

**COURSE DATA****Data Subject**

Code	35023
Name	Business french I
Cycle	Grade
ECTS Credits	6.0
Academic year	2023 - 2024

Study (s)

Degree	Center	Acad. year	Period
1314 - Degree in International Business	Faculty of Economics	1	Second term

Subject-matter

Degree	Subject-matter	Character
1314 - Degree in International Business	35 - Modern language for business (French)	Optional

Coordination

Name	Department
BAYNAT MONREAL, MARIA ELENA	160 - French and Italian

SUMMARY

The course French language for Business I is offered to students in the second term of the first year of degree and will continue next year on a second level that will be offered during the first term of second year.

Language training is particularly important for students of the International Business degree, since the training profile of this degree includes, among others, the following: an international, global approach in teaching, incorporation of a second European language (other than English), a mandatory training period at another non Spanish university, internships in a company or institution operating in the global market. During their studies a mandatory is therefore essential to complete their training in foreign countries, including francophone ones. It will be necessary to have attended the two French language levels and acquired basic communication skills (both oral and written) in that language in order to continue with their learning and development in French-speaking academic contexts in optimal conditions. This subject is closely linked with the other foreign language courses offered in the degree (English and German).



Undoubtedly, this course -like other foreign language subjects- is essential for the professional future of students in this degree because developing language skills for business is a necessary condition to perform any work activity in that sector.

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

To join this course it is not necessary to have previous knowledge in French language. Otherwise, it is advisable to have it. Classes will start from a beginner and/or "false beginner" level and the year will finish with an estimated A2 level of the Common European Frame. For those students with lower linguistic levels, the lecturer will offer them personalized and guided learning itineraries in order to reach as soon as possible a similar level in the class.

COMPETENCES (RD 1393/2007) // LEARNING OUTCOMES (RD 822/2021)

LEARNING OUTCOMES (RD 1393/2007) // NO CONTENT (RD 822/2021)

- Oral communication in the second foreign language (French) in sociocultural and professional contexts inside the area of the company and the economy in an international environment.
- Communication written in the second foreign language (French) in sociocultural and professional contexts inside the area of the company and the economy in an international environment.
- Managing technology of communication in the second foreign language (French).
- Knowledge and use of specialized lexicon in the second foreign language (French) to intermediate level and interval - high place.
- Recognition of the peculiarities of the speech adapted to diverse communicative specific situations developed in the context of the international business in the second foreign language (Frenchman).
- Familiarize with the diverse cultures of the countries of French speech and with his linguistic varieties.
- Recognition of the cultural and social diversity.

DESCRIPTION OF CONTENTS

1. General contents

Introduction to the French language applied to the business context.

Reading Comprehension and written expression of different discursive types: the internal and external communication of the company.

Listening comprehension and oral expression of different discursive types used in the international area of the business (requests, claims)



2. Topics

Topic 1 : Prise de contact

- a. faire un tour de table
- b. engager une conversation téléphonique
- c. accueillir à l'aéroport
- d. , accueillir dans l'entreprise

Topic 2 : Agenda

- a. prendre rendez-vous
- b. changer de rendez-vous
- c. organiser son temps de travail
- d. communiquer un emploi du temps.

Topic 3 : Voyage

- a. s'informer sur le lieu de destination
- b. se déplacer en ville
- c. trouver le bon chemin
- d. faire du tourisme

Topic 4 : Recherche d'emploi

- a. consulter les offres d'emploi
- b. découvrir ses motivations
- c. rédiger un CV
- d. préparer un entretien d'embauche

In every unit students will practice and develop the four basic linguistic skills (oral and written expression and understanding).

3. Grammar contents

As the already mentioned topics are approached, the grammatical necessary notions will be explained. Along the course students will work, without a priori assigning them to any specific unit, the following grammatical aspects:

1. Les articles
2. La négation et l'interrogation (directe et indirecte)
3. La formation du féminin et du pluriel
4. Les numéros
5. L'heure
6. Les pronoms personnels
7. Les adjectifs et pronoms démonstratifs
8. Les adjectifs et pronoms possessifs
9. Les pronoms relatifs qui et que
10. Les prépositions de temps et de lieu.
11. Les temps verbaux : présent de l'indicatif, futur simple, passé composé, imparfait de l'indicatif, impératif.
12. Périphrases verbales

**WORKLOAD**

ACTIVITY	Hours	% To be attended
Laboratory practices	30,00	100
Theory classes	15,00	100
Classroom practices	15,00	100
Attendance at events and external activities	2,00	0
Development of group work	15,00	0
Development of individual work	13,00	0
Study and independent work	20,00	0
Readings supplementary material	5,00	0
Preparation of evaluation activities	10,00	0
Preparing lectures	5,00	0
Preparation of practical classes and problem	5,00	0
Resolution of case studies	15,00	0
TOTAL	150,00	

TEACHING METHODOLOGY

In this course pedagogic methods will be used that facilitate the self-learning of the student and his/her full incorporation in the university life. The French language will be the language of communication in the classes.

