

Chapitre 6

Employment L'emploi

Compétences à acquérir : comprendre une offre d'emploi et savoir y répondre

Dans le test du TOEIC, vous pourrez entendre des conversations portant sur des dossiers pour postuler à un emploi (**applications**), ainsi que des entretiens d'embauche (**job interviews**), et vous serez peut-être amenés à lire des offres d'emploi et des lettres de motivation (**application letters**). Une offre d'emploi détaille le profil du poste et décrit les fonctions (**duties**) à remplir, les conditions requises (**requirements**) et la date limite (**deadline**) pour postuler. Ce type d'annonce peut également demander aux candidats de fournir les noms de personnes à contacter pour obtenir des références (**references**). Lorsque qu'une personne répond à une annonce, elle décrit son parcours éducatif et son expérience antérieure (**previous**), ainsi que tout ce qu'elle a accompli (**achieve**) de particulier.

Vacant **positions** are advertised in newspapers, professional journals, and on the Internet. Colleagues are also a source of information about job openings. Employment ads explain the **duties** that the employee will have to **carry out**. They usually give a **deadline** for job **applications**. On your application, you should describe your experience and explain how you meet the **requirements** of the job. Don't forget to mention any special **achievements** you have made at your **previous** jobs. If the ad asks for **references**, provide the names of previous employers and colleagues who will talk well about you. If the employer thinks you might be right for the job, he will ask you to come to an **interview**. If you do well at the interview, the employer might offer the job to you. Good luck!

Vocabulaire

Accountant (n.) : *comptable*

He decided to become an accountant because he is good with numbers.

n. accounting, accountancy : *comptabilité*

n. account : *compte*

She studied accounting at the national university.

He manages all our accounts.

Achievement (n.) : *succès, exploit, réussite spécifique dans une tâche donnée*

Samantha is proud of her many professional achievements.

v. achieve : *réaliser, atteindre, accomplir, réussir*

adj. achievable : *possible, du domaine du possible, qu'on peut atteindre*

I have worked hard and achieved many things for this company.

It seems like a difficult goal, but I believe it is achievable.

Application (n.) : *demande, candidature*

Please send your job application to our human resources department.

n. applicant : *candidat*

v. apply for : *postuler, candidater, être candidat à, faire acte de candidature, demander*

Few of the applicants were qualified for the job.

You can apply for the position by sending your resume.

|||▶ Attention

Le verbe **apply** est suivi d'un infinitif ou de la préposition **for** plus un nom.

Roger *applied to study* at the London School of Economics.

Many people *apply for jobs* at this company.

Voir le Chapitre 11 pour les verbes suivis d'un infinitif.

Career (n.) : *carrière*

I am interested in a career in business.

Carry out (v.) : *effectuer, réaliser*

I am ready to carry out my plans to find a new job.

Deadline (n.) : *date limite, dernière limite ; date ou heure à respecter*

March 1st is the deadline for applying for this position.

Duty (n.) : *devoir, tâche, fonction*

The duties of the job include answering the phone and making appointments.

Income (n.) : *revenu*

The CEO earns a much higher income than anyone else at the company.
(*Le P.-D.G...*)

Interview (v.) : *faire passer un entretien*

We will interview the job applicants next week.

n. interview : *entretien*

n. interviewee : *candidat (qui passe un entretien)*

n. interviewer : *personne qui fait passer un entretien*

George felt that the job interview went well.

The interviewee answered the questions nervously.

The interviewer did not ask many questions.

Position (n.) : *poste*

I don't earn enough money at my job so I am looking for a new position.

Previous (adj.) : *précédent, préalable, antérieur*

We will only hire someone with previous experience.

adv. previously : *auparavant, avant*

They advertised for someone who had previously worked in accounting.

Recruit (v.) : *recruter, embaucher*

They are recruiting to fill several positions.

n. recruit : *nouvel employé, personne qui vient d'être embauchée*

n. recruiter : *recruteur, personne chargée du recrutement*

n. recruitment : *recrutement*

All new recruits will receive special training.

The recruiter will interview applicants tomorrow.

Recruitment will continue until all the positions have been filled.

Reference (n.) (= recommendation) : *référence, recommandation*

Please send three letters of reference with your application.

We will need to have a recommendation from your previous employer.

