

## 29024 - Foreign Language (French)

### Syllabus Information

**Academic year:** 2023/24

**Subject:** 29024 - Foreign Language (French)

**Faculty / School:** 228 - Facultad de Empresa y Gestión Pública

**Degree:** 429 - Degree in Public Management and Administration

**ECTS:** 6.0

**Year:** 4

**Semester:** First semester

**Subject type:** Optional

**Module:**

### 1. General information

One of the main goals of this subject, which will be taught in French, is for students to improve their oral and written communication skills in this language in order to be able to function in their profession or in the professional field French-speaking. Starting from the A2 level of the MECRL, the subject will be approached from the point of view of specific approaches and objectives, reinforcing the practice of the language in its five skills, communicative situations and professional conventions.

These approaches and goals are aligned with the Sustainable Development Goals (SDGs) of the 2030 Agenda of United Nations, so that the acquisition of the learning results of the subject provides training and competence to contribute, to some extent, to the achievement of objective 4.7 of Goal 4 and target 11.4 of Goal 11.

### 2. Learning results

1. Solve communicative situations, simulations and practical cases in French involving the understanding of the fundamental concepts of the subject and their correct application.
2. Shows fluency, correctness and confidence in oral expression in French.
3. Master the specific vocabulary of the French language, with special attention to the formal register of the language and the language of protocol used in the field of management and public administration at the international level.
4. Reads, understands and handles different types of texts in French, including ICT and audiovisual media, valuing them as sources of information necessary for professional activity.
5. Expresses him/herself in writing with coherent speech and clear language on topics related to the future profession.
6. Identifies socio-cultural aspects and differences of international interlocutors in the professional field of management and public administration.

### 3. Syllabus

Unit 1. Prendre contact: Greetings, intercultural usages. The telephone. Messages. L'interrogation. Temps verbaux. Pronoms personnels. The names, the alphabet.

Unit 2. Administration: Fonctions, organization. La lettre administrative. Demonstratives and possessives. Relatifs. Pays et nationalités. Prépositions. The négation.

Unit 3. Employment and working conditions: Job offers and demands. CV, application letter and cover letter. Imparfait and passé composé. Participants. Subjonctif.

Unit 4. Où et quand: Situation in space. Orientations and directions. The place of work. Internal communications.

L'expression du temps. Pronoms complément.

Unit 5. Voyages internationaux: Réservations. Confirmations and cancellations. Invitations. Agenda, rendez-vous. Transformation nominale. Expression of cause and consequence. Concordance des temps.

### 4. Academic activities

#### 4.1. FACE-TO-FACE ACADEMIC ACTIVITIES

**Master class:** 30 hours (theoretical-practical sessions in which the contents of the subject will be explained).

**Practical exercises:** 30 hours (problem solving and case studies, assignments, face-to-face tutorials and field visits to).

**Personal study and preparation of practical assignments:** 84 hours.

**Assessment tests.** 6 hours.

## 4.2. VIRTUAL ACADEMIC ACTIVITIES

**Synchronous and asynchronous activities:** 15 hours (theoretical-practical sessions [videoconferences and/or learning pills] at where the contents of the subject will be explained).

**Distance learning activities:** 15 hours (virtual network work or activities on the Moodle platform or online tutorials).

**Personal study and preparation of practical assignments:** 114 hours.

**Assessment tests.** 6 hours.

## 5. Assessment system

### 5.1. PRESENCE-BASED MODALITY

Both PRESENT and VIRTUAL STUDENTS can pass the subject through the **CONTINUOUS ASSESSMENT** (only in the first call). Students who opt for this system will be evaluated by means of theoretical and practical activities oral and written periodically. In this form of evaluation, the completion of all assignments is mandatory.

Periodic activities will be distributed as follows:

1. Written and oral assignments related to the syllabus that will be proposed throughout the term: (20%).
2. Individual and synchronous oral test on communicative situations of the syllabus. It will be held on a date agreed upon with student: (20 %).
3. Professional global simulation project. Individual work: completion of a dossier in French, supervised by the teacher, related to the contents of the subject. Written and oral French language skills are evaluated and will be delivered one week before the end of the term: (60%).

Both PRESENT and VIRTUAL STUDENTS who do not opt for continuous assessment, who do not pass the subject through this type of assessment or who wish to improve their mark, will be assessed by means of a **FINAL TEST** of theoretical-practical assessment GLOBAL, face-to-face and individual, for all the sessions of the subject, which will consist of the following written and oral activities in the French language:

- Written activities: (5 points)

Of communicative situations, grammar and vocabulary (2 points).

Written expression and interaction (2 points).

Reading comprehension (1 point).

- Oral activities: (5 points)

Oral expression and interaction (3 points).

Listening comprehension (2 points).

In the continuous assessment and in the overall assessment, the subject will be considered passed when at least half of the points assigned to the written and oral activities are achieved (a minimum of 2.5 points out of 10 points in the written and oral tests). If not achieved, the final grade shall not be higher than 4 out of 10.

Oral (50%) and written (50%) competencies will be evaluated according to these criteria:

- The level of preparation of the tasks.
- The use of vocabulary and register relevant to the communication situation.
- Comprehension of different types of written documents and oral situations.
- Syntactic and morphological correctness.
- Fluency, correctness and pronunciation.

### 5.2. VIRTUAL MODE

The only difference between the face-to-face and virtual modality is that the continuous evaluation will be done online through the digital teaching ring (ADD) with videoconferencing tools, assignments and quizzes in Moodle.

