

**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>	2021 - 2022

**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 B1 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 improve their knowledges and 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

Topic 1 : L'hôtel

- a. : choisir un hôtel
- b. réserver une chambre d'hôtel
- c. séjourner à l'hôtel
- d. adresser une réclamation .

Topic 2 : Restauration

- a. s'adapter aux traditions
- b. passer commande
- c. travailler dans la restauration
- d. faire des critiques.

Topic 3 : Entreprise

- a. découvrir l'entreprise
- b. comparer des performances
- c. réussir dans les affaires
- d. chercher des opportunités

Topic 4 : Travail

- a. répartir les tâches
- b. aménager l'espace de travail
- c. résoudre les conflits de travail
- d. travailler à l'étranger.

Topic 5 : Prise de parole

- a. : pratiquer l'écoute active
- b. présenter des objections
- c. faire une présentation
- d. poser les bonnes questions

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) (review 1º)
3. Les pronoms personnels (review 1º)
4. Les adjectifs et pronoms démonstratifs (review 1º)
5. Les adjectifs et pronoms possessifs (complete and review 1º)
6. Les pronoms relatifs (completar y repaso 1º)
7. Les prépositions. (complete and review 1º)
8. Les temps verbaux : présent de indicatif, futur simple, passé composé, impératif (complete and review)
9. Temps verbaux (complete): imparfait de l'indicatif, conditionnel simple, plus-que-parfait, futur antérieur, conditionnel du passé, présent du subjonctif.
10. Périphrases verbales (complete and review 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.

In case of **francophone students** registered in the subject they should follow **the itinerary B (see assessment section)** and they will become *no-francophone* students mentors (one groupe of no-francophone students will be assigned to each mentor). Their purpose will be do oral activity with no-francophone students: they will help them to do varied oral activity (dialogs, conversations, etc), to practice **lecture and memorization** of their **global simulation text** (movie), finally, to **prepare the oral final exam**. In exchange, francophone students will obtain some percentage of final mark (oral exam and continuous assessment): **40%**.

## EVALUATION

The subject will be evaluated from the following triple procedure:

1-A **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)

**ITINERARY A (non-Francophone students):**

1. **Written exam** (official date): **40%**
2. **Oral exam**: done individually with teachers (previous appointment): **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**.

1. **Written exam (official date)**: The oral comprehension question will be replaced by a writing question specific to business French. **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.

1. **Written exam**: it'll be **longuer** than itininerary a's one (more questions). **60 %**.
2. **Oral exam**: individuallly (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 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 know **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.

## 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., Tauzin, B.: Objectif express 1: Le monde professionnnel en français. Hachette, 2013.
- Vocabulario:  
Miquel et Lété, Vocabulaire progressif du français, Niveau débutant et intermédiaire, Paris, Clé International.  
Léxico variado: <http://lexiquefle.free.fr/>
- Diccionarios recomendados:  
Monolingüe: Le Petit Robert  
Bilingüe: Larousse  
Diccionarios en red:  
Dictionnaire Larousse : <https://www.larousse.fr/>  
Dictionnaire multilingue (mots, textes, pages web) :  
<http://www.reverso.net>  
Diccionario WordReference:  
<https://www.wordreference.com/esfr/>
- Bilbiografía en red:  
Actividades variadas de comprensión, gramática y vocabulario:  
Bonjour de France: <http://www.bonjourdefrance.com>  
Méthode ACCORD (grammaire et lexique autocorrectifs, 2 niveaux): <http://www.didieraccord.com/>  
Vocabulaire illustré: <http://users.skynet.be/providence/vocabulaire/francais/menu.htm>  
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/flenet/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.

### **Additional**

- 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/selection-activites-grammaire-a1-a2-b1-b2/>  
Ejercicios por niveles: <https://www.bonjourdefrance.com/index/indexgram.htm>



## ADDENDUM COVID-19

This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council

If due to the pandemic we were to move back to virtual teaching it should be noted that lectures and tutorials for this course would be conducted through **Blackboard Collaborate** and the addendum below would be activated.

