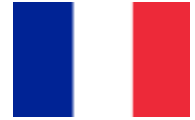




French for Business



How to successfully conduct business in French

Saturdays 9.30 to 11 and 11.15 to 12.30 (3 hours with a 15 minute break)

Course Dates:

26 September, 3 October, 17 October, 7 November, 14 November, 28 November

Required starting level

The course is aimed at professionals from all sectors interested in conducting business with French-speaking counterparts, colleagues, customers or suppliers. If you need to perfect your French language skills to improve your professional or business relations as well as your spoken or written communication in French, this course is for you.

Students will be expected to have a good grounding in everyday vocabulary in French and in the French present tense: having some basic knowledge of the formation of the past and future tenses would also be desirable. Before enrolling, candidates will be given a short [written test and questionnaire](#) to assess whether their language level is appropriate for this course.

Aims

In this series of sessions, we will focus primarily on spoken French with some input on grammar. Drawing on situations from the business world or the world of work, this course includes activities that are based on day-to-day office/workplace interaction and business communication. Depending on the chosen sectors of activities and specific business needs to be met, students will be introduced to specific vocabulary and expressions related to business and commerce. Through different practical activities and role plays, students will be given opportunities to practice the lexical content as well as consolidate any new grammar during the session.

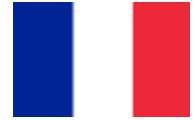
This course is open to no more than 6 people at a time to optimise learning.

The objectives of this progressive course are:

- to give you confidence in greeting your French speaking counterparts and conversing with them about everyday things
- to be able to introduce your business and say exactly what you do
- to be able to talk about what you did/have done/do/are doing/are going to do and will do (grammar French tenses and expressions) in your business
- to be able to use formal and appropriate forms of address
- to be comfortable in a business meeting conducted in French, having acquired the necessary vocabulary and technical terms of the sector to make sense of the proceedings
- to be able to use specialist vocabulary such as employment and work related terms as well as financial and economic trends
- to handle authentic communication at the office
- to telephone and have a productive conversations, using specific standard expressions
- to be able to draft short emails using specific expressions
- to understand and use the imperative and conditional present tense to improve your communication
- to be able to write formal letters/emails to potential customers or suppliers



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Working methods/types of activities

The first part of the morning will provide the language and intercultural tools needed to work or operate in a French-speaking environment. It will deal with specialist vocabulary and may include some grammar.

The second part of the morning will focus on consolidating speaking skills and listening comprehension (negotiations, interviews, role plays).

A range of materials from specialist press articles, video and audio documents as well as authentic documents may be used to either start on a topic or grammar point or to illustrate and reinforce a theme. There will be opportunities to do short written exercises such as emails, reports, communication relating to requesting, delivering goods or services, invoicing or making a complaint. Time will be set aside for conversation. Students are encouraged to ask questions and participate throughout the course.

Textbooks

There is no manual to purchase. Hand-outs, internet links and PowerPoint presentations will be made available to help you recap the content 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 provided. Students should also think about upcoming events/situations in their work and bring a summary for discussion in the next class. On occasions, students will be given dialogues or texts to listen to.

You will be able to demonstrate your understanding of grammar, use of vocabulary and understanding of French business culture and protocol in short written assignments from one session to the next.

Topic areas

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

This course continues in the Spring Term and students will be invited to express their priorities as to the areas they would like to focus on.