



Term 1 2020-2021

Course Code & Title:	FREN 3041 BUS1 FRENCH BUSINESS	
Language of Instruction: French / English	Units: 3	Note : all courses will be conducted online until further notice. The French Programme may switch to face-to-face teaching during the term, depending on the evolution of the situation.

Course Description

This course builds on the knowledge acquired through previous French language courses. It aims to bring students who previously have a comparable level at the A2 / B1 of the Common European Framework for Languages (CEFR) of jurisdiction, to acquire professional skills in the business context. To achieve this goal, students will be encouraged to work with the project through self-employment or in collaboration with their peers. At the end of this course, students will have mastered several fields linked to the business context and its environment. Thus, they will be able to communicate effectively and professionally in a wide range of situations every day and will know the main functions of the company. Prerequisite: FREN2002 or 2010 or 3000 or equivalent qualifications.

Learning Outcomes

After taking this course, students are expected to:

- able to use common communication professional tools.
- make individual projects or team project in professional situation.
- acquire stronger confidence to talk in front of formal audience.
- describe and compare companies' organizational structure.

Students will be given tools to speak about various topics such as Motivation letter, CV Video, economic situation, formal company documents, professional presentation, job interview, French around the world.

Course Content :

Lesson	Speech Acts	Topic & Culture	Activity
Leçon 1 <i>Introduction – Cap sur l'entreprise</i> (Introduction – Towards Company !) M1 p.7-18	<ul style="list-style-type: none"> - Professional contacts - Introducing yourself - Describing a product - Understanding a product dealing network. 	<ul style="list-style-type: none"> - Greetings. - Using "tu/vous". 	Export French Textiles.
Leçon 2 <i>La communication professionnelle</i> (Professional communication) M2 p.19-30	<ul style="list-style-type: none"> - Making a phone call and leaving a message. - Confirming order with a formal mail. - Making an appointment 	<ul style="list-style-type: none"> - Business Trip communication - French companies 	Retain your customers.
Leçon 3 <i>Trouver un emploi</i> (Finding a Job) U8 p.126-139	<ul style="list-style-type: none"> - Describing a job. - Describing job competences and professional skills for a job. - Talking about job experiences. - Negotiating job conditions. - Having a job Interview. - Applying for a job. 	<ul style="list-style-type: none"> - Job environment in France. - Working in French Companies. 	<ul style="list-style-type: none"> - Personal Work: create a personal video resume. - Cover letter. - Creating a French resume.
Leçon 4 <i>Le compte est bon</i> (Total is good) M6 p.67-77	<ul style="list-style-type: none"> - Understanding an invoice, a company balance sheet, different payments tool. - Making a phone call for late payment. 	<ul style="list-style-type: none"> - French compagnies types (EURL, SARL, SA, SNC, GIE, SEM). 	"Rationalize the invoice: <i>rationaliser la facturation</i> ".

Leçon 5 <i>Préparation à un salon</i> <i>(Preparation for a trade fair)</i> M8 p.91-100	- Prepare a stand for exhibition. - Negotiate the stand specifications. - Choose an hotel	- Exhibition	- Progress workshop of Personal Work : create a personal video resume.
Leçon 6 <i>Une commande ferme</i> <i>(Final order)</i> M4 p.43-54	- Negotiating a price. - Using an order catalogue. - Placing an order by phone. - Placing an order on Internet.	- Placing an order in France.	Sales online : <i>vente en ligne</i> . - Presentation of personal video resume

Learning Activities

Interactive classwork[1] (hr)		Extra-curricular activities (hr)		Web-based teaching (hr)		Homework / Self-study (hr)	
in /	out class	in /	out class	in /	out class	in /	out class
3			0.5		1		3
M			O		M		M

M = Mandatory / O = Optional

[1] Interactive classwork focuses on student-centered activities as pair work, group work, role-playing and student-teacher interaction.

Assessment Scheme

Task nature	Description	Weight
PARTICIPATION	- Punctuality. - Active participation in class. - Homework.	10%
HOME ESSAY	Home writing assignment.	20%
ORAL EXAM	Team Oral Exam in business context	30%
IN-CLASS PRESENTATION	Class evaluation of video project: create personal video resume (details given in class).	40%

Notes:

Attendance : you are required to arrive on time.

You are required to attend at least 75% of the class. Treat 75% attendance as the minimum, not the maximum.