Reliable (adj.) : *fiable, sérieux, digne de confiance*

I want to hire a reliable office assistant.

n. reliability : *sérieux, fiabilité*

v. rely (rely on) : *compter sur*

n. reliably : *de manière fiable, sérieusement*

Reliability is an important quality in an employee.

The manager wants to be able to rely on his staff.

He carries out all his duties reliably.

Requirement (n.) : *pré-requis, condition nécessaire*

Previous experience is the most important requirement for this job.

v. require : *exiger, demander*

My boss sometimes requires me to work on weekends.

|||▶ Attention

L'adjectif **interested** est suivi de la préposition **in** suivie d'un nom ou d'un gérondif.

Roger is *interested* in economics.

Many people are *interested in working* at this company.

Voir le Chapitre 13 pour l'emploi du gérondif après les prépositions.

|||▶ Abréviations

Voici quelques abréviations courantes pour des postes à responsabilité dans une entreprise :

CEO, Chief Executive Officer : *P.-D.G.*

CFO, Chief Financial Officer : *responsable financier, directeur financier*

CIO, Chief Information Officer : *responsable informatique*

HR, Human Resource : *ressources humaines*

|||▶ Expression courante

On appelle souvent les offres d'emploi dans les journaux **help wanted ads**.

Pratiquez votre vocabulaire

Complétez les passages suivants avec les mots de la liste qui conviennent. Vous trouverez les corrigés à la page 313.

reference accountant deadline previous requirements

Wanted: Experienced (1) _____ to work for a busy downtown company. (2) _____ are a minimum of five years (3) _____ experience and a university diploma. Will report directly to the company CFO. Please send resume and three letters of (4) _____ to HR, Rodrum, Inc. PO Box 10, Greenvale. (5) _____ to apply: March 10.

reliable income position achieved carry out

Dear Mr. Rossi,

I understand that you have a job opening in your HR department. I would like to recommend my former colleague, Teresa Arbenz, for the (6) _____. She was in charge of employee training at my company and (7) _____ a lot during her ten years with us. For example, while she was working here, she created a model employee training program. She was always a (8) _____ employee and we could depend on her to (9) _____ her duties to the best of her ability. She is unhappy at her current job, especially because she is earning such a low (10) _____ there. I believe that she has the skills and experience you are looking for and I hope that you will consider her for the job. I have asked her to send you her resume, so you may receive it soon.

Thank you.

Sincerely,

Michael Bliss

career apply recruiting interview duties

Dear Ms. Martineau,

I saw an ad in the newspaper which said that you are (11) _____ new employees for your company. I would like to (12) _____ for a position in your sales department. I have just graduated from the university and am very interested in starting a (13) _____ in sales. While I was studying at the university, I worked as an assistant in the sales department at a small company near the university. I had a variety of (14) _____ there so I learned a lot about the business of sales. I am enclosing my resume and two letters of reference. I look forward to meeting you at the (15) _____.

Sincerely,

Catherine Riley

Grammaire

Le présent simple et le présent continu (ou progressif)

Ce sont tous les deux des temps du passé.

Le présent simple

Le présent simple des verbes réguliers se forme en ajoutant **-ed** au verbe :

worked, played, studied, lived, wanted, needed

Les verbes irréguliers ont tous une forme différente qu'il faut connaître. Dans les listes de verbes irréguliers, il s'agit de la 2^e colonne. Voici une sélection des verbes irréguliers les plus courants :

Présent	Prétérit
Go	Went
Make	Made
Write	Wrote
Eat	Ate
Begin	Began
Buy	Bought
Get	Got

On utilise l'auxiliaire **did** au présent simple pour former les phrases négatives et interrogatives, sauf pour les verbes qui sont aussi des auxiliaires (**be**

et les modaux). Lorsque l'on emploie **did**, le verbe ne porte pas **-ed** puisque c'est l'auxiliaire qui porte la marque du passé.

*I didn't apply for that position.
When did they advertise the job?*

Le prétérit simple exprime une action passée et qui s'est terminée dans le passé.

*I worked at that company for ten years.
J'y ai travaillé pendant dix ans, mais je n'y suis plus maintenant.*

Le prétérit continu

Le prétérit continu se forme avec **was/were** et le verbe + **-ing**.

