**Electives**

**Course Name : FOUNDATION BUSINESS FRENCH II**

**Course Code : LHM 2250**

**Contact Level : 2**

**Credit Units : 2**

**Contact Hours : 30**

**Course description**

The aim of this course is to provide students with improved communication skills acquired at foundation 1 level, and to equip them with the necessary skills to effectively manage trade and international business at local, regional and international level. The course is to enable students to communicate in simple and routine tasks requiring a simple and direct exchange of information with business entities and partners at local, regional and international level and become operational individuals responsible in International Business

**COURSE OBJECTIVE**

* To provide students with communication skills required at foundation 1 level and to equip them with the necessary skills to communicate in a given business environment both at local, regional and international level

**Learning outcomes**

At the end of this course unit, the student should be able to:

1. Communicate in simple and routine tasks requiring a simple and direct exchange of information.
2. Transact businesses at local, regional and international level.
3. Become operational individual responsible in international business.

 **MODE OF TEACHING.**

Group work, Use of authentic written documents and audio-visual reference materials, Role plays, Debates, Individual and group oral presentations, Discussions, and Situational conversations

**MODE OF ASSESSEMENT**

One written test and one oral coursework. : 30%

Final Exam : 70%

**Total : 100%**

**CONTENT**

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|  | **Topic** | **No. of hours** |
| Unit 1 | **Review of previous work (**how to introduce oneself and others, how to establish business contacts**,)****The relevant vocabulary grammar/linguistics, phonetics/pronunciations, and social linguistics shall be handled in the topics where they are required** | 4 |
| Unit 2 | **INTERNAL/EXTERNAL CORRESPONDENCIES*** Writing short e-mails to respond to business inquiries
* Making appointments with business contacts in time and space (knowing of telephone numbers, dates, time is required)
* Preparing adverts in oral or written form
* Receiving and answering business calls
* Taking /Leaving a message on a paper or answering machine
* Writing short e-mails, short memos

 | 6 |
|  | * Evaluation (1st) + corrections
 | 1 |
| Unit 3 | **STARTING A NEW BUSINESS*** Talking about a future business project
* Registering a company with the registrar of companies
* Opening an account for the new business
* Asking for a loan
* Advertising the new business
* Promoting the new business

 | 8 |
| Unit 4 | **TRANSPORT*** Identifying the possible means of transport for the goods
* Talking about existing storage facilities

 | 6 |
| Unit 5 | **BUSINESS TRIPS*** Understanding invitation letters
* Booking/cancelling flights
* Enquiring about the organization of trade fare

 | 4 |
|  | Evaluation (2nd) + corrections | 1 |

**Reading Lists**

Tauzin, B. (2013). Objectif express 1 : le monde professionnel en français : A1-A2. Hachette Français Langue Étrangère.

Tauzin, B. (2013). Objectif express 1 : le monde professionnel en français, A1-A2 : guide pédagogique. Hachette Français Langue Étrangère.

Tauzin, B. (2013). Objectif express 1, A1-A2 : le monde professionnel en français : 2 CD pour la classe. Hachette Français Langue Étrangère.

Tauzin, B. (2013). Objectif express 1, A1-A2 : le monde professionnel en français : cahier d'activités. Hachette Français Langue Étrangère.

Thiévenaz, O. (2017). Grammaire progressive du français : A2-B1 intermédiaire : corrigés + 450 nouveaux tests et activités en ligne. CLE International.

Hachette Français Langue Étrangère. (2000). Exercices de grammaire en contexte, niveau débutant. Hachette Livre.

Hachette Français Langue Étrangère. (2000). Exercices de grammaire en contexte, niveau intermédiaire. Hachette Livre.

Hachette Français Langue Étrangère. (2000). Exercices de grammaire en contexte, débutant : corrigés. Hachette Livre.