

APLVE AN-P1

BREVET DE TECHNICIEN SUPERIEUR

SESSION 2002

Épreuve de langue vivante étrangère

Groupe 2

SPÉCIALITÉ
Assistant de gestion de PME PMI

ANGLAIS

LE DICTIONNAIRE BILINGUE EST AUTORISÉ
(à l'exclusion de tout dictionnaire électronique)

CALCULATRICE INTERDITE

Durée 2 H 00

Coefficient 1,5

Out of sight does not mean out of the boss's control

Working from home has become so popular that one in 20 people now uses the home as an office at least one day a week.

Among secretaries and PAs, however, the picture is rather different as they are often the last employees to be offered the chance of working from home. Many managers seem reluctant to let go of their right-hand women (or men) and still subscribe to the view that out of sight is out of control. But if you genuinely feel that you could work just as well – if not better – from home, you have every right to do so. The problem is convincing your boss.

“Start by presenting a case to your boss that shows how teleworking will benefit them,” advises Alan Denbigh, of the Telecottage Association.

What exactly are the benefits for the organisation? Surveys show that employees who work from home are between 10 and 50 per cent more productive than their office-based colleagues. If you can show that your productivity will increase, the company may not care whether you are working at home, in the office or on a desert island.

Working from home can be beneficial to both employees and employers, says Melissa Lawrence.

You can also point out that you are likely to be more loyal to the company if you are allowed to work from home, says Jackie Grant, the national chairman of the Institute of Qualified Private Secretaries. “You’ll be happier because you are working in your home environment, and happy employees don’t look elsewhere,” she says.

Pay particular attention to where in your home you can set up your office as your productivity is likely to go down rather than up unless you find a separate working area where you won’t be disturbed. Be prepared to install a dedicated work phonenumber and all the other relevant technology. Think carefully about what support systems you can set up for yourself to compensate for the lack of social contact with office colleagues.

When it comes to assessing your boss’s needs look beyond the view that your

manager will be incapable of functioning without you, says Mr Denbigh. “Most managers are reasonably competent with computers; it is administrative help they really need.”

However, it is important to realise that your manager does need to know that the work is still going to get done, regardless of where you are. In a recent survey 51 per cent of directors said employees needed to be better organised before moving to a home office. As a secretary or PA, your organisational skills are probably already second to none, but it’s important for both you and your boss to accept that working practices will have to change if you are no longer in the office.

THE TIMES 6 June 2001

QUESTIONS

1 - COMPRÉHENSION DU TEXTE (13 points)

Après une lecture attentive du texte, vous rédigerez en **anglais** un **compte rendu** de 150 à 200 mots. Vous indiquerez le nombre de mots utilisés.

2 - TRADUCTION EN FRANÇAIS (7 points)

Vous traduirez depuis “Working from home ...” jusqu’ à “...out of sight is out of control.” (début de la première colonne)