*I was working at the office.
They were looking at help wanted ads in the newspaper.*

Le prétérit continu exprime *une action passée, mais qui était en cours au moment du passé auquel on fait référence*, souvent en lien ou en opposition avec une autre action passée.

*I was reading the newspaper at 10:00. (un moment précis, une heure précise)
J'étais en train de lire de journal à 10 h 00. J'avais commencé avant et j'étais encore en train de le lire à 10 h 00.
I was reading the newspaper when the phone rang. (une autre action)
J'étais en train de lire de journal quand le téléphone a sonné. J'avais commencé avant et j'étais encore en train de le lire quand le téléphone a sonné.*

Dans l'exemple ci-dessus, l'action au prétérit continu (**I was reading the newspaper**) était en cours, était en train de se dérouler dans le passé, et elle a été interrompue par une autre action passée (**the phone rang**). L'action qui interromp est exprimée au prétérit simple.

Le prétérit continu peut aussi s'employer pour exprimer deux actions en cours en même temps dans le passé.

I was working at a law office while I was studying at the university.

Dans cet exemple, les deux actions sont au prétérit continu.

On ne peut utiliser la forme continue que pour les verbes d'action, puisqu'elle exprime une action en train de se dérouler, en cours.

Pratiquez votre grammaire

Choisissez la forme verbale qui convient pour compléter les phrases suivantes. Vous trouverez les corrigés à la page 313.

1. I _____ as an accountant when I decided to change careers.
(worked/was working)

2. They didn't _____ me for any references.
(ask/asked)
3. I was looking at the newspaper when I _____ the advertisement.
(saw/seeing)
4. When _____ you work for the Acme Company?
(did/was)
5. I _____ my job at Newman, Inc. in 2008.
(was beginning/began)
6. Mr. Chang _____ interviewing job applicants when I arrived.
(did/was)
7. Ms. Clarke didn't _____ much previous experience.
(have/had)
8. He _____ for that position last week.
(applied/was applying)

Révision lexicale et grammaticale

Vous trouverez les corrigés à la page 313.

Phrases à compléter

1. You cannot _____ only on the help wanted ads when you are looking for a job; you also need to ask your friends and colleagues for help.
(A) rely
(B) reliable
(C) reliably
(D) reliability
2. Getting my university diploma has been my most important _____.
(A) achieve
(B) achieved
(C) achievable
(D) achievement

3. How many applicants did they _____ yesterday?
(A) interview
(B) interviewed
(C) interviewing
(D) were interviewing
4. You will work hard at this job but you won't earn a high _____.
(A) duty
(B) career
(C) income
(D) account
5. I _____ about this job while I was attending a conference in Chicago.
(A) hear
(B) heard
(C) hearing
(D) was hearing
6. We _____ many applications for the position that we advertised last week.
(A) don't receive
(B) didn't receive
(C) wasn't receiving
(D) weren't receiving
7. I am looking for a new job and hope to get a _____ at a large company.
(A) requirement
(B) deadline
(C) reference
(D) position
8. While I _____ as an office assistant, I learned how to use several computer programs.
(A) work
(B) working
(C) was working
(D) were working

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(A) work
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(C) was working
(D) were working

9. Please submit your job _____ before the deadline.
- (A) applicant
 - (B) application
 - (C) applying
 - (D) apply
10. I _____ for a job as a legal assistant when I saw your ad in the newspaper.
- (A) look
 - (B) looked
 - (C) looking
 - (D) was looking

Exercice de compréhension

The Marcus Company is recruiting now for our busy summer season. We need to hire up to five office workers to assist us with phones and paperwork during the months of June, July, and August. Previous experience is not a requirement. We will train all successful applicants. You must be ready to begin work on June 1. To apply, call 492-3145 by May 10. Ask for Mr. Kim. Interviews begin May 12.

1. What will happen at the end of August?
 - (A) Successful applicants will be trained.
 - (B) Temporary workers will be hired.
 - (C) Interviews will take place.
 - (D) The job will end.
2. What is the deadline to apply for the advertised job?
 - (A) May 10
 - (B) May 12
 - (C) June 1
 - (D) August 31
3. The word *recruiting* is closest in meaning to
 - (A) working
 - (B) firing
 - (C) hiring
 - (D) preparing

4. The word *requirement* is closest in meaning to
- (A) education
 - (B) necessity
 - (C) interest
 - (D) problem