

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
5 companies. They are now consultants at PNC Financial Services Group Inc. in Pittsburg
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.

10 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
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
15 disruptive, and it can not work for all kinds of reasons. It's sort of like marriage." She
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.

20 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
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 Gladziszewski (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.