

# Décrire votre poste

EN QUOI CONSISTE VOTRE TRAVAIL, QUELLES SONT VOS RELATIONS AVEC VOS COLLÈGUES... VOICI DES EXPRESSIONS UTILES POUR DÉFINIR VOTRE ACTIVITÉ.

## Le dialogue

**Carol:** OK, Joe, let's start your annual appraisal with you summarizing what your job involves. You can refer to your job description if you like.

**Joe:** Well, I provide customer support for our existing clients, and I also build up contacts to attract new business.

**C:** And how do you prioritize your workload on a daily basis?

**J:** I work to the brief provided by each client and they all have their own deadlines, so those dictate my "to do" list on a week-by-week basis. I schedule in time for admin, such as invoicing and filing, and I keep abreast of the industry by reading trade publications and going to trade conferences.

**C:** And how about the long-term – what are your targets for the year ahead?

**J:** I aim to bring in 20 new clients. There are some PR training courses that could help me achieve this goal. And there's a lot the company can do to improve its customer care. Having a vision for the company is one of my strengths.

**C:** I see. And how about weaknesses?

**J:** I like working under pressure and using my own initiative, but that makes me less of a team player. So I'm trying to improve my working relationships.

**C:** That's great. I wouldn't be surprised if next year it's you who's appraising me!

- **annual appraisal** évaluation annuelle
- **provide customer support** fournir un service clientèle
- **build up contacts** développer des contacts
- **prioritize** établir une liste de priorités
- **workload** charge de travail
- **on a daily basis** au jour le jour
- **brief** instructions
- **deadline** délai
- **on a week-by-week basis** toutes les semaines
- **admin** administration
- **invoicing** facturation
- **filing** classement
- **keep abreast of ...** se tenir au courant de...

- **trade publication** journal professionnel
- **trade conference** congrès professionnel
- **what are your targets**

- for the year ahead?** quels sont vos objectifs pour l'année à venir ?
- **PR (public relations)** relations publiques
- **training course** stage de formation
- **achieve this goal** atteindre cet objectif
- **strengths** points forts
- **weaknesses** faiblesses
- **I like working under pressure** je travaille bien quand je suis sous pression
- **use my own initiative** faire preuve d'initiative
- **team player** personne ayant l'esprit d'équipe
- **working relationship** rapport de travail



**build up contacts** développer des contacts

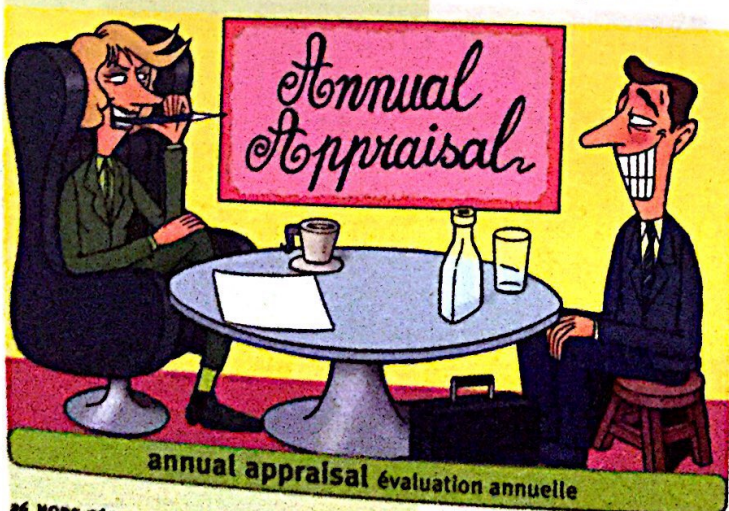
## ... plus de vocabulaire

- **a good career move** une bonne décision sur le plan professionnel
- **career prospects** possibilités d'avancement
- **job-sharing** partage de poste

- **job satisfaction** épanouissement professionnel
- **meeting** réunion
- **(in the) mid-term/short-term** (à) moyen/court terme
- **my job is very administrative** mon poste est en grande partie administratif
- **my workload is too heavy** j'ai trop de travail
- **our office has a good working environment** notre bureau a de bonnes conditions de travail
- **paperwork** tâches administratives
- **the pressures of meeting deadlines** la contrainte des délais à respecter
- **to work to a deadline** avoir un délai à respecter

*Et quelques phrases...*

- **I'd like to be put forward for promotion** J'aimerais qu'on me propose une promotion
- **I haven't had a pay rise for two years** Je n'ai pas été augmenté depuis deux ans
- **I spend too much time in meetings** Je passe trop de temps en réunions
- **I hate doing paperwork** Je déteste m'occuper de la paperasse
- **I have a good working relationship with my boss/my co-workers** J'ai de bonnes relations de travail avec mon chef/mes collègues



**annual appraisal** évaluation annuelle