

## Thème 1

### Step 3. Getting ready for the exam

#### Activities

**1. Written comprehension:** To be ready for the exam, you need to be able to make a synthesis of each article in the file. Read [document 1](#) and sum up in English all the arguments given by the journalist in each paragraph. Leave out all the details and examples. Be concise and limit the summary to 100 words.

Many new-tech firms opt for a flat organisation with no job titles and no middle-managers. They advertise about the flexibility they offer: employees can select what they work on and with whom.

But the reality is not as glamorous as it says on the tin. Indeed, the most charismatic employees dominate the shy ones. The new employees cannot really choose the projects they work on: they are often left behind and even harassed because of the lack of scrutiny over who does what.

So even if some managers may be annoying, traditional hierarchies are often more reassuring than flat hierarchies.

[101 words]

**2. Written expression #1:** Comment on [document 2](#).

*150 words ±10%. Write down the number of words used.*

This cartoon (= drawing) highlights (= underlines = shows = insists on = puts forward) the importance of finding the right organisation for a company. What are the stakes of company organisations?

First, it is crucial for a company to be well organised, so that all employees can be able to navigate the firm easily. Indeed, with a clear and strict organisation, it is simple to know who does what and who you should go to if you have a question. This is the case of traditional hierarchies for instance. Moreover, employees need guidance and are motivated by the corporate ladder they can climb.

Conversely, when a firm is not well organised, employees are lost and suffer from a lack of motivation. For example, on the cartoon, the corporate hierarchy looks like a maze in order to symbolise the idea that you are lost in such a company. It is not easy to select the right organisation and here the cartoonist criticises CEOs who implement very complex organisations which backfire in the end.

Thus, simple organisations are sometimes the most efficient ones.

[170 words]

**3. Written expression #2:** Vous êtes Sarah Brown, directrice des ressources humaines d'une start-up américaine. Vous envoyez un email destiné à tous les employés dans lequel vous annoncez une réorganisation de votre entreprise pour adopter une organisation linéaire. Vous définissez les grandes lignes de cette réorganisation et en présentez les avantages pour l'entreprise et les employés.

Veillez à respecter la présentation et les formules d'usage.

*150 mots ±10 % pour le corps du message. Vous indiquerez le nombre de mots utilisés.*

FROM	<a href="mailto:Sarah.brown@jeans.com">Sarah.brown@jeans.com</a>
TO	<a href="mailto:All.staff@jeans.com">All.staff@jeans.com</a>
DATE	09/18/2021
SUBJECT	New type of organisation

Dear all,

I am writing on behalf of the management of Jeans Inc. Indeed, we have decided to reorganise the company into a flat organisation.

This modern type of organisations implements delayering with no more job titles nor middle managers. What is more, each and every one step of you is going to be free to select which projects you want to work on and with whom. Finally, you will be asked to take part in the strategical decisions of the firm.

As a consequence, all employees will have more freedom at work and collaboration will be encouraged. Moreover, you will feel empowered and have more responsibilities, which should make you not only happier but also more productive. Consequently, we strongly believe that the company will thrive very quickly. Without too many rules, you will have more opportunities to be creative and innovative, thus giving the firm a competitive advantage putting us ahead of competition.

So, we hope you will enjoy the new organisation and should you have any questions, do not hesitate to contact me by email.

Best regards,

Sarah Brown, Head of Human Resources

[176 words]