The methodology of the subject will favour the acquisition of the previously mentioned generic and specific competences.

The work, both during contact and non-contact hours, will be intensified for the different communicative competences (expression and written and oral comprehension):

1. Classroom (contact hours):

The grammatical notions and basic linguistic aspects of the French language, focused on their use in business (classes attend them) will be explained in class as well as oral and written expression and understanding in specific contexts (practical classes).

Tutorial hours will be used to solve doubts, to deliver reports, works and papers and to support the students in all the aspects related to the subject. The tutorship schedule as well as the dates for the delivery of tasks will be reported in the virtual classroom.

2. Virtual:



The virtual platform is a fundamental tool for the subject since it will serve to offer online the whole series of tasks and materials complementary to the classes. It will be as well a way of bilateral communication.

The theoretical component of the subject (an hour per week) will have always an immediate practical application. After this theoretical session - that will be visualized as far as possible by the student thanks to the base manual and / or across graphs, pictures, examples in the slate, transparencies, projection on screen and / or photocopies – students will proceed to make a series of selected exercises and papers on their own in the practical classes (two hours per week, of which two of laboratory). These activities will be corrected during contact hours, delivered at the end of the class for their individual correction or corrected by students themselves. After laboratory classes some reports can be asked. In practical classes the grammatical and communicative knowledge that is acquired will be reinforced: accordingly, authentic documents will be used. A special support will be done similarly in the oral comprehension by means of oral selected documents and in the oral expression by means of readings and groups of conversation and debate.

The students will have to come regularly at the tutorship hours, both in groups as in an individual manner to solve doubts and to obtain an individual follow-up of their progress in the subject, as well as for the correction of punctual mistakes in the drafts of their texts or other activities.

The students who, for a well-taken motive, could not be present at the classes are advised to take a parallel work that the lecturer will assign them in the tutorship hours.

Tools or didactic resources:

The grammar key points and theoretical fundamental concepts that will be presented in this subject will develop across exercises from the base manual, in photocopies or internet materials.

Two readings or activities to write a report from (there will be a few marked delivery dates) will be proposed during the course.

Students will also have to make and deliver individual and group works. More information about this will be provided in class and through the virtual classroom.

The use of audio-visual means and of the IT network inside and outside the class to favour the autonomous learning of the pupil will be enhanced, thus encouraging him/her to choose his/her own itinerary of personalized learning.

We recommend the student to come regularly to the classes and to follow the subject weekly, delivering all the activities demanded in class or in the virtual classroom in time since these activities will be taken into account for continuous assessment.

EVALUATION

The subject will be evaluated from the following triple procedure:



1. **compulsory final exam** that will account for **60 %** of the final mark and that will assess both, written and oral competences:

1.1. **Written exam: 40%** of the final mark

1.2. **Oral exam: 20%** of the final mark

2. The assessment of the **practical activities** developed by the student during the course: production of papers / memories and / or oral performances or presentations, with defense of the positions developed by the student (delivery of **papers** and **reports**): 20 % of the mark.

3. The **continuous assessment** of the student, based on his/her participation and implication in the teaching-learning process (class assistance and participation, delivery of tasks in class or through the virtual classroom on time, assistance to tutorships, ...): 20 % of the mark.

ITINERARIES:

Student have to choose between **3 itineraies**: one for **non-Francophone students (A)**, another one for **Francophone students (B)** and third one for students who **cannot follow the continuous assessment** (they have to speak with teachers and explain why during **first month**)

ITINERARY A (non-Francophone students):

1. **Written exam** (official date): **40%**

2. **Oral exam**: done **after written exam** if this one is **passed** : **20%**

3. **Compulsory group assignment**: **20%**

4. **Continuous assessment**: **20 %**

ITINERARY B (Francophone students):

Students have to **assist** habitually **to the lessons** and **participate** in lessons **activities**. French-speaking students must submit a **FINAL REPORT** justifying all the activities carried out in class and outside the classroom (lecturer and tutor functions) to help non-French-speaking students in their learning of the French language.

