

Devoir surveillé – Le monde professionnel (CV, entretien)

Vocabulaire des métiers, du CV & de l'entretien d'embauche pour candidater en anglais (3e, vers le B1).

Durée : 55 min – Sans document – Sur 20 points · Anglais 3°

Nom : _____ Date : _____ Note : _____ / 20

Les réponses doivent être rédigées et justifiées. Soigne l'orthographe et la présentation.

Exercice 1 – Compréhension de l'écrit : une annonce et une lettre (4 pts)

Document 1. A job advert and the beginning of a reply.

« *WANTED: junior assistant for Bayside Surf School, Newquay. July and August, 25 hours a week, £8 an hour. You must be 15 or older, a good swimmer and available at weekends. Spanish or French speakers welcome. Send your CV and a short letter to Dan Reeves, manager.* »

« *Dear Mr Reeves, I am writing to apply for the position of junior assistant advertised on your website. I am fifteen and I live in Truro, twenty minutes from Newquay. I have swum for the county team for three years, so I am a strong swimmer. Last summer, I did a two-week placement at a holiday camp, where I looked after children and organised beach games. I am patient, outgoing and I speak fluent French, because my mother is from Lyon. I am available every day from 4 July, including weekends. Please find attached my CV. I look forward to hearing from you. Yours sincerely, Ellie Marsh* »

- List the four conditions required in the advert.
- Does Ellie meet all the conditions? Justify with elements from her letter.
- What work experience does Ellie mention, and what did she do there?
- Why does Ellie end with « Yours sincerely » and not « Yours faithfully »? Answer in English.

Exercice 2 – Compréhension de l'écrit : lecture d'un tableau (4 pts)

Document 2. Extract from the « Work experience » section of two CVs received by a hotel in Brighton.

	Candidate A — Jamal, 16	Candidate B — Sofia, 16
Dates	July 2025 (3 weeks)	Saturdays, Sept. 2025 – June 2026
Employer	Seaview Café, Brighton	Family bakery, Hove
Position	kitchen assistant	sales assistant
Tasks	washed dishes, prepared salads, cleaned the kitchen	served customers, used the till, took phone orders
Languages	English, basic Arabic	English, fluent Italian
Hours worked	105	240

- Who worked the longest, in total? Calculate how many hours a week each candidate worked (Jamal over 3 weeks; Sofia over 40 Saturdays).
- Which candidate has experience of contact with customers? Quote two tasks that prove it.
- Write two sentences in the preterite about Jamal's experience, using « as » (position) and « in » (year).
- The hotel needs someone for the reception desk, where many Italian tourists stay. Which candidate would you choose, and why? Answer in two sentences.

Exercice 3 – Grammaire : articles, prétérit et constructions**(4 pts)**

- a) Complète avec a / an / Ø : « My cousin is ___ air steward, his wife is ___ nurse and they both have ___ lot of ___ experience. »
- b) Mets au prétérit : « Two years ago, my brother (get) ___ a job in a bike shop. He (not / earn) ___ much, but he (learn) ___ to repair anything. »
- c) Complète avec la forme correcte du verbe : « I'm good at (listen) ___ to people, I can (stay) ___ calm and I'm interested in (work) ___ abroad. »
- d) Corrige les trois erreurs : « I did a stage in a hotel last year, I wonned £300 and I'm very motivating. »

Exercice 4 – Lexique du monde professionnel**(4 pts)**

- a) Donne le métier : a) repairs pipes and taps ; b) designs buildings ; c) flies planes ; d) translates books.
- b) Traduis en anglais : « un emploi à plein temps », « embaucher », « un point faible », « les horaires de travail ».
- c) Explique en anglais la différence entre « a job » et « work », puis entre « to earn » et « to win ».
- d) Range ces mots dans l'ordre chronologique d'une candidature et écris-les : *interview – job advert – cover letter – contract*.

Exercice 5 – Expression écrite guidée**(4 pts)**

You want to apply for a summer job as a waiter/waitress at « The Harbour Café », Plymouth. Write your cover letter to the manager, Mrs Kaur (80 words minimum), following the four steps.

- a) Open the letter correctly and say which job you are applying for and where you saw the advert.
- b) Introduce yourself (age, school year) and describe two qualities and one skill (use « good at » + V-ing or « can »).
- c) Describe one past work experience in the preterite (what you did and for how long).
- d) Say when you are available, mention your CV, and close the letter with the correct formulas.

Bon courage !