

BREVET DE TECHNICIEN SUPÉRIEUR
Assistant de gestion de PME-PMI

Épreuve de langue vivante étrangère

U21 – Compréhension de l'écrit et expression écrite

ANGLAIS

SESSION 2016

Durée : 2 heures
Coefficient : 2

Matériel autorisé :

- LE DICTIONNAIRE UNILINGUE EST AUTORISÉ
(à l'exclusion de tout dictionnaire électronique)
- CALCULATRICE INTERDITE

Dès que le sujet vous est remis, assurez-vous qu'il est complet.

Le sujet se compose de 3 pages, numérotées de 1 à 3

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Wellness in the workplace: how health initiatives can boost staff productivity

The clock ticks to 5pm and, officially, your working day is over. What's your next move? Are you frantically cramming for tomorrow's big presentation, or rounding up your team for your weekly exercise class? As an entrepreneur, you might think of the former as more beneficial to business — every minute of the day can be invested in bettering your company and there is always a new task to tackle. But failing to take time out for exercise and relaxation puts you and your team at risk of high stress levels, which in turn affects productivity. In the UK, 11.3 million days of work were lost in 2013-2014 due to stress, depression or anxiety — an average of 23 days per person.

Exercise and a balanced diet are proved efficient against everyday strains. The better your team are looking after themselves, the fewer working hours will be lost. So how can you encourage your staff to exercise, or eat a healthy lunch away from their desk, over an extra hour of work? Some small business owners find that offering free fitness initiatives is effective. Williamson is a fitness enthusiast and was keen to share her pastime with her staff, so she brought in the "Swoon Sweater" — a free weekly fitness session in a nearby park after work. Williamson's initiative has been a hit, with most of the firm's 58 staff getting involved on a regular basis. Alongside the Swoon Sweater, all the company's employees are offered free gym membership. This is a substantial commitment for a small company — it costs Swoon £10,000 per year — but Williamson thinks it's a good investment. "It offers the team opportunities to mix outside the workplace, so the engineering team gets to hang out with the care team, for example, and this contributes significantly to morale. I would definitely recommend other businesses consider a similar initiative."

While initiatives such as Swoon's are designed to support healthy habits, there's a slight difference between encouraging staff wellbeing and adding pressure to what is already expected from them at work.

One way to measure activity levels is with wearable technology. Jane Michell, founder of the fitness and weight loss programme Jane Plan, has given out Fitbits, fitness trackers worn on the wrist, to all her staff. Michell's team, all women and mostly under 30, have adopted the idea with enthusiasm, and Michell has also encouraged them to walk to work. Even though activity trackers may work in teams of a similar fitness level, for those less used to exercise the devices could add to the pressures of workplace performance.

Implementing wellbeing initiatives in your workplace, and doing it effectively, is about balance and adapting activities to the interests of your staff. Provided you get this right, you can improve productivity levels and staff attitudes towards your business — in a 2013 survey by Mind, 60% of workers said they'd feel more motivated if their employer took action to support their mental wellbeing. To sum up, the best approach to encouraging wellness in the workplace is letting the individual choose for themselves. Staff should talk to their employers about how important health is to them — encourage them to open up conversations.

adapted from *www.theguardian.com*, 28 August 2015

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A-Compréhension de l'écrit (10 points)

Vous rédigez **en français** un compte rendu de ce document en 180 mots (+/- 10%). Vous indiquerez **obligatoirement** le nombre de mots utilisés.

B- Expression écrite (10 points)

Vous êtes Kim Robins, assistant de gestion de NETO (kimrobins@NETOmail.co.uk). Vous rédigez **en anglais** un courriel à John Duncan, PDG de votre entreprise (johnduncan@NETOmail.co.uk) pour proposer la mise en place d'une politique sportive à destination des employés.

