

BREVET DE TECHNICIEN SUPÉRIEUR
« Assistant Secrétaire Trilingue »

LANGUE VIVANTE 1/4

ANGLAIS

CORRIGÉ

COMPREHENSION DE L'ECRIT

I- Proposition de corrigé pour le compte rendu

2/4

DANS L'INTRODUCTION

Identification du document et du sujet (la sténographie a toujours un rôle à jouer, malgré les progrès de la bureautique)

DEVELOPPEMENT POSSIBLE

Bien que tous les patrons n'aiment pas dicter à leurs secrétaires aujourd'hui, malgré l'efficacité du dictaphone et des autres moyens modernes de communication dans l'entreprise, on assiste à un véritable renouveau de la sténographie, si l'on en croit l'étude réalisée par Office Team.

En effet, dans les services de direction en particulier, LES PATRONS recherchent cette compétence que l'on croyait dépassée parce qu'elle privilégie une réelle communication professionnelle, qu'elle est indispensable pour prendre des notes, notamment pendant les réunions, et qu'elle va dans le sens d'une plus grande adaptabilité.

Pour LES SECRETAIRES qui la maîtrisent, c'est un avantage indéniable qui peut aider à faire la différence pour décrocher un emploi et même un salaire plus élevé.

CONCLUSION POSSIBLE

Malgré d'inévitables détracteurs qui préfèrent les solutions de haute technologie qu'offre le bureau d'aujourd'hui, les formateurs et les recruteurs sont majoritairement favorables au surcroît de compétence qu'apporte la sténographie.

COMPREHENSION DE L'ECRIT

II - Proposition de corrigé pour la rédaction en anglais

3/4

The findings of the survey carried out by Office Team reveal that shorthand still has a future despite the latest advances in office communications. To a large extent, this is confirmed by the contents of the three job advertisements in document 2.

First of all, shorthand is either considered as a prerequisite or a "big plus" for the three job vacancies, which is a clear indication of its importance in today's office. It is interesting to note that, as suggested in the article, the posts offered are all senior positions, insofar as they concern Personal Assistants to a Chairman or other decision makers, with appropriate salaries.

It comes as no surprise that the posts advertised are for PA s working in busy environments, in "one-to-one"situations, or who would be involved in meetings, where note-taking is bound to be "irreplaceable". Besides, as in the article, it can be noted that these Shorthand PA's must have a lot of flexibility which did not use to be a top requirement for the "old-fashioned" shorthand typists.

In short, even though excellent OA qualifications are needed today - such as the knowledge of MS Office or excellent typing skills- having shorthand can make a big difference when it comes to getting a well-paid job. Documents 1 and 2 convey the same meaning : Shorthand is "very much an asset" and it is here to stay.

EXPRESSION ECRITE

Proposition de corrigé

4/4

Comptoir des Vins français
11 rue des Vignerons
75188 PARIS Cedex 16
téléphone 01 47 93 71 07 télécopie 01 47 93 72 18

5 March 1999

The French Wine Store
76 Onslow Gardens
London SW7 Q19
Great Britain

Your order N° 845

Attention of Mr J.A.Heavindriner, Purchasing Manager

Dear Sir,

- 1 pt [We acknowledge receipt of your order placed on 4 March 1999.
- 3 pts [Unfortunately we are unable to deliver all the goods by 15 March. We have run short of stocks due to a delay in the delivery by our Nuits St-Georges supplier.
- 2 pts [However, as a substitute we can supply you with a Nuits St Georges 1987“ Les Tonneaux” which obtained a silver medal at the Fair in Birmingham in May 1988.
- 3 pts [We therefore enclose some literature which we hope will show you that this wine is of the same quality as the one you ordered, and prices are 2 francs less per bottle VAT included.
- 2 pts [If this is convenient for you, all the goods will be shipped as soon as we receive your word.
- 3 pts [But should you prefer waiting till we are supplied with Nuits St-Georges 1986, we could forward the first part of your order as quickly as possible and the second as soon as we have been supplied.
- 1 pt [Please accept our apologies for any inconvenience caused.
- 2 pts [We thank you in anticipation for your cooperation and look forward to doing further business with you

Yours faithfully,

p.p. Jeanine Dupont
Sales Manager

A. Dupont
Assistant

Enc. 1

Présentation : 3 pts