



SERVICES CULTURE ÉDITIONS  
RESSOURCES POUR  
L'ÉDUCATION NATIONALE

**Ce document a été numérisé par le CRDP de Bordeaux pour la  
Base Nationale des Sujets d'Examens de l'enseignement professionnel**

**Campagne 2009**

Ce fichier numérique ne peut être reproduit, représenté, adapté ou traduit sans autorisation.

**SESSION 2009**

**BREVET DE TECHNICIEN SUPERIEUR**

**ASSISTANT DE DIRECTION**

**EPREUVE DE LANGUE VIVANTE ETRANGERE**

**GROUPE 3**

**ANGLAIS**

**Durée : 3 heures**

**Coefficient : 2**

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

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

**CODE : ANLVE - ANGLAIS**

<b>SESSION 2009</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</b>	<b>Coef : 2</b>

## Hooray for a male PA

*Once a novelty, the male PA is finally making his presence felt in Britain's offices.*

While not a new addition to the working world, the male PA still receives a heightened level of attention, even suspicion. However, according to Catherine Maskell, brand manager at Reed PA & Secretarial, more and more men are choosing to become PAs as a stepping stone to success.

"The evolution of the personal assistant role has led to greater interest from male candidates, who are attracted by excellent salaries and comprehensive benefits packages," Catherine says.

"The percentage of male candidates applying for PA posts has increased in the past year; between 7 and 10 per cent of Reed's total monthly applications are from men."

Meeta Sahni, managing director at the secretarial recruitment consultancy Maine Tucker, agrees. "Twenty years ago the only gentleman we had through our door was our accountant. These days the number of male candidates is rising, with more men attracted to the PA role as an entry to a more strategic business role. Attitudes are changing and gender is no longer among the criteria."

So do male PAs consider their job to be anything out of the ordinary in a profession that remains dominated by women? Apparently not. Does prejudice prevail? Apparently so.

Before setting up international PA training company [www.todaysPA.co.uk](http://www.todaysPA.co.uk), Paul Pennant spent three years as PA to a female doctor at St George's Hospital, southwest London.

"I didn't have an overwhelming desire to work as a PA, but the demanding nature of the job was so challenging and appealing," Paul says. "At first I'm sure people thought, 'Why doesn't he get a proper job?' But once I proved that I could perform I gained respect from my boss and became 'one of the girls' in a team of ten female administrators."

Paul has since trained several male PAs and believes old attitudes are now being questioned.

"A male PA shouldn't be treated as someone who is quirky and deliberately bucking societal preconceptions. That stereotypical image is antiquated and needs to be put to rest."

Tim Pearce who is PA to Patrick Doyle, CEO of biotech firm Syntaxin, regards his job as an excellent way to stay close to the centre of power.

"A PA might not appear to be the most masculine job, but it puts me in an extremely strong, credible and powerful position both as gatekeeper to my boss and the linchpin of the office. I have always had equal respect from both male and female colleagues."

Harsha Kariawasam, PA to head of Guiding Development at Girlguiding UK, agrees. "I am surrounded by women but have been included on every level: from lunch invites to girlie conversations about fashion. I have never encountered gender prejudice. That said, I am yet to meet another male PA."

Adapted from *Times Online*, June 10, 2008  
(471 words)

<b>SESSION 2009</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</b>	<b>Coef : 2</b>

## TRAVAIL A FAIRE PAR LE CANDIDAT

### **1. COMPREHENSION (8 points)**

Rédigez **en français** un **compte rendu** du texte en **150 mots** (†/ 10 %).

Indiquez le nombre de mots utilisés.

### **2. EXPRESSION (6 points)**

Répondez **en anglais** à la question suivante en **150 mots** (†/ 10 %).

**Do you agree with the stereotype that being a PA is a woman's job?**

Indiquez le nombre de mots utilisés.

### **3. LETTRE COMMERCIALE (6 points)**

Vous êtes Tony Oaken, Directeur des ventes de MOUNT & LAKE Ltd, 24 Penny Lane, LONDON SW2 8TR.

Vous **répondez** à la lettre de motivation de James Cartridge, 13 Mainstream Road, YORK YO4 6PM en date du **11 mai 2009**.

Rédigez ce courrier **en anglais** en respectant les consignes suivantes :

- Vous l'informez que son CV et les références jointes vous intéressent vraiment.
- Vous lui indiquez que, la charge de travail étant très importante, il ne travaillera pas seul : il devra partager son emploi avec une assistante à temps partiel qui l'assistera dans ses tâches quotidiennes.
- Vous lui dites que ses heures de travail dépendront donc de celles de cette assistante qui travaille dans l'entreprise depuis trois ans, deux jours par semaine, le lundi et le mardi, de 8h à 18h.
- Vous le remerciez pour l'intérêt qu'il porte à votre entreprise et lui proposez de le rencontrer le jeudi 21 mai à 15h30 pour l'informer des conditions de travail.
- Vous vous tenez à sa disposition pour tout autre renseignement.

Formules de politesse et présentation d'usage.