

COURSE SYLLABUS

COURSE TITLE:	Business French	COURSE CODE:	FREN290
PREREQUISITES:	Elementary French	SEMESTER:	SPRING 2018
INSTRUCTOR:	Daniele KATZ	CREDITS:	1
EMAIL:	danieleka@club-internet.fr	SCHEDULE:	Tuesdays 8.30-10.30

COURSE DESCRIPTION:

This is a short class designed as a series of targeted workshops for non-native French speakers who have already passed through Elementary French and who will be seeking to expand their professional network in a French-speaking environment. The course will focus on professional language and role-playing to build comfort and experience with appropriate vocabulary in a professional setting.

COURSE OBJECTIVES:

Students will learn how to have a professional conversation in French to enable them to interview for job openings and take advantage of unique career opportunities presented in French.

Presence in class is mandatory. More than 1 absence will lead to a failing grade.

EXPECTED LEARNING OUTCOMES:

Upon completion of this course students should be able to:

- ✓ To present themselves in a professional way
- ✓ To describe their professional goals
- ✓ To be prepared for a job interview or networking event
- ✓ To answer the phone and write an email
- ✓ To be prepared to work in a sales environment in French

MANDATORY TEXTBOOK:

None

EVALUATIONS:

The final grade will be determined as follows:

- Final written exam 50%
- Final oral exam 50%

COURSE SCHEDULE:

Dates	Topics	Classwork
Session 1 13-mar-18	Se présenter en vue d'un entretien professionnel	Classer des annonces d'emploi
Session 2 27-mar-18	Répondre au téléphone et écrire un mail	Vocabulaire et compréhension orale
Session 3 3-apr-18	15.30- 17.30 Rencontre avec des étudiants français	Répondre au téléphone et divers sketches de vente
Session 4 10-apr-18	Préparer l'entretien professionnel	Se présenter
Session 5 24-avril-18	Préparer l'entretien d'embauche (suite)	Définir ses qualités, ses compétences et son profil
Session 6 15-mai-18	Examen final oral et écrit	Examen final

The professor reserves the right to modify the syllabus.