

Course description

Course abbreviation:	UJP/9FC8E	Page:	1 / 4
Course name:	Business French Advanced 4		
Academic Year:	2023/2024	Printed:	03.06.2024 10:07

Department/Unit /	UJP / 9FC8E			Academic Year	2023/2024
Title	Business French Advanced 4			Type of completion	Exam
Accredited/Credits	No, 4 Cred.			Type of completion	Oral
Number of hours	Tutorial 4 [Hours/Week]				
Occ/max	Status A	Status B	Status C	Course credit prior to	YES
Summer semester	0 / -	0 / -	0 / -	Counted into average	YES
Winter semester	0 / -	0 / -	0 / -	Min. (B+C) students	10
Timetable	Yes			Repeated registration	NO
Language of instruction	French			Semester taught	Winter, Summer
Optional course	Yes			Internship duration	0
Evaluation scale	1 2 3 4			Ev. sc. – cred.	S N
No. of hours of on-premise					
Auto acc. of credit	Yes in the case of a previous evaluation 4 nebo nic.				
Periodicity	K				
Substituted course	UJP/FC8E				
Preclusive courses	N/A				
Prerequisite courses	N/A				
Informally recommended courses	N/A				
Courses depending on this Course	N/A				

Course objectives:

To strengthen communicative skills, to develop comprehension of business texts, to strengthen the quality of writing skills, to increase the word power of business French, to mediate socio-economic facts of the French speaking business world.

Requirements on student

- 1) completion of all assignments given on the Courseware
- 2) 1 credit test (70% to pass)
- 3) written and oral exam

Specification of requirements for distant study programme students can be found on the Courseware.

Content

Invitations for fairs, saloons, exhibitions
 Information messages for employees
 Sale conditions
 Written claims
 Solutions to claims
 Economical situation of Czech Republic and France
 Solutions to economical situation of the company
 Minutes of a business meeting
 Conflicts at working place, propose solutions
 Trade unions
 Evaluation of employees
 Training of employees
 Description of diagrams
 Legal forms of French companies

Further information for distant study programme students can be found on the Courseware.

Fields of study

Guarantors and lecturers

- **Guarantors:** Mgr. Pavla Kocourková (100%)
- **Tutorial lecturer:** Mgr. Pavla Kocourková (100%)

Literature

- **Basic:** DUBOIS, A.-L.; TAUZIN, B. *Objectif express 2 : le monde professionnel en français*. Paris : Hachette FLE, 2009. ISBN 978-2-01-155509-0.
- **Basic:** DUBOIS, A.-L.; TAUZIN, B. *Objectif express 2 : le monde professionnel en français : Cahier d'activités*. Paris : Hachette FLE, 2009. ISBN 978-2-01-155510-6.
- **Recommended:** BROULAND, P. - KIDLESOVÁ, Z. - PRIESOLOVÁ, J. *Francouzsko-český a česko-francouzský hospodářský slovník*. Plzeň: FRAUS, 2003. ISBN 80-7238-259-4.

Time requirements

All forms of study

Activities	Time requirements for activity [h]
Contact hours	52
Preparation for comprehensive test (10-40)	25
Preparation for formative assessments (2-20)	15
Preparation for an examination (30-60)	30
Total:	122

assessment methods

Knowledge - knowledge achieved by taking this course are verified by the following means:

Continuous assessment
Test
Oral exam

Skills - skills achieved by taking this course are verified by the following means:

Skills demonstration during practicum
Continuous assessment
Test
Oral exam

Competences - competence achieved by taking this course are verified by the following means:

Continuous assessment
Test
Skills demonstration during practicum
Oral exam

prerequisite

Knowledge - students are expected to possess the following knowledge before the course commences to finish it successfully:

- identify the forms of regular and irregular verbs in the present tense, basic past tenses (perfect, imperfect, pluperfect time) and basic future tenses (futur proche, futur simple)
- identify the regular and irregular verb forms of the indicative, imperative, conditional and subjunctive mood
- name different types of employment relations and contracts
- identify various types of documents - e.g. an order form, paycheck
- identify various terms used to express complaints
- identify formal and informal expressions used in written correspondence
- identify terms used to express agreement and disagreement
- name the characteristics of a product

Skills - students are expected to possess the following skills before the course commences to finish it successfully:

- use the forms of regular and irregular verbs in the present tense, basic past tenses (perfect, imperfect, pluperfect time) and basic future tenses (futur proche, futur simple)
- identify the regular and irregular verb forms of the indicative, imperative, conditional and subjunctive mood
- identify various types of documents - e.g. an order form, paycheck
- file a complaint
- identify formal and informal expressions used in written correspondence with regard to the situation and relationship with the addressee
- express agreement and disagreement
- describe a product and compare it with another product

Competences - students are expected to possess the following competences before the course commences to finish it successfully:

N/A

N/A

teaching methods

Knowledge - the following training methods are used to achieve the required knowledge:

Practicum
Multimedia supported teaching
Individual study

Skills - the following training methods are used to achieve the required skills:

Practicum
Discussion
Collaborative instruction
Individual study

Competences - the following training methods are used to achieve the required competences:

Practicum
Multimedia supported teaching
Discussion
Collaborative instruction
Individual study

learning outcomes

Knowledge - knowledge resulting from the course:

- name the principles for writing official invitations
- name the expression used to write a complaint
- name the basic expressions and phrases used in a speech of thanks
- identify basic gestures used in francophone communication and their importance
- name expressions used at the beginning and end of a meeting
- identify various legal forms of business in France

Skills - skills resulting from the course:

- write a formal invitation
- write a complaint and respond to it
- give a speech of thanks
- use basic gestures used in francophone communication
- open and end a meeting
- explain the difference in basic legal forms of business in France

Competences - competences resulting from the course:

N/A

N/A

Course is included in study programmes: