

DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

COURSE OUTLINE – WINTER 2023

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

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Raoudha Kallel, PhD

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OFFICE: C-425

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OFFICE HOURS: Monday: 2-3:30pm & Wednesday: 4-5:30pm

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 in-person, 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:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**** 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	15%
Un carnet de vocabulaire	5%
4 devoirs écrits	15%
Un projet oral en classe	10%
Examen de mi-session	15%
Examen final	30%

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)

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 4 janvier	<ul style="list-style-type: none"> • Présentations et description du cours. • Leçon 1 : Le voyage et le tourisme. <ul style="list-style-type: none"> - Vocabulaire / activités / jeux de rôles / exercices d'écoute / lecture. - Liens grammaticaux.
Le 11 janvier	<ul style="list-style-type: none"> • Le voyage et le tourisme (suite). • Leçon 2 : L'hôtellerie et la restauration. <ul style="list-style-type: none"> - Vocabulaire / activités / jeux de rôle / exercices d'écoute / lecture. - Liens grammaticaux.

Le 18 janvier	<ul style="list-style-type: none"> • L'hôtellerie et la restauration (suite). • Leçon 3: La banque. <ul style="list-style-type: none"> - Vocabulaire / activités / jeux de rôle / exercices d'écoute / lecture. - Liens grammaticaux.
Le 25 janvier	<ul style="list-style-type: none"> • La banque (suite) : <ul style="list-style-type: none"> - Vocabulaire / activités / jeux de rôle / exercices d'écoute / lecture. - Liens grammaticaux.
Le 1er février	<ul style="list-style-type: none"> • La banque (suite) : <ul style="list-style-type: none"> - Vocabulaire / activités / jeux de rôle / exercices d'écoute / lecture. - Liens grammaticaux.
	DEUXIÈME PARTIE: LE FRANÇAIS PROFESSIONNEL
Le 8 février	<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 - Liens grammaticaux
Le 15 février	<ul style="list-style-type: none"> • Le monde du travail (suite). • Leçon 5: La correspondance professionnelle <ul style="list-style-type: none"> - Vocabulaire / activités / jeux de rôle / exercices d'écoute / lecture - Liens grammaticaux
Le 22 février	LA SEMAINE DE LECTURE
Le 1 ^{er} mars	<ul style="list-style-type: none"> • La correspondance professionnelle (suite). • Révision pour l'examen de mi-session.
Le 8 mars	EXAMEN DE MI-SESSION
Le 15 mars	<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 - Liens grammaticaux
	TROISIÈME PARTIE: LE FRANÇAIS COMMERCIAL
Le 22 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 - Liens grammaticaux

Le 29 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 - Liens grammaticaux
Le 5 avril	<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 - Liens grammaticaux
Le 12 avril	PROJETS ORAUX

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.

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. Please note that the use of a webcam is mandatory during all quizzes and exams.

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 Student Conduct section of the Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

****Note:** all Academic and Administrative policies are available on the same page.

Bon trimestre !