

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

<b>Code</b>	35024
<b>Name</b>	Business french II
<b>Cycle</b>	Grade
<b>ECTS Credits</b>	6.0
<b>Academic year</b>	2018 - 2019

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. year</b>	<b>Period</b>
1314 - Degree in International Business	Faculty of Economics	1	First term

**Subject-matter**

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

**Coordination**

<b>Name</b>	<b>Department</b>
BAYNAT MONREAL, MARIA ELENA	160 - French and Italian

**SUMMARY**

The course French language for Business II is offered to students in the first term of the second year of degree and it continues from first level offered during the second term of first 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 necessary done French for Business I. 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.

## OUTCOMES

### LEARNING OUTCOMES

- Oral communication or 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

- Extensive knowledge of French language related to economics and international business
- Computer skills related to French-speaking business world: searching for information and communications via the Internet
- International communication in French: misunderstandings and Linguistic conflicts



- Oral presentations in French in international professional contexts

## 2. Topics

1. Topic 1 : L'hôtel
  - a. : choisir un hôtel
  - b. réserver une chambre dhôtel
  - c. séjourner à lhôtel
  - d. adresser une réclamation .
2. Topic 2 : Restauration
  - a. sadapter aux traditions
  - b. passer commande
  - c. travailler dans la restauration
  - d. faire des critiques.
3. Topic 3 : Entreprise
  - a. découvrir lentreprise
  - b. comparer des performances
  - c. réussir dans les affaires
  - d. chercher des opportunités
4. Topic 4 : Travail
  - a. répartir les tâches
  - b. aménager lespace de travail
  - c. résoudre les conflits de travail
  - d. travailler à létranger.
  - e. .
5. Topic 5 : Prise de parole
  - a. : pratiquer lécoute active
  - b. présenter des objections
  - c. faire une présentation
  - d. poser les bonnes questions
6. Topic 6 : Points de vue
  - a. lutter contre le chômage
  - b. faire face à la mondialisation
  - c. comparer les modèles éducatifs
  - d. faire un tour de la presse.

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

**3. Contenidos gramaticales/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 (repaso 1º)
2. La négation et l'interrogation (directe et indirecte) (repaso 1º)
3. Les pronoms personnels (repaso 1º)
4. Les adjectifs et pronoms démonstratifs (repaso 1º)
5. Les adjectifs et pronoms possessifs (repaso 1º)
6. Les pronoms relatifs (completar y repaso 1º)
7. Les prépositions. (completar y repaso 1º)
8. Les temps verbaux : présent de indicatif, futur simple, passé composé, imparfait de l'indicatif, impératif (completar y repaso 1º)
9. Temps verbaux (suite): conditionnel simple, plus-que-parfait, futur antérieur, conditionnel du passé, présent du subjonctif.
10. Périphrases verbales (completar y repaso 1º)
11. Les Indéfinis
12. La voix passive
13. La comparaison: comparatifs et superlatifs

**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
<b>TOTAL</b>	<b>150,00</b>	



## 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. 1. Classroom (contact hours):**

En clase se ampliarán y afianzarán las nociones gramaticales y lingüísticas básicas de la lengua francesa dirigida a su uso en los negocios adquiridas durante el primer curso (clases presenciales) y también se practicará la expresión y comprensión escrita y oral en contextos específicos (clases prácticas).

The grammatical notions and basic linguistic aspects of the French language, focused on their use in business in first level will be increased and consolidated this year (classes attend them) 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.

### **1. 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 two 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-An **obligatory final exam** that will account for 60 % of the final mark and that will assess the different written and oral competences:

1.1. **Writing 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 two **papers** and two **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.

The mark obtained in the continuous assessment and in the practical activities will add to the final note of the final examination only if there is obtained at least a minimal punctuation of 50 % in all the paragraphs of the examination (so much of the written like of the oral exam).

All the parts of the evaluation must be passed to do the average. In opposite case,

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, he will be guarded to the student by the qualifications of tests, reports, works or examinations approved up to the second summons.

