the object of her employer's wanton libido, the secretary's role was as well-defined as Elle Macpherson's thighs.

Then a change began to take hold. The stability of the pack was threatened as the male secretary entered the scene. "A man in a woman's job !" muttered the old guard, shaking their heads.

It was widely mooted that if a man had a personal secretary of the same sex then the secretary's duties would involve more than just typing letters and memos.

Fortunately these grim stereotypes have slowly been diffused as secretarial work has undergone an overhaul, both in whom it attracts and in its specifications.

"It is a job that lets you get your foot on the corporate ladder. It is much more of a legitimate option for graduates of both sexes," says Sarah Eldoori, PR manager at Office Angels. She states that 25 per cent of the workers on her books are men, 10 per cent up on a year ago (although this includes men in administrative and clerical roles). "People's attitudes are changing ; maybe ten years ago male secretaries would face ridicule and discrimination, but not now".

One such case is Steven France, 25, who works as a personal secretary at the Central Office of Information. He had left university with only basic typing skills and big ideas. However, finding out that his big ideas had minimal financial potential, he stored them away and tried to get a temping job through the recruitment agency Adecco. "I pleaded with a lady there to let me try some audio typing and I spent a couple of days unpaid in their offices learning Powerpoint and Excel. "he recalls . One of his first secretarial jobs was in a typing pool in the Public Trust Office working on "the correspondence of the dead" - wills. "I was the only man in a room with 13 60-year-old Nigerian women. They said I was the first man to come into their office for 15 years - they'd been working there all their lives and kept on asking me why I had become a secretary. In their day a man would never be a secretary. They all agreed it was a sign of the times".

I was an eye-opening experience for the mild-mannered Steven : "If I arrived at work in the morning with ruffled hair there would be a barrage of sexual innuendoes about my activities the night before. I enjoyed working there but I think it wouldn't be quite as humorous if it were a woman walking into a room of heckling men. Still, it gave me the typing skills to move into the world of the 'personal secretary'".

His present job at the COI is a little less daunting. Once again he is the only male secretary, but he finds it "bliss" compared to his previous employment. "I always feel as though I'm doing people a favour - there's no question of manly pride being dented. I do all the usual secretarial jobs - typing, looking after travel details, buying lunch and making tea and coffee. It's brilliant because it's not your life that you're looking after. You can drop it at six".

A recent survey by Keane Associates showed that male secretaries faced resentment from female counterparts for using secretarial work as a springboard on to the managerial ladder. Although Steven can see his job evolving, he insists that it's not a fast track to management. "Office politics must be obeyed. However there comes a stage when a secretary goes from being passive to being active and thus becoming more like a PA". As for sexism, he laughs". I've found that people feel slightly more comfortable with women secretaries. I think it throws them a little that I'm a man.". Yet whether the secretarial future will be male is debatable. While recruitment agencies are banned from any form of gender discrimination, not all companies have registered the substantial rise in male hopefuls registered by Office Angels. Amanda Maine-Tucker, managing director of Maine-Tucker Recruitment Consultants, states that although the quality of the actual job content has improved "immeasurably", there is still only a handful of men on her books who work purely as secretaries. Similarly, Queen's Business and Secretarial College reports that men on its main secretarial courses are "few and far between".

Male secretaries may no longer be unusual but they still have a long way to go before they can be regarded as the norm.

The Times, June 9 1999

I – COMPRÉHENSION : (20 points)

Rédigez en français un compte-rendu du texte en 200 mots environ ($\pm 10\%$) et indiquez le nombre de mots utilisés.

II – EXPRESSION ÉCRITE : (20 points)

En vous servant des indications suivantes rédigez un courrier en anglais. (Cet exercice n'est pas un thème suivi : vous avez toute latitude pour reformuler les différents éléments, voire les réorganiser ou les étoffer, sans toutefois en omettre).

Vous vous appelez Alain RENAULT, vous avez 27 ans et vous habitez 19 Allée des Églantiers, 44000 NANTES.

Vous avez lu dans le numéro de lundi dernier du journal *The Guardian* une annonce pour le poste d'assistant de direction d'une société anglaise, « Coast-to-coast », spécialisée dans la distribution d'articles de sport de plein air (*outdoor activities*) et dont le siège social est situé 23 Hollyfield Road, Newcastle-on-Tyne, NE 11 OSR.

Vous écrivez au directeur du personnel de cette société.

Vous faites état de vos qualifications et de votre expérience :

- vous êtes titulaire du BTS Assistant de Direction pour lequel, au cours des deux ans de formation, vous avez effectué deux stages dont un de 6 semaines au Pays de Galles comme secrétaire dans une entreprise de transport.
- après votre service militaire vous êtes reparti en Grande Bretagne pour parfaire votre anglais ; vous y êtes resté un an à exercer divers métiers (barman, serveur dans un restaurant, réceptionniste dans un hôtel).
- de retour en France vous avez travaillé pendant 2 ans comme secrétaire pour des agences intérimaires dans différentes entreprises de votre région, ce qui vous a permis d'améliorer vos compétences en dactylographie (70 mots/mn) et de vous familiariser avec divers logiciels de bureau et de vous adapter à différentes méthodes de travail.
- depuis 2 ans maintenant vous travaillez comme secrétaire de direction dans une petite entreprise d'entretien de matériel de bureau.

Vous aimez votre travail actuel mais l'offre d'emploi que vous venez de lire vous séduit particulièrement car elle vous permet d'exercer votre métier dans un pays dont vous aimez le mode de vie et dans un secteur d'activité qui correspond à vos goûts puisque vous êtes amateur de sports de plein air (kayak, VTT, etc...)

Vous espérez que le fait que vous soyez un homme ne sera pas obstacle : cela ne vous a jusqu'à présent jamais posé de problèmes : votre personnalité, votre adaptabilité, votre efficacité et votre sérieux ont su vous faire accepter par vos collègues féminines et apprécié par vos employeurs.

Vous espérez que votre lettre retiendra l'attention du directeur du personnel et attendez une réponse prochaine.

Pièce jointe : un C.V.

Utilisez les formules d'usage et respectez les normes de présentation en vigueur .