



**LE RÉSEAU DE CRÉATION
ET D'ACCOMPAGNEMENT PÉDAGOGIQUES**

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SESSION 2015

BREVET DE TECHNICIEN SUPÉRIEUR

ASSISTANT DE MANAGER

U.22 - EXPRESSION ET CULTURE

ANGLAIS LVB

Durée : 2 heures

Coefficient : 1

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

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The Pros and Cons of Being a Virtual Assistant

The virtual assistant industry has grown tremendously over the past few years. It has created more jobs and opened opportunities to work from home.

Pros of Being a Virtual Assistant

5 The best part of becoming a virtual assistant is that you are the boss. No one is going to tell you what to do (except for your clients) and how to do your tasks. You have the freedom to choose the projects you're capable of and find enjoyable, and charge any rate you wish. Of course, no office space is needed, you can work in any corner of your house wearing only pajamas.

10 Your entire working life is completely flexible. You have the freedom to work on projects whenever you want. You can take a break to go shopping or go on vacation whenever you please as long as you meet the deadlines. Another thing is, you can take care of your kids and spend more time with your family since you're working at home.

Cons of Being a Virtual Assistant

15 Like everything in the world, virtual assistance has its dark side. Working on your own gives you the full responsibility of your entire business. You are going to look for your own clients, handle your accounting and even buy your own health insurance. You should also be well-organized to handle projects and finish them on time. The loneliness you might feel while working alone can also make things boring.

20 Another drawback of becoming a VA is financial instability especially during the first months of your VA experience. Finding clients who will trust and engage business with you may take time and can be tiring. You must work from project after project if you want money to keep coming.

Lastly, there is a great competition in the world of virtual assistance. Because of the internet, anyone can be a VA – making the search for clients even harder. This hard competition may also lead to low payment for every project. However, as soon as you build up your name as a VA, your profit will increase in the long run.

25 All that matters is...

To become a successful virtual assistant, you really have to weigh all of the pros and cons and be sure that this is something you are ready and willing to do. Once you have decided to become one, stick with it! There could be a great future ahead of you as long as you do it right.

Abridged and adapted from <http://virtual-assistant-org.blogspot.fr>, April, 19th, 2011

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TRAVAIL À FAIRE PAR LE CANDIDAT

I- COMPRÉHENSION ÉCRITE

(10 points)

Rédigez **en français** un compte rendu (180 mots, +/- 10%) de ce document en faisant ressortir les idées essentielles.

Vous indiquerez le nombre de mots utilisés.

II- EXPRESSION ÉCRITE

(10 points)

Vous êtes l'assistant(e) de Tom Boyle, directeur de MBS (Manchester Business School, 54 Charlton Street, Manchester M3 7DB) et partenaire de l'agence OPA (Online Personal Assistants).

Vous souhaitez informer les adhérent(e)s d'OPA d'une formation susceptible de les intéresser.

Vous rédigez **en anglais** une lettre adressée à Mary Beresford, OPA, 112 Charing Cross Road, London WC2H 0EB.

Ce courrier contiendra les éléments suivants :

- la formation aura lieu le 15/10/2015 à Manchester ;
- elle s'adresse à des assistant(e)s de manager qui souhaitent développer leurs compétences interpersonnelles ;
- les objectifs de cette formation : savoir diriger une équipe, obtenir du soutien, gérer des situations difficiles, accroître la motivation et la confiance en soi ;
- vous restez à sa disposition pour toute demande de renseignements complémentaires.

Formules de politesse et présentation d'usage.

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