

BREVET DE TECHNICIEN SUPÉRIEUR

Assistant Secrétaire trilingue

**E2 - LANGUE VIVANTE
ANGLAIS**

Durée : 2 heures

Coefficient : 2,5

**Aucun dictionnaire unilingue, bilingue
ou électronique n'est autorisé**

I'm leaving today...

Thinking of moving your job abroad? Do your homework first, says Ravi Somaiya

Twenty years ago, working abroad and living the jet-set lifestyle was something only James Bond did. But these days around 200,000 Britons move abroad every year, and almost two thirds do so to seek new employment, according to the Institute of Public Policy Research.

5 The three most popular locations are Australia, Spain, and America. In fact, 5.5 million British citizens live abroad in all - almost one in 10 of us. So what is so attractive about relocating?

10 If you're between 20 and 30, a professional and have relatively few ties, considering a move abroad is very commonplace. Janet Dale is a freelance relocation consultant - the person businesses call when they want to move someone across the world. "Companies have started to realise that they'll lose employees unless they're more flexible. Instead of people leaving work to travel, big corporations would rather they stayed in their jobs but relocated. "

15 Employers also see the ability to move countries as a plus. "It shows that someone can adapt," says Dale. "I'd always wanted to travel, and it seemed like a great opportunity. Not to mention that it's New York, not a small town somewhere," Marcus Walters says. "But I didn't realise it would take months and countless forms and lawyers and stress to get all the paperwork in place."

20 Walters has now been in America for just over a year: "It was hard moving in lots of ways you don't expect. Apart from the legal issues with getting a visa, you have to move your entire life thousands of miles. It sounds obvious, but you don't realise how much you have to do until you start."

25 There are things it pays to check before you accept an offer to head overseas. Look at the package carefully to see if you'll be able to live as you expect on the salary, as the cost of living may be different. And check if the company will pay relocation costs, and if they'll pay for you to return home. That's on top of all the usual stuff - holiday entitlement and whether your new job is a step up. And it may sound like common sense, but try to visit the country before you agree to move there.

30 Walters had worked in New York for a month previously, so he knew what to expect. "I'd definitely recommend a long stay in the country before you commit to moving there. People think America is similar to Britain just because we speak the same language, but it's a bit of a shock when you get here for the first time."

35 "Nevertheless, when you cross the bridge into Manhattan in a taxi from the airport and the whole skyline is laid out in front of you, you realise what a great chance you've got, and you forget about not having marmalade," says Walters.

Abridged and adapted from *The Guardian* Monday September 3, 2007

I - COMPRÉHENSION DE L'ÉCRIT (30 points)

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

Vous rédigez un résumé de l'ensemble de cet article en français en 150 mots environ. Vous indiquerez le nombre de mots utilisés.

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

a. « Instead of people leaving work to travel, big corporations would rather they stayed in their jobs but relocated. » (l. 11 - 13) in approximately 40 words. (5 pts)

b. « People think America is similar to Britain just because we speak the same language, but it's a bit of a shock when you get here for the first time. » (l. 31 - 32) in approximately 40 words. (5 pts)

II – EXPRESSION ÉCRITE (20 points)

Rédaction de 2 courriers électroniques **en anglais** selon les consignes suivantes et en utilisant la présentation usuelle.

Vous êtes Sally Birch, l'assistante américaine de Marcus Walters, le nouveau directeur financier de la Banque Barclays à New York.

Premier courrier électronique à l'attention des 3 entreprises clientes dont il gèrera les dossiers pour :

- leur signaler l'entrée en fonction de M. Walters le 15 juin 2008,
- les informer qu'il assurera personnellement le suivi de leurs portefeuilles d'actions et de leurs investissements,
- leur donner ses coordonnées
e-mail : marcus.walters@barclays.co.us
tél. : +1 212 432 2018

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

Deuxième courrier électronique à l'attention de Hilary Clarke, l'assistante anglaise de M. Walters :

- Vous lui demandez de vous transférer son carnet d'adresses.
- Vous lui demandez de vous communiquer le nom et le numéro de téléphone de l'entreprise qui assure son déménagement.
- Vous lui envoyez en pièce jointe une fiche de renseignements pour les services fiscaux, à compléter.
- Vous lui demandez de vous signaler toute information qu'elle jugera utile afin que vous puissiez accueillir M. Walters dans les meilleures conditions.

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

ADRESSES

Sally Birch : sally.birch@barclays.co.us

Hilary Clarke : hilary.clarke@barclays.co.uk

Entreprises clientes :

- Hartley – Mason Inc. : j.mason@hartley-mason.com
- International Boats Inc : andy.valour@intboat.co.us
- Delta Computers : neil.smith@delta.com