

Le monde professionnel (CV, entretien)

Barème : 1 point par question, soit 4 points par exercice

Unités : réponse sans unité = 0,5 point retiré

1 Compréhension de l'écrit : une annonce et une lettre

/ 4 pts

- a. Be 15 or older; be a good swimmer; be available at weekends; (bonus) speak Spanish or French.
- b. Yes: she is fifteen, she has swum for the county team for three years, she is available every day including weekends, and she speaks fluent French.
- c. A two-week placement at a holiday camp last summer: she looked after children and organised beach games.
- d. Because she knows the name of the person she is writing to (Mr Reeves); « Yours faithfully » is used after « Dear Sir or Madam ».

Méthode — Face à une annonce et une réponse, construis un tableau mental « exigé / fourni » : chaque condition de l'annonce doit trouver sa preuve dans la lettre.

2 Compréhension de l'écrit : lecture d'un tableau

/ 4 pts

- a. Sofia (240 hours). Jamal: $105 \div 3 = 35$ hours a week; Sofia: $240 \div 40 = 6$ hours a Saturday.
- b. Sofia: she « served customers » and « took phone orders » (also « used the till »).
- c. Ex.: In 2025, Jamal worked as a kitchen assistant at the Seaview Café. He washed dishes and prepared salads for three weeks.
- d. Ex.: I would choose Sofia because she has experience with customers and on the phone. She also speaks fluent Italian, which is useful with Italian tourists.

Repère — Dans un CV, la colonne « Tasks » est toujours au prétérit sans sujet (washed, served) : pour la réutiliser dans une phrase, ajoute le sujet et un marqueur de temps.

3 Grammaire : articles, prétérit et constructions

/ 4 pts

- a. an air steward ; a nurse ; a lot of ; Ø experience.
- b. got ; didn't earn ; learnt (learned).
- c. listening ; stay ; working.
- d. « I did a work placement in a hotel last year, I earned £300 and I'm very motivated. »

Erreur fréquente — Trois calques du français à bannir dans une candidature : « a stage », « I wonned money » et « I am motivating » — placement, earned, motivated.

4 Lexique du monde professionnel

/ 4 pts

- a. a) a plumber ; b) an architect ; c) a pilot ; d) a translator.
- b. a full-time job ; to hire (to recruit) ; a weakness ; working hours.
- c. A job is a specific position you are paid for (countable); work is the activity in general (uncountable). To earn is for money (a salary); to win is for a competition, a prize or a match.
- d. job advert → cover letter → interview → contract.

Astuce — Associe chaque métier à son verbe (design → designer, translate → translator) et chaque mot à son contraire (hire / fire, strength / weakness) : tu doubles ton vocabulaire sans effort.

5 Expression écrite guidée

/ 4 pts

- a. Dear Mrs Kaur, I am writing to apply for the summer job of waiter advertised in the window of The Harbour Café.
- b. I am fifteen and I am in Year 10. I am hard-working and punctual, and I am good at talking to customers; I can also speak Spanish.
- c. Last summer, I worked for three weeks in my aunt's restaurant, where I served customers and cleaned the tables.
- d. I am available from 5 July to 30 August. Please find attached my CV. I look forward to hearing from you. Yours sincerely, (name)

Le point clé — Une lettre de candidature suit un ordre fixe : objet, présentation, qualités, expérience au prétérit, disponibilité, formule finale — chaque étape vaut des points.