



DEPARTMENT OF ARTS AND EDUCATION

COURSE OUTLINE – WINTER 2019

FR3000 (A3): French for Professionals - 3 (3-0-0) 45 Hours for 15 Weeks

INSTRUCTOR: Raoudha Kallel, PhD

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OFFICE HOURS: Thursday 2 to 3:30pm & Friday 10:30am to 12pm (or by appointment)

CALENDAR DESCRIPTION:

Through the study of business topics and vocabulary, as well as work practices and language and technical skills, this course introduces French in various professional business contexts, such as banking, marketing, finance, human resources, and professional correspondences. Students will acquire valuable terminology and expressions, and learn practical French business procedures including answering emails, writing business letters, and creating advertisements. More specifically, they will learn to communicate effectively in French in a variety of business situations while enhancing their competence in speaking, listening, reading, and writing.

PREREQUISITE(S)/COREQUISITE: FR2120, FR2240, or permission of the instructor.

REQUIRED TEXT/RESOURCE MATERIALS: None

Handouts and reading materials will be used for practice in class.

DELIVERY MODE(S):

This course is divided into three parts: *Le français pratique*, *Le français professionnel* and *Le français commercial*. Each part contains lessons, presenting practical or business vocabulary related to the lesson theme, listening, interactive and role-play exercises and activities, as well as French grammar summaries and review exercises. This course will be taught using an interactive pedagogical approach, which requires active participation of the students in individual, pair and teamwork.

COURSE OBJECTIVES:

The aim of this course is to help the students communicate effectively in oral and written French in situations related not only to daily life but also to the workplace and the professional world in general. For instance,

- Students will acquire writing techniques applied to professional documents at an advanced level.
- Students will review language skills as needed in French-speaking business contexts.
- Students will examine and understand work-related documents through reading, listening and completing activities based on multimedia materials.
- Students will enrich their vocabulary, specifically professional terminology related but not limited to travelling and tourism, hotel and restaurant industries, banking, workplace and professional documents and correspondences, marketing, and enterprises.

LEARNING OUTCOMES:

After successfully completing this course, students will be able to:

- Master the vocabulary related to various daily life and business areas listed above.
- Understand technical words and ideas presented in complex written documents (Professional letters and e-mails, résumés, meeting reports), as well as in oral presentations (lectures, conferences).
- Write professional texts such as letters, e-mails, résumés, meeting reports and summaries.
- Communicate with proficiency and confidence in different professional situations such as formal addresses, phone calls, presentation of a product, providing customer service, etc.

TRANSFERABILITY: UA, UL, AU, UC, GMU

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide at <http://transferalberta.alberta.ca/transfer-alberta-search/#/audienceTypeStep>

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

EVALUATIONS:

Présence et participation	10%
4 quiz	10%
Un carnet de vocabulaire	5%
4 devoirs écrits	20%
Un projet oral en classe	10%
Examen de mi-session	15%
Examen final	30%

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is less than C-.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

	PREMIÈRE PARTIE : LE FRANÇAIS PRATIQUE
Le 7 janvier	<ul style="list-style-type: none">• Présentations et introduction au cours• Leçon 1 : Le voyage et le tourisme<ul style="list-style-type: none">- Vocabulaire / activités / jeux de rôles / exercices d'écoute / lecture- Points grammaticaux
Le 14 janvier	<ul style="list-style-type: none">• Leçon 2 : L'hôtellerie et la restauration<ul style="list-style-type: none">- Vocabulaire / activités / jeux de rôle / exercices d'écoute / lecture- Points grammaticaux
Le 21 janvier	<ul style="list-style-type: none">• Leçon 3: La banque<ul style="list-style-type: none">- Vocabulaire / activités / jeux de rôle / exercices d'écoute / lecture- Points grammaticaux

	DEUXIÈME PARTIE: LE FRANÇAIS PROFESSIONNEL
Le 28 janvier	<ul style="list-style-type: none"> • Leçon 4: Le monde du travail <ul style="list-style-type: none"> - Vocabulaire / activités / jeux de rôle / exercices d'écoute / lecture - Points grammaticaux
Le 4 février	<ul style="list-style-type: none"> • Leçon 5: La correspondance professionnelle <ul style="list-style-type: none"> - Vocabulaire / activités / jeux de rôle / exercices d'écoute / lecture - Points grammaticaux
Le 11 février	<ul style="list-style-type: none"> • Leçon 6: La recherche d'emploi <ul style="list-style-type: none"> - Vocabulaire / activités / jeux de rôle / exercices d'écoute / lecture - Points grammaticaux
Le 18 février	SEMAINE DE LECTURE
Le 25 février	Révision pour l'examen de mi-session
Le 4 mars	EXAMEN DE MI-SESSION
	TROISIÈME PARTIE: LE FRANÇAIS COMMERCIAL
Le 11 mars	<ul style="list-style-type: none"> • Leçon 7: Les entreprises <ul style="list-style-type: none"> - Vocabulaire / activités / jeux de rôle / exercices d'écoute / lecture - Points grammaticaux
Le 18 mars	<ul style="list-style-type: none"> • Leçon 8: Le Marketing et la publicité <ul style="list-style-type: none"> - Vocabulaire / activités / jeux de rôle / exercices d'écoute / lecture - Points grammaticaux
Le 25 mars	<ul style="list-style-type: none"> • Leçon 8: Le Marketing et la publicité (suite) <ul style="list-style-type: none"> - Vocabulaire / activités / jeux de rôle / exercices d'écoute / lecture - Points grammaticaux
Le 1er avril	PROJETS ORAUX
Le 8 avril	Récapitulation et revision finale

NB : Ce programme n'est que provisoire et peut changer selon la difficulté des leçons. Certaines leçons peuvent prendre plus de temps que prévu. *This schedule is only a guideline and adjustments may be made as deemed necessary by the course instructor.*

STUDENT RESPONSIBILITIES:

Attendance and participation / Absences

Regular attendance and participation are essential for succeeding the course. Attendance will be taken every class. For a successful completion of this course, your active participation in class is very important; attendance alone does not guarantee a good mark for participation. You are responsible for the lessons you miss. Excused absences will require proper documentation. In case of an emergency (illness, dentist appointment, accident), please be courteous enough to notify the instructor *before* class begins. Class attendance and participation are expected to be constant, and always enthusiastic. You are responsible for all work missed and for any assignment announced on the day you were absent.

Professional Behavior

Students are expected to have professional and respectful behavior in the classroom towards the instructor and your classmates. The use of cell phones is strictly prohibited.

Assignments and quizzes

Four in-class quizzes will be given throughout the term. In addition, four written assignments will be required. More details will be given to students during the first class.

Mid-term and final exams

Both mid-term and final exams will check student's knowledge of the material covered. The final exam will cover the entire semester and will be scheduled by the Registrar during the exam period.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the section on Plagiarism and Cheating in the College policy titled Student Misconduct: Academic and Non-Academic at (<https://www.gprc.ab.ca/about/administration/policies/fetch.php?ID=68>).

Instructors reserve the right to use electronic plagiarism detection services on written assignments. **Instructors also reserve the right to ban the use of any form of electronics (cell phones, Blackberries, iPods, tablets, scanning pens, electronic dictionaries, etc.) during class and during exams.**

****Note:** all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

Bon trimestre !