

UNIVERSITY OF ECONOMICS – VARNA
FOREIGN LANGUAGES DEPARTMENT

APPROVED BY
Rector:

(Prof. Dr. Plamen Iliev)

SYLLABUS

COURSE: “Foreign language French”;

PROGRAMME: All majors; Bachelor’s Degree

YEAR OF STUDY: 1st ; SEMESTER: 1st;

TOTAL STUDENT WORKLOAD: 90 h.; incl. Curricular: 30 h.

ECTS: 3

DISTRIBUTION OF WORKLOAD ACCORDING TO THE CURRICULUM

<i>TYPE OF STUDY HOURS</i>	<i>WORKLOAD, h.</i>	<i>CLASSES PER WEEK.</i>
LECTURES	0	0
SEMINARS	30	2
EXTRACURRICULAR	60	

PREPARED BY:

1.
(senior lecturer T.Dimitrova)

2.
(senior lecturer S.Todorova)

HEAD OF DEPARTMENT:

West European Languages(senior lecturer S. Shtereva)

I. ANNOTATION

This Business French module is designed to respond to the students' needs to progress in their Business studies or related degree programs. The course objectives are to introduce students to the main areas of Business French and improve their overall linguistic fluency. During the course students build up confidence and develop their skills by a variety of practical tasks which include: reading and discussing authentic articles on a wide range of business topics; learning essential business vocabulary; listening to authentic interviews and lectures and developing note-taking skills; they take part in meetings, role-plays, prepare presentations, have the opportunity to understand how business works in different cultures, etc. By course completion students must be able to understand, summarize, interpret a variety of business data, and present it accordingly; express opinions on different business issues; write business letters; use French in different social situations such as telephoning, networking, negotiating, etc. Students master a whole repertoire of different skills which are necessary to participate in an increasingly international work environment.

II. THEMATIC CONTENT

No.	TITLE OF UNITS AND SUBTOPICS	NUMBER OF HOURS		
		L	S	LS
1. Recrutement			10	
1.1	Analyser un phénomène		4	
1.2	Motiver ses salariés		3	
1.3	Décrire l'organisation d'une entreprise		3	
2. Voyage professionnel			6	
2.1	Se préparer à partir		2	
2.2	Faire le compte-rendu		2	
2.3	Organiser un petit déjeuner professionnel		2	
3. Entretien d'évaluation			6	
3.1	Comprendre un entretien oral		2	
3.2	Préparer un entretien d'évaluation		2	
3.3	Répondre à une proposition de rendez-vous		2	
4. Expatriation			8	
4.1	Tester sa capacité à s'expatrier		2	
4.2	Reconnaître les documents administratifs		2	
4.3	Exprimer son point de vue		2	
4.4	Test		2	
	Total		30	

III. FORMS OF CONTROL:

No. by row	TYPE AND FORM OF CONTROL	No/week	Extracurricular hours
1.	Midterm control		
1.1.	Project work – on a predefined theme	1	20
1.2.	Written assignments on a given topic	1	10
1.3.			
Total mid-term control:		2	30
2.	Final term control		
2.1.	Examination (test)	1	20
Total final term control:		1	20
Total for all types of control:		3	60

IV. LITERATURE

REQUIRED (BASIC) LITERATURE:

1. Girardeau, B., Mistichelli, M., Travailler en français en entreprise, éd. Didier, 2009
2. Barlet, O., INTERCOM (Communication et correspondance commerciales), 1992
3. Danilo, M., Le français de la communication professionnelle, 1993
4. Penformis J.L., Affaires.com, éd. CLE INTERNATIONAL, 2005

RECOMMENDED (ADDITIONAL) LITERATURE:

1. Penformis J.L., Vocabulaire progressif du français des affaires, éd. CLE INTERNATIONAL, 2004
2. Dimitrova, T., Todorova, S. Exercices de lexique et de grammaire éd. « Science et économie », 2010