**Instruction 1:**Read the text below and take down the useful expressions.

**Duration**: 45 mn

State Farm providing insurance and financial services this is Stephanie. My name is Stephanie Caldwell I am an executive assistant administrative assistant for State Farm Insurance and I work in Provo Utah. To me a receptionist is sort of the back bone of the office. My boss always tells me without my position the office could not function. Basically when I come  into the office I come in get everything going for the day, turn on all the machines, make sure that they are ready and working, you know, I change our little message greeting on the voice mail to what day it is and you know if we're in the office what's going on, and then I come through and sort of check the fax machine and change all our calendars, make sure the clocks are working, refresh the cooler, go through all of those general maintenance items for the office. Then I come over and I check my voice mail on my phone to make sure I don't have any urgent messages for the day. I go into my email on my computer and make sure that, you know, if there's any projects going on that I get a handle on them first thing in the morning I know exactly what I'm doing.

 Then once I've done all that I have an idea of what my days going to look like. I sit down, I write a to do list, in pretty much importance order of what I have to get done first, what can wait till tomorrow, what things I have on my radar for the week sort of speak, just so I know if anybody calls I can talk to them about some things that maybe weren't imperative for that day but I can get them out of the way if I happen to hear from someone that day. Also I like to go in and check with my boss and coworkers just to make sure that there's nothing they need me to work on that day that maybe needs to be done before lunch or for a certain meeting or conference call. I just like to touch base with them and see what they have on their agendas for the day and see what I can help with, what I can make easier for them since that is sort of my position is just to make life easier for everybody else in the office and keep the office running smoothly or as smooth as I can make it. Things that I do away from my desk are more checking on faxes, sending and receiving faxes, and then I also often times take notes for my boss when she's on a conference call anything like that, just to make sure she doesn't miss anything since she is more participating in the conference call rather than taking the time to write down notes. So that hopefully I don't miss anything and she's got all the information that she may not have had time to write down between comments.

<http://www.ehow.com/video_4972961_receptionist-job-description.html>

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| **USEFUL EXPRESSIONS** |

**Instruction 2**: Write about Stephanie’s job and why she thinks that her job is the backbone of the office**.**

**Help: Here is an example you may use as a model**

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| The document is a report by Stephanie Cadwell.Stephanie works as a receptionist at State Farm insurance company.State Farm insurance company is situated (located) in Utah. It provides financial services to indivudals and private companies.Everyday Stephanie turns on the machines, checks the fax machines, changes the calendars, checks the email, writes a to-do-list and arranges meetings for her boss.She likes/enjoys her job and sounds very enthusiastic when she speaks about her job. She knows that she is an important member of staff because without her the office will not function. So Stephanie is proud of herself. |

**Instruction 3**: Write about your dream job (8-10 lines)

**Help:**  Use theses essays as models to write your own paper.

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| **ESSAY 1**Food/Hospitality is my real passion, I have always loved cooking for myself and others, hosting parties and making sure people have a good time when they're in my company.I thought this might be more of a hobby: hosting parties, cooking for people, but of course people make livings out of doing such. I'm taking a 3 year cooking course at LPO Nord Caraibe and I have also bought many books on how the restaurant and hospitality business works. I would like to be/ work as a restaurateur but I know it takes lots of capital to get into the industry. |
| **ESSAY 2**I have an extensive amount of [jobshttp://cdncache1-a.akamaihd.net/items/it/img/arrow-10x10.png](http://www.valleymorningstar.com/content/tncms/live/) that constantly cross my mind but there are only two that I would have to consider calling my "dream job". One day I dream of owning a restaurant in San Clemente, California. It is a beach and the environment is **soothing** and peaceful. I would like to have a restaurant because what else do people love more than food? I would like for my customers to feel at home and have them so relaxed that they forget about the rest of their day, but this is only half of my dream job. The other half is to one day have a child, a child that I would love, guide and teach to be strong, so strong that one day after I am gone and the world has changed they will **prevail** and **make their life worth living** over again and again and they will forever leave their mark in time.Raul Cardenas, Weslaco High School**Soothing= relaxing. Prevail :** **gain victory. It is worth living= cela vaut la peine de vivre** |
| **ESSAY 3**My dream job is to be a professional chef; I would like to own my own restaurant and to be my own boss. To have the talent of being able to cook finger licking meals, in my opinion, would be amazing. People would spread the word and make me famous; others would travel from other places just to try the exquisite food being furnished by my talent. Most importantly I would be happy, making others happy, while doing what I love the most, cooking.Sandra Martinez, Weslaco High School |
| **ESSAY 4**I am \_\_\_\_\_\_\_\_\_\_ and studying the National Diploma in Hospitality at LPO Nord Caraïbe, Martinique. I hope I will graduate this year. I study hard and wish that all my efforts will pay off.I have an extensive amount of jobs that constantly cross my mind but there is only two that I would have to consider calling my "dream job". My first dream job is to be a professional chef; I would like to own my own restaurant and to be my own boss. To have the talent of being able to cook finger licking meals, in my opinion, would be amazing. People would spread the word and make me famous; others would travel from other places just to try the exquisite food being furnished by my talent. Most importantly I would be happy, making others happy, while doing what I love the most, cooking.One day, I would own a restaurant at the seaside by Trinité. It is a beach and the environment is **soothing** and peaceful. I would like to have a restaurant because what else do people love more than food? I would like for my customers to feel at home and have them so relaxed that they forget about the rest of their day.My second dream job is to be a hotel manager in Dubaï. During my course I did an internship and work-experience with the Squah and Batelière Hotel in Fort-de-France and also worked part time at McDonald to help finance my studies. So, I am serious, hard-working and have some experience in the hotel industry.I know that a hotel manager has got a lot of responsibilities.He makes sure that all staff perform their duties to make the guest's stay pleasant and comfortable. But he also makes it sure that the hotel is profitable and efficient. Being a hotel manager is a hard job, but this job is worthwhile, because when a customer compliment on you, you are pleased and happy. I also like this job because youl meet many people from different countries, and talk and share a lot of information with them. As I have leadership skills, I will try and do my best to solve it any problem touching the staff and customers.So, as a conclusion, in order to achieve my dream, I am readay to do all the sacrifices. I want to be an efficient hotel manager and hope to build a hotel in Martinique in the future. |