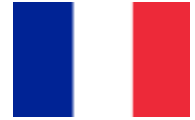




Business French for Beginners



How to start doing business in French

Required starting level

Students will be expected to have some basic French vocabulary and grammar. Before enrolling, candidates will be given a short [written test and questionnaire](#) to assess whether their language level is appropriate for this course. A fun but professional and effective approach to learning the necessary terms, phrases and grammar to start doing business with French speaking people!

Aims

The course is aimed at professionals from all sectors interested in conducting business with French-speaking customers or suppliers and who need to perfect their French language skills in this specialist area.

This course is open to no more than 6 people at a time to optimise learning.

The objectives of this progressive course are:

- to be able to introduce yourself and give your personal and professional details
- to give you confidence in greeting your French speaking counterparts and start conversing about everyday life
- to handle phone conversations: making phone call conversations easy by using specific expressions
- to feel comfortable in a French business setting by knowing the basic vocabulary, understanding context as well as formal and appropriate forms of address
- to develop specialist vocabulary such as employment and work related terms as well as financial and economic trends
- to be able to draft short emails using specific expressions to improve your communication

Working methods/types of activities

The focus will be on spoken French but with short written exercises and assignments from one week to the next to demonstrate your understanding of grammar, use of vocabulary as well as French business culture and protocol.

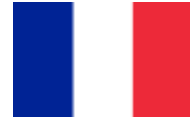
- Students are encouraged to ask questions and participate throughout the course.
- Press or Internet articles as well as audio and video materials may be used as a starting point for a topic or grammar point or to illustrate and reinforce knowledge
- Time is set aside for conversation and listening practice.

Textbooks

There is no manual to purchase. Hand-outs, internet links and PowerPoint presentations will be made available to help you recap the contents of the lessons. Advice will be given during the course as to the best source of support for your industry and the specialist vocabulary needed as well as relevant grammar practice on the internet.

Homework

Ideally, in order to assimilate any new material, students should spend a few minutes every day going over the hand-outs or PowerPoint presentations and give themselves oral or memory tests on the new vocabulary and expressions learnt the previous week.



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Topic areas

You will be introduced to specific vocabulary and expressions related to business and commerce and will be given opportunities to practice them. The exact lexical content will depend on the students' sector of activities and the specific business needs they want to meet. Practical activities will include listening practice with questions and exercises as well as role plays, day-to-day office interactions, working from authentic documents and using the phone (see aims and goals of the course above). More specifically but not exclusively, you will gain:

- Understanding of the contents of written instructions in general use in French
- Understanding and practice in the use of formal and professional addresses
- How to formulate polite requests: use of certain expressions and specific words as well as being confident using the imperative and conditional tenses
- Introduction to connectors and complex sentence structures so you have a better understanding of the arguments presented in a speech or document
- Conversation practice and role plays to develop troubleshooting and problem-solving vocabulary

Next steps

Continue this course in the Spring Term to further develop your French language skill in this specialist area.

On completion of this first term, you may also feel inspired to join our French for Business classes on Saturday Mornings at Bishop Wordsworth's School. These three-hour sessions between 9.30 and 12.30 give you ample opportunity to reinforce what you have already learnt, develop your vocabulary and get to the next level in terms of proficiency and fluency.