

## 36-143-13 – Business French – Level 3

### Description

3 credits – Mandatory Placement Test

### General Objective

This course aims at helping the students acquire a good command of the French language to ensure the quality and effectiveness of written and oral communication in French relevant to university studies and the workplace. These language skills will help the students further their studies and reach their professional goals.

### Specific Objectives

- Comprehension of university and work-related documents through reading and listening activities based on multimedia materials both in class and at home;
- Acquisition of writing techniques applied to short administrative documents;
- Refinement of language specificities in the French-speaking business arena;
- Enrichment of vocabulary, notably key areas related to (Management, Accounting, Economics...)

By the end of this course, the students will have acquired the skills to:

- **communicate orally**, with some proficiency, in various situations related to studies and social / professional contexts:
  - participating in free round-table discussions to ask or provide explanations, to express opinions or clarify objectives,
  - making a 5-to-7 minute oral presentation;
- **understand** factual information and ideas through:
  - **written documents** (*e.g.*, e-mails and business letters, newspaper articles, excerpts from professional journals, short theoretical passages related to business topics),
  - **oral productions** (*e.g.*, conversations, short lectures, presentations of a company or a product);
- **write** effectively:
  - concise and well-structured **texts** complying with the rules pertaining to the type of written communication involved (*e.g.*, e-mails, business letters, short descriptions / explanations),
  - **sentences** with or without dependent clauses, applying the proper basic grammatical agreement:
    - use of relevant terms to express time, space, comparison and contrast,
    - use of subordinators to express purpose, reason, result and condition,
    - verb tense agreement and modals,
    - agreement of nouns, adjectives and verbs in accordance with the number of nouns or pronouns;
- master, both in **writing** and in **speaking**, a range of more than 1,000 words related to key business areas (Management, Accounting, etc.);

- use a **French dictionary** as well as other reference materials found on online effectively.

### **Pedagogical Approach**

Throughout the course, a communicative and interactive pedagogical approach will be employed. This approach requires that the students actively participate in individual, pair and team work. Class activities will include taking part in general discussions or professional exchanges based on written and oral documents in connection with the world of business (recruiting, new work practices, business trips, etc.)

Home assignments will be based on completing exercises on business terminology and French grammar to prepare for in-class tests. Assignments will also include designing oral presentations and submitting short written essays on a regular basis.

### **Evaluation**

In addition to a final, written and oral, exam, the students will also be assessed throughout the course on: In-class active participation, a number of grammar and vocabulary quizzes, practical individual assignments and oral presentations.