1. **Written exam (official date)**: The listening comprehension question will be replaced by a specific writing question on French for business. **40 %**.

2. **Final oral exam**: they will obtain this points becoming **mentors** of no-francophone students: they'll help them to prepare their oral exams and their movies (**obligatory group assignment**). They don't have to do the oral exam. **20%**.

3. **Compulsory group assignment**: they have to participate in the group as no-francopone students. **20%**.

4. **Continuous assessment**: Francophone students do not have to do these kinds of tasks and activities but they have to be **mentors** and help students assigned to do oral practice and prepare moovie. They obtain **20%**.



ITINERARY C (students who cannot do the continuous assessment). THEY HAVE TO SPEAK with teachers during **first month**.

- 1. Written exam: it'll be longer** than itinerary a's one (more questions). **60 %**.
- 2. Oral exam:** individually (previous appointment). **20%**.
- 3. Compulsoty group assignment: 20%**
- 4. Continuous assessment: 0 %**

The mark obtained in the **continuous assessment and in the practical activities** will add to the final mark of the final examination only if there is obtained at least a minimal punctuation of **50 % in all the parts of the examination** (both for the **written** and for the **oral** exams).

All the parts of the evaluation must be passed to do the average.

The student's final mark is obtained by **adding the continuous assessment mark and the final examination mark** (as long as this final examination passed in all parts). If final examination is failed, the final mark will never exceed 4.5 (out of 10). In that case, the marks got from the tests, works or exams passed in the first sitting will be kept for second call.

Students who **cannot attend to the classes** have to speak with teachers at the beginning of the academic year (during **first month**) in order to kwith teachers (previous appointment) now **alternative activities** for **continuous assessment**.

French students have to speak with teachers during the **first month**.

The **continuous assessment** and the practical activities cannot be recovered. They **cannot be done after the date fixed** for them during the course.

Homework, assignments, and reports must be turned in by the **due date**. Late work will not be accepted after deadline.

Evaluation and qualification regulations :

https://www.uv.es/graus/normatives/2017_108_Reglament_avaluacio_qualificacio.pdf

REFERENCES

Basic

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- Charaudeau, P., Grammaire du sens et de l'expression, Paris, Hachette, 1992
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- BESCHERELLE: Le Nouveau Bescherelle. L'Art de conjuguer. SGEL. Hatier
- Le conjugueur: <http://www.leconjugueur.com>
- Verbes, fiches et conjugaison complète: <http://www.capeutserver.com/verbes/index.php>
- Bescherelle 3: La Grammaire pour tous. Edit. Hatier
- Miquel et Lété, Vocabulaire progressif du français, Niveau débutant et intermédiaire, Paris, Clé International.
- Dictionnaire monolingüe: Le Petit Robert
- Dictionnaire bilingüe: Larousse
- Le grand dictionnaire terminologique (dictionnaire monolingüe):
<https://vitrlinguistique.oqlf.gouv.qc.ca/>
- Dictionnaire multilingüe (mots, textes, pages web) :
<http://www.reverso.net>
- Gramática en línea:
Cuadros de gramática con ejercicios y enlaces a la red:
<http://www3.unileon.es/dp/dfm/flenet/courstourdumonde/grammaire.htm>
Reglas y ejercicios de gramática: <https://www.lepointdufle.net/p/grammaire.htm>
Selección de actividades de gramática: <https://www.leplaisirdapprendre.com/portfolio/seleccion-activites-grammaire-a1-a2-b1-b2/>
- Vocabulario:
Miquel et Lété, Vocabulaire progressif du français, Niveau débutant et intermédiaire, Paris, Clé International.
- Bibliografía en red:
Léxico,:
<http://lexiquefle.free.fr/>
Pronunciación: (debutante):
<http://www3.unileon.es/dp/dfm/flenet/courstourdumonde/carnetph.htm>
TV5Monde: <http://www.tv5monde.com/>



Cours de FLE (Français Langue Étrangère) pour internautes:
<http://www3.unileon.es/dp/dfm/fenet/courstourdumonde/indextour.htm>

Niveau débutants (Survie-N1) (interface en anglais): <http://www.asahi-net.or.jp/~ik2r-myr/english/n1maina.htm>

Le point du FLE: <http://www.lepointdufle.net/>. Selección de recursos para el aprendizaje del Francés Lengua Extranjera.

