

## 36-144-13 – Business French – Level 4

### Description

3 credits – Mandatory Placement Test

### General Objective

This course aims at helping the students acquire a very 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, listening and viewing activities based on multimedia materials both in class and at home;
- Acquisition of writing techniques applied to fairly complex administrative documents;
- Refinement of language specificities in the French-speaking business arena;
- Enrichment of vocabulary, notably business terms (Management, Accounting, Economics, Finance, IT, etc.)

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

- understand ideas presented in long and complex written documents (*e.g.*, specialized articles, letters, memos, reports) as well as in oral presentations (*e.g.*, lectures and conferences);
- write fairly complex texts that will show balance, clarity and relevance to the type of written communication involved (*e.g.*, e-mails, business letters, summaries, reports);
- communicate orally, with proficiency, in various situations related to studies and social / professional contexts, expressing their ideas and opinions with precision (*e.g.*, formal addresses, presentation of a product, service or company);
- master a range of more than 1,500 words related to key business areas (Management, Accounting, Economics, Finance, Production Management, Human Resources Management, IT, 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. Assignments will be based on completing exercises on business terminology and French grammar, designing oral presentations and submitting short business-related written essays on a regular basis.

## **Evaluation**

In addition to a mid-term and final exam (written and oral for both), 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.