

DEPARTMENT OF FRENCH
Arts & Humanities
University of the Punjab, Lahore
Course Outline



Programme	BS in FRENCH	Course Code	FRE 313	Credit Hours	3
Course Title	Français des Affaires				
Course Introduction					
<p>This course has been designed to bring out the awareness of the business environment and business language through dialogues, original documents and audios/videos to bring them to the standard DELF A2-B1 level.</p>					
Learning Outcomes					
<p>On the completion of the course, the students will:</p> <ol style="list-style-type: none"> 1. be able to understand the business sector in French, 2. be able to speak, understand written and verbal information about the business environment, 3. be able to write business letters, emails so as get or give information, 4. be able to make and read a CV and a motivation letter in French, 5. be able to engage in a job interview in French. 					
Course Content				Assignments/Readings	
Week 1	Introduction to the course				
	<p style="text-align: center;">Unité-I</p> <p>1.1 Réunion</p> <p>1.1.2 Réunion 1: Types de réunions 1.1.3 Réunion 2: Organisation 1.1.4 Réunion 3: Animation 1.1.5 Réunion 4: Participation</p>				
Week 2	<p style="text-align: center;">Unité-II</p> <p>2.1 Téléphone</p> <p>2.1.1 Téléphone 1: Préparatifs 2.1.2 Téléphone 2: Prise de contact 2.1.3 Téléphone 3: Complications 2.1.4 Téléphone 4: Rendez-vous</p>				
	<p style="text-align: center;">Unité-III</p> <p>3.1 Écrit</p> <p>3.1.1 Écrit 1: Lettre D'affaires 3.1.2. Écrit 2: Courrier électronique</p>				
Week 4	<p style="text-align: center;">Unité-IV</p> <p>4.1 Parler en public</p> <p>4.1.1. Parler en public 1 4.1.2. Parler en public 2</p>				
	<p style="text-align: center;">Unité-V</p> <p>5.1 Négociations</p> <p>5.1.1. Situations 5.1.2. Stratégies 5.1.3. Entre Cultures</p>				
Week 6	<p style="text-align: center;">Unité-VI</p> <p>6.1 Entreprises</p> <p>6.1.1. Types d'entreprises 1 6.1.2. Types d'entreprises 2</p>				
	<p>Test on Unit I at the beginning of the week Book Exercises</p>				
<p>Test on Unit II at the beginning of the week Book Exercises</p>					
<p>Test on Unit III at the beginning of the week Book Exercises</p>					
<p>Test on Unit IV at the beginning of the week Book Exercises</p>					
<p>Test on Unit V at the beginning of the week Book Exercises</p>					

Week 7	Unité-VII 7.1 Entreprises 7.1.1. Types d'entreprises 1 7.1.2. Types d'entreprises 2 7.1.3. Secteur d'Activités	Test on Unit VI at the beginning of the week Book Exercises
Week 8	Unité-VIII 8.1 Cultures d'Entreprises 8.1.1. Culture d'entreprises 1 8.1.2. Culture d'entreprises 2	Test on Unit VII at the beginning of the week Book Exercises
Week 9	Unité-IX 9.1 Progrès des Entreprises 9.1.1. La croissance de l'entreprise 9.1.2. Disparition de l'entreprise	Test on Unit VIII at the beginning of the week Book Exercises
Week 10	Unité-X 10.1 Progrès des Entreprises 10.1.1. La croissance de l'entreprise 10.1.2. Disparition de l'entreprise	Test on Unit IX at the beginning of the week Book Exercises
Week 11	Unité-XI 11.1 Ressources Humaines 11.1.1. Professions 1 11.1.2. Professions 2	Test on Unit X at the beginning of the week Book Exercises
Week 12	Unité-XII 12.1 Travail 12.1.1. Lieu de Travail 12.1.2. Diplômes et Formations	Test on Unit XI at the beginning of the week Book Exercises
Week 13	Unité-XIII 13.1 Emploi 13.1.1. Emploi et chômage 13.1.2. Recherche d'emploi	Test on Unit XII at the beginning of the week Book Exercises
Week 14	Unité-XIV 14.1 Embauche 14.1.1. Contrat de travail 14.1.2. Rémunération du travail	Test on Unit XIII at the beginning of the week Book Exercises
Week 15	Unité-V 15.1 Personnel 15.1.1. Personnel et Encadrement 15.1.2. Conflits au travail	Test on Unit XIV at the beginning of the week Book Exercises
Week 16	REVISIONS	
	FINAL EXAMS	

Textbooks and Reading Material

Dubois, a.-l., & tauzin, b. (2013). *Objectif express 1 [2e edition] - livre de l'eleve (a1-a2)*. Paris: Hachette.

Dubois, a.-l., & tauzin, b. (2016). *Objectif express 2 nouvelle edition : cd audio classe (x3)*. Paris: Hachette.

Penforis, j.-l. (2010). *Communication progressive du français des affaires*. Paris: Cle International / Sejer.

Penfornis, j.-l. (2002). *Français.com (methode de français professionnel et des affaires)*. Paris: Cle International.

Penfornis, j.-l. (2004). *Vocabulaire progressif du français des affaires*. Paris: Cle International.

Rosillo, m., maccotta, p., & demaret, m. (2013). *Quartier d'affaires, français professionnel des affaires 1, a2 cahier d'exercices*. Paris: Cle International.

Rosillo, m., maccotta, p., & demaret, m. (2013). *Quartier d'affaires a2*. Paris: Cle International.

Tauzin beatrice, d. A.-l., izquierdo-quilichini, s., & peltier, s. (2016). *Objectif express 2 [2e edition] - cahier d'activites (b1-b2.1)*. Paris: Hachette.

Tauzin, b., & dubois, a.-l. (2013). *Objectif express 1 [2e edition] - cahier d'activites (a1-a2)*. Paris: Hachette.

Teaching Learning Strategies

1. Derivative (Differentiated Instructions)
2. Inquiry-based learning
3. Co-operative learning (Brainstorming Sessions)
4. Lecture-based learning (PowerPoint Presentations by Instructor)
5. Classroom Technology (Audios/Videos from Internet for latest updates)
6. Expeditionary learning

Assignments: Types and Number with Calendar

1. Revision test at the beginning of every week for previous Unit
2. Individual Learning: Assignments are based on real life activities (Observation-based)

Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	35%	Written Assessment plus viva at the mid-point of the semester.
2.	Formative Assessment	25%	Continuous assessment includes: Classroom participation, assignments, presentations, viva voce, attitude and behavior, hands-on-activities, short tests, practical, reflections, readings, quizzes etc.
3.	Final Assessment	40%	Written Examination at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on structured viva.