- Vous annoncerez les innovations proposées pour la mise en place de cette politique (abonnement gratuit à un club de sport, intervention d'un coach au sein de l'entreprise une fois par semaine) ;
- Vous expliquerez les raisons de ces innovations (trop de congés maladie dus au stress et à la sédentarité, manque de productivité...);
- Vous expliquerez les bienfaits recherchés (deux exemples tirés du texte) ;
- Vous expliquerez que l'image de l'entreprise en bénéficiera en dépit du coût ;
- Vous remercerez John Duncan de bien vouloir prendre en considération votre suggestion.

Formules et présentation d'usage.

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PROPOSITION DE CORRIGÉ- Courriel (20 pts)

From: kimrobins@NETO.mail.co.uk (0.5 pt)
To: johnnduncan@NETOmail.co.uk (0.5 pt)
Subject: sport for employees (0.5 pt)

Dear Mr Duncan (0.5 pt)

I am writing to enquire about the possibility of making the company's employees get more exercise. We could offer them free gym membership or set up weekly sport sessions with a coach for instance. (4 pts)

Indeed a lot of employees suffer from stress and many days of work are lost every year. Moreover remaining seated all day long makes them less productive. (4 pts)

If the employees have the impression that their company cares about their wellbeing they will feel more motivated. Besides, team spirit will be reinforced as employees from different departments will have an opportunity to spend time together. (4 pts)

I am aware that it represents a substantial cost but it will be a good investment eventually because it will improve NETO's image. (4 pts)

Thank you for your time and consideration. (0.5 pt)

I am looking forward to hearing from you. (0.5 pt)

Best regards (0.5 pt)

Kim Robins
Personal assistant (0.5 pt)

Ne pas pénaliser si les champs de date ou de pièce jointe ne sont pas mentionnés.

Total sur 20, à diviser par deux pour obtenir la note sur 10

PROPOSITION DE CORRIGÉ

Compte-Rendu (20 pts)

Wellness in the workplace: how health initiatives can boost staff productivity.

Barème		
(2 points)	Introduction (type de document, source, date, thème)	Article de Emma Featherstone extrait du site internet du Guardian, daté du 28 août 2015 au sujet de la mise en place de politiques sportives visant à améliorer le bien-être des salariés.
(4 points)	Le constat	<ul style="list-style-type: none"> • Le manque d'exercice physique engendre du stress (1 point) • Le stress engendre des arrêts de travail (1 point) • Encourager la pratique du sport = perdre moins d'heures de travail (1 point) • De nombreuses entreprises paient des cours de sport à leurs employés. (1 point)
(4 points)	Les bienfaits/avantages	<ul style="list-style-type: none"> • Gain de productivité (1 point) • Plus grande motivation des employés (1 point) • Meilleur moral (1 point) • Meilleure cohésion entre employés/services (1 point)
(5 points)	Les limites	<p>Coût financier (1 point)</p> <p>Pour certains employés, stress supplémentaire lié à la performance physique (2 points)</p> <p>Difficile équilibre à trouver entre suggestion et exhortation à faire de l'exercice physique. (2 points)</p>
(2 points)	Conclusion	Conclusion personnelle
(3 points maxi)	Langue	<ul style="list-style-type: none"> • 1 point : l'ensemble n'est pas structuré, le lecteur a des difficultés à comprendre de quoi il est question / Des erreurs de grammaire, vocabulaire inapproprié / De nombreuses erreurs (syntaxe et orthographe) • 2 points : l'ensemble forme un texte en grande partie structuré et cohérent, enchaînement assez logique des éléments essentiels, le lecteur fait parfois des efforts pour comprendre / Quelques erreurs de grammaire, le vocabulaire n'est pas toujours approprié / Quelques erreurs (syntaxe et orthographe) • 3 points : l'ensemble forme un texte structuré et cohérent, enchaînement logique des éléments essentiels, la lecture est aisée / Bonne maîtrise du français (vocabulaire et grammaire) / Très peu d'erreurs (syntaxe et orthographe)

Total sur 20, à diviser par deux pour obtenir la note sur 10