

DIRECTION GENERALE DE L'ENSEIGNEMENT SUPERIEUR (DGES)

DIRECTION DE L'ORIENTATION ET DES EXAMENS (DOREX)

BREVET DE TECHNICIEN SUPERIEUR / SESSION 2014

FILIERE TERTIAIRE : ASSISTANAT DE DIRECTION

EPREUVE :

ANGLAIS

Durée de l'épreuve : 3 Heures


Docs à portée de main

Coefficient de l'épreuve : 2

TIME MANAGEMENT

Some workers find that keeping on schedule is not all that difficult. They are constantly meeting deadlines, finishing projects on or before the due dates, and in general organizing workdays so that nothing is left undone. This ability to create a schedule and allocate sufficient time to each essential task helps to ensure increased productivity as well as more revenue.

While the employer gets the benefits of time management, employees also gain some advantages from using this approach. One benefit is minimizing stress in the workplace. Employees who successfully allocate time to each essential task and complete those tasks within the assigned time frames are less likely to feel rushed or under pressure to perform. When the allocation process is coupled with adequate training and clear directions on how to perform each essential task, employees become proficient in their work. This in turn helps to reduce employee frustration even as proper time management boosts confidence and increases morale among employees. When this type of atmosphere prevails, employees are happier and produce more, and are likely to enjoy the financial rewards that ultimately materialize from the increased productivity.

Organizations of all types and sizes can enjoy the benefits of time management. By taking the time to consider each task involved in the work day, analyzing the steps necessary to manage those tasks and then identifying a reasonable amount of time to finish each task, it is possible to structure the work day so that the highest quality of work is accomplished in the least amount of time. With both employers and employees enjoying the benefits of time management, both in terms of finances and in a more agreeable work culture, taking the time to implement this form of management process in the workplace just makes sense.

Adapted from Malcolm Tatum
November 2013

VOCABULARY

<u>Schedule</u>	: programme, plan, planning
<u>Proficient</u>	: compétent
<u>To implement</u>	: réaliser; mettre en pratique



QUESTIONS

I- COMPREHENSION OF THE TEXT

(All the answers to the following questions are to be found in the text)

- 1- Why is it easy for some workers to keep on schedule?
- 2- Give one advantage of good time management for the employer and two for the employee.
- 3- Describe the process involved in organizing the time.

II- WRITING (Not more than 12 lines; about 144 words)

Based on the text and your own knowledge, show the importance of time management in the life of an enterprise.

III- TRANSLATE INTO FRENCH

From "They are constantly..." down to "...as well as more revenue."

IV- TRANSLATE INTO ENGLISH

- 1- En entreprise, la tâche de chacun doit correspondre à ses capacités.
Cela permet au travailleur d'être performant et d'atteindre les objectifs fixés.
- 2- Les entreprises ont pour premier objectif la création de biens et de services au bénéfice des clients. Mais elles doivent également créer de la richesse pour leurs propriétaires.
