



A Day in the Life of...

An Intern at Anglais in France

Administrative Assistant

8:45am

I arrive at Lipschool, our French and English language school located in the rural village of Vazerac. I open all the shutters and start up the coffee machine, ready to greet our client and their English teacher with a coffee on arrival. We usually have at least one adult client a week undertaking a 30-hour, one-on-one English immersion course at our school. With three hours of lessons every morning and afternoon, and evenings spent with an English host family, the programme is intensive, so it's important to make sure their day gets off to the right start with a freshly-made brew!

9:00am

Our client's English lessons begin. I fill up the watering cans and water our vegetable garden, then pick the fresh vegetables that will later be used to make lunch for our client and their teacher.

9:20am

I check my emails, flagging any that are of interest or require a quick response. Every week of the French school holidays, we have French children undertaking homestay immersion courses with an English teacher; as their stay usually begins at the weekend, there's always lots of work to do on the Monday at the start of the week. I make sure I have noted down all of the *séjours* we have for the week, and email the relevant English host families to ask how the child is settling in and finding their lessons. As soon as I get a response, I translate this information into French to relay to the child's parents, who are always eager to hear how their child is getting on.

10:30am

My boss, Jennifer, arrives at the school, having spent the morning on the phone to potential clients and buying whatever we might need for the day. If I have any queries regarding a specific *séjour* or how to write something in French, I get Jennifer to help me.

10:45am

Having sent off the necessary emails for the week's *séjours*, I get to work on other projects, such as writing descriptions for our language courses to be uploaded to the application 'Immersion France'. The descriptions must be in both French and English, so this is a good exercise in translation for me, at times requiring me to completely



rephrase a sentence to ensure that it sounds exactly like what a native speaker would say.

11:45am

We stop work to start preparing lunch. This usually involves a trip to the *boulangerie* to buy a fresh baguette and occasionally a quiche or *gâteau*. Lunch varies each day depending on what seasonal veg we have, but it's always something typically French, with a generous selection of cheeses.

12:30pm

We take a long break to enjoy lunch and chat. Conversation is usually in English to continue our client's immersion experience, but can be in French if they are worn out from their lessons. Our clients and teachers come from a range of different backgrounds, ensuring that conversation at the table is never dull.

2:00pm

Our client restarts their lessons, and Jennifer and I clear up lunch before getting back to work. There are always new emails to respond to after the lunch break, such as those from parents interested in booking a *séjour* for their child. Once the details of the *séjour* are confirmed and an appropriate host family has been secured, I am in charge of noting down the client's details and preparing and sending the official documents in French, such as the invoice and demand for online payment. Each document requires meticulous care to ensure that everything is correct, from dates and addresses to travel arrangements and arrival/departure times. Sometimes, people get in touch with us just a week in advance, so we have to work flexibly and be well organised in order to factor in this possibility.

4:00pm

I'll often take a quick break to make myself a cup of tea in the afternoon (I still haven't lost my British ways!), then it's back to work. There's always a variety of different tasks to do, and once the most urgent have been dealt with, it's up to me to organise my work as it suits me. As we are always on the lookout for new host families, one of my tasks has been to draw up a report, in French, of the trends that describe where British expats tend to relocate to in France. This has required me to read through lengthy news articles and analyses on British emigration, including details about the age of the average emigrant, their financial situation, composition of family, preferred type of location (urban vs rural), preferred region in France, etc.. Amongst other tasks, I have also been responsible for editing and updating the photos on our website, and contacting French language schools in other countries to enquire about them forming a partnership with us.

6:00pm

We lock up the school, and I return home to my own French host family for the evening to rest up before the next day of work!



How to apply:

Email your CV and lettre de motivation in French to
Jennifer Laur
contact@anglais-in-france.fr

ANGLAIS IN FRANCE
3 passage de l'ancien presbytère
82220 Vazerac
France
www.anglais-in-france.fr



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