The continuous assessment and the practical activities have not remedial exam. They cannot be done after the date fixed for that during the course.

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

## REFERENCES

### Basic

- Referencia b1: PENFORNIS, J.L. : Français.com, Paris, Clé International, 2002
- Referencia b2: PENFORNIS, J.L : Vocabulaire progressif du français des affaires , avec corrigés, Paris, Clé International, 2003
- Referencia b3: HESNARD, C. : La correspondance commerciale française. Paris. Broché : 2005.
- Referencia b4: BOULARES, M.-J.L.FRÉROT, Grammaire progressive du français, Niveau intermédiaire, Paris, Clé International, 1997.
- Referencia b5: POISSON-QUINTON,S. et al., Grammaire expliquée du français, Paris, Clé International, 2002.
- Referencia b6: Abbadie, C., et al., L'expression française écrite et orale, Grenoble, Presses Universitaires de Grenoble, 1990.
- Referencia b7: Baylon, C. -Fabre, P., Grammaire systématique de la langue française, Paris, Nathan, 1995.
- Referencia b8: Bechade, H. D., Grammaire française, Paris, PUF, 1994.
- Referencia b9: Berard, E. -Lavenne, C., Grammaire utile du français, Paris, Hatier-Didier, 1991
- Referencia b10: Callamand, M., Grammaire vivante du français, Paris, Larousse, 1978.



- Referencia b11: Cantera, J. - De Vicente, E., Gramática francesa, Madrid, Cátedra, 1986.  
Referencia b12: Charaudeau, P., Grammaire du sens et de l'expression, Paris, Hachette, 1992  
Referencia b13: Denis, D. et al., Grammaire du français, Paris, Le livre de Poche, 1994.  
Referencia b14: BESCHERELLE: Le Nouveau Bescherelle. L'Art de conjuguer. SGEL. Hatier  
Referencia b15: Le conjugueur: <http://www.leconjugueur.com>  
- Dubois, A., Tausin, B.: Objectif express 1: Le monde professionnel en français. Hachette, 2013.

### Additional

- Referencia c1: ABRY, D., CHALARON, M.L., VAN EIBERGEN, J. VAN: Présent. Passé. Futur. Grammaire des premiers temps. Presses Universitaires de Grenoble  
Referencia c2: BADI, J., GREAVES, I., PETETIN, A.: Grammaire. Exerçons-nous. 350 exercices. Niveau Débutant. Hachette.  
Referencia c3: GRÉGOIRE, M., THIEVENAZ, O., et alii, Grammaire progressive du Français, 1,2,3, Clé International, (exercices et correction).  
Referencia c4: Champagne-Muzar et Bourdages, Le Point sur la phonétique, Paris, Clé International.  
Referencia c5: Charliac et Mortron, Phonétique progressive du Français, Paris, Clé International.  
Referencia c6: Actividades variadas de comprensión, gramática y vocabulario: Polarfle (historia de un asesinato): <http://www.polarfle.com>  
  
Referencia c7: Actividades variadas de comprensión, gramática y vocabulario: Bonjour de France: <http://www.bonjourdefrance.com>  
  
Referencia c8: Méthode ACCORD (grammaire et lexique autocorrectifs, 2 niveaux): <http://www.didieraccord.com/>  
  
Referencia c9: Vocabulaire illustré: <http://users.skynet.be/providence/vocabulaire/francais/menu.htm>  
  
Referencia c10: Fichas para trabajar la Expresión Escrita de manera autónoma: <http://www.uji.es/serveis/slt/cal/fitxes/fEE.shtml>  
  
Referencia c11: Prononciation (débutant): <http://www3.unileon.es/dp/dfm/fenet/courstourdumonde/carnetph.htm>  
  
Referencia c12: Un peu de tout: <http://centros6.pntic.mec.es/eoi.de.hellin/recursosfrances.htm>