Two scenarios are Two scenarios are envisaged:

- **SEMI-FACE-TO-FACE TEACHING:** THE PRACTICAL AND LABORATORY CLASSES WILL BE GIVEN IN THE CLASSROOM AND THE THEORETICAL CLASSES WILL BE GIVEN VIRTUALLY (BY VIDEO-CONFERENCE). THE FINAL WRITTEN EXAM WILL BE GIVEN IN PERSON AND THE ORAL EXAMS WILL BE GIVEN BY VIDEO-CONFERENCE.
- **VIRTUAL TEACHING:** ALL CLASSES WILL BE TAUGHT VIRTUALLY BY VIDEO-CONFERENCE AND THE FINAL WRITTEN EXAM WILL BE TAKEN VIRTUALLY.

### 1.CONTENTS:

They would be reduced if it necessary.

### 2. CLASSES ORGANISATION

**A. Theoretical lessons (all students) will be done in habitual timetable by video conference on *BlackBoard Collaborate/Teams*. Students who cannot attend can watch the recording of session (link published all weeks on the virtual platform forum).**

**B. Practical classes (two groups) will be replaced by:**

1. **Individual activities:** grammar and lexic tasks, directed projets, readings, listening comprehension activities (most of them in the text book with CD).
2. **Practical sessions by video conference (*Blackboard Collaborate*) during usual timetable.**
3. **If there are francophone students they will become mentors of a group of no-francophone students for oral practice.**

**C. Laboratory classes (three subgroups) don't change: self study tasks (grammar, vocabulary, civilization, listening, reading, speaking, etc.) following instructions will be realised and sent by virtual platform. The only difference is that doubts will be**



resolved by *Blackboard Collaborate* (students can connect in office hours during the laboratory classes).

### 3. METHODOLOGY

Grammar and vocabulary files created by teachers will be published on virtual platform. These files will contain theory, links to self-corrective activities, videos, songs and other activities.

Face to face teaching will be replaced by video conferences (by BBC) on the usual time table. During these courses week's tasks will be explained. We'll speak about week tasks, explain theory, answer questions, do activities and oral practice, etc.

We will use the news and tutorial forum for communication and individual or group tutorials.

Tutorials: They will be done virtually (by BBC) in both cases. Student can access there to speak with teachers, solve doubts or individual and group tutorials (previous appointment by mail).

Teachers will do virtual tutorials by mail or virtual platform tutorial forum too.

### 4. ASSESSMENT

The type of assesment is the same, with a few changes in the percentages.

There are two assessment itineraries: one for no-francophone students (A) and another for francophone students (B).

In Itinerary A continuous assessment (60% of final mark) will be partially recoverable: 30% may be recovered (controls or partial exams).

#### ITINERARY A (no-francophone students):

1. Writing exam: it disappears and it's replaced by small writing exams during the course (points for continuous assessment)
2. Oral exam: without changes. It'll be done individually by video conference (by BBC) in tutorial times (previous appointment. 20% of final mark.
3. Compulsory group project: without changes, same instructions and phases. The only difference is that obligatory tutorials (with teachers and mentors) will be done virtually. 20% of final mark.
4. Continuous assessment: There will be more tasks to do (partial tests or exams, writings, summaries, directed activities, glossary, etc). 60% of the final mark (instead of 20 %).



**ITINERARY B (francophone students):**

1. **Writing exam (official date):** it'll be done by virtual platform questionnaires or tasks. This exam will include specific questions (French for Business). 40 % of the final mark.
2. **Oral exam: without changes.** Francophone students obtain this 20% of final mark becoming mentors (helping no-francophone students with oral and movie record).
3. **Obligatory group project: without changes.** All students have to participate in the movie creation. 20% of the final mark.
4. **continuous assessment: without changes.** Francophone students don't have to do obligatory activities and tasks, instead of that, they have to help no-francophone students for oral practice (activities and movie). 20% of final mark.

**5. BIBLIOGRAPHY**

**Without changes. The same as in the Teaching Guide.**