The success of your own learning will highly depend on your attendance.

Should you miss more than 25% of the class, you will automatically fail the course.

If you are unable to attend, get informed about what content and homework you missed and make it up yourself.

Smartphones & portable devices : the use of smartphones is prohibited during the class unless otherwise stated by the teacher.

Tablets and laptops can be used to read the soft copy of the textbook.



Learning Resources

Course Materials
Textbook: <i>Le monde professionnel en français Objectif Express 1</i> , Ed. Hachette, Français Langue étrangère. Textbook: <i>Méthode de français professionnel Pour parler affaires</i> , Ed. Maison des langues, Français Langue étrangère. Textbooks are available at The Commercial Press bookstore, on CUHK campus.
IT Resources
- https://elearn.cuhk.edu.hk/webapps/portal/frameset.jsp - ORG-FREN-0000: French Common Room The content of French Common Room is also easily accessible on the following webpage : cuhk.start.me
Readings & Library Resources
Free French/English dictionaries with pronunciation: - On Internet: http://www.collinsdictionary.com/dictionary/french-english - On Android: https://play.google.com/store/apps/details?id=com.ascendo.android.dictionary.fr.free - On iOS: https://itunes.apple.com/us/app/free-french-english-dictionary/id323683333?mt=8

Schedule (Subject to changes):

Week	Date	No Class Days	Assignments:	Content	Teaching mode
Week 1	Sept 07-11			Introduction + Lesson 1	Online (Zoom) until further notice
Week 2	Sept 14-18			Lesson 1	
Week 3	Sept 21-25			Lesson 2	
Week 4	Sept 28- Oct 2	Oct 01 (Thursday): National Day. Oct 02 (Friday): Day after Mid-Autumn Festival		Lesson 2	
Week 5	Oct 05-09			Lesson 3	
Week 6	Oct 12-16		HOME ESSAY	Lesson 3	
Week 7	Oct 19-23			Lesson 4	
Week 8	Oct 26-30	Oct 26 (Monday): Day after Chung Yeung Festival		Lesson 4	
Week 9	Nov 02-06		ORAL EXAM	Lesson 5	
Week 10	Nov 09-13	19 Nov (Thursday) – 88 th Congregation for Conferment of Bachelor's degrees and Master's degrees		Lesson 5	
Week 11	Nov 16-20			Lesson 5	
Week 12	Nov 23-27		IN-CLASS PRESENTATION	Lesson 6	
Week 13	Nov 30-Dec 04			Lesson 6	

Class sections and teachers' contact details:

Class	Time	Classroom	No of weeks	Teacher	Email
FREN3041 A	W. 7/9	ZOOM / (WMY402)	13	Gaël Bellayer	gael.teacher@gmail.com

For further information and inquiries you are welcome to contact:

Contact	Telephone	Email	Office
General Office	3943 7110	lin@cuhk.edu.hk	Rm G17, KKL Building Office Hours: <u>Monday to Thursday:</u> 8:45am to 1:00pm and 2:00pm to 5:30pm <u>Friday:</u> 8:45am to 1:00pm and 2:00pm to 5:45pm

Academic Honesty and Plagiarism

Attention is drawn to University policy and regulations on honesty in academic work, and to the disciplinary guidelines and procedures applicable to breaches of such policy and regulations. Details may be found at <http://www.cuhk.edu.hk/policy/academichonesty/>.

With each assignment, students will be required to submit a signed declaration that they are aware of these policies, regulations, guidelines and procedures. For group projects, all students of the same group should be asked to sign the declaration.

For assignments in the form of a computer-generated document that is principally text-based and submitted via VeriGuide, the statement, in the form of a receipt, will be issued by the system upon students' uploading of the soft copy of the assignment. Assignments without the receipt will not be graded by teachers. Only the final version of the assignment should be submitted via VeriGuide.

Feedback for Evaluation

Our language programme highly values students' feedback and comments and is happy to use them for reflection on our teaching and improvement. Students are very welcome to provide comments and feedback on the course any time to their course teacher or the course level coordinator through email or in personal conversation. In addition, students' feedbacks will be collected in the middle of the term through an open-end questionnaire and the teacher will discuss the feedbacks in class and make improvements if necessary. The course will also follow the university's course evaluation exercise at the end of the term, and students' feedbacks will be used for future course planning and teaching.