

## 30648 - Business Foreign Language (French)

### Syllabus Information

**Academic year:** 2024/25

**Subject:** 30648 - Business Foreign Language (French)

**Faculty / School:** 109 - Facultad de Economía y Empresa

**Degree:** 432 - Joint Law - Business Administration and Management Programme

**ECTS:** 5.0

**Year:** 6

**Semester:** First semester

**Subject type:** Optional

**Module:**

### 1. General information

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

Its approaches and goals are aligned with Sustainable Development Goals of the United Nations 2030 Agenda (<https://www.un.org/sustainabledevelopment/es/>), so that the acquisition of the learning results of the subject provides training and competence to contribute to some extent to the achievement of Goal 4 objectives 4.7 and Objective 11.4 of Goal 11.

### 2. Learning results

- Solve communicative situations, simulations and case studies in French that involve the understanding of the fundamental concepts and their correct application.
- To show fluency, correctness and confidence in oral expression in French.
- Master the specific vocabulary of the French language, with special attention to the formal register of the language and to the conventions used in the business.
- Read, understand and handle different types of texts in French, including ICT and audiovisual media, valuing them as sources of information necessary for professional activity.
- Expresses him/herself in writing with coherent speech and clear language on topics related to the future profession.
- Identifies socio-cultural aspects and differences of international interlocutors in the professional business environment.

### 3. Syllabus

1. Prendre contact: Greetings, intercultural usages. The telephone. Messages. L'interrogation. Temps verbaux. Pronoms personnels. The names, the alphabet.
2. Administration: Fonctions, organization. La lettre administrative. Démonstratifs et possessifs. Relatifs. Pays et nationalités. Prépositions. La négation.
3. Employment and working conditions: Job offers and demands. CV, application letter and cover letter. Imparfait et passé composé. Participants. Subjonctif.
4. Où et quand: Situation in space. Orientations and directions. The place of work. Internal communications. L'expression du temps. Pronoms complément.
5. Voyages internationaux: Réservations. Confirmations and cancellations. Invitations. Agenda, rendez-vous. Transformation nominale. Expression of cause and consequence. Concordance des temps.

### 4. Academic activities

The program offered to students to help them achieve the expected results includes the following activities:

- Explanation of concepts, presentation and exemplification of tasks.
- Performance of individual / group tasks.
- Participation in simulation activities.
- search for materials and resources.
- Preparation of evaluable tests.
- Student presentations.

## 5. Assessment system

GLOBAL assessment test of a theoretical-practical nature, face-to-face and individual, for all the calls of the subject . It will consist of the following activities:

- Written activities: (5 points)

Communicative situations, grammar and vocabulary (2 points).

Of written expression and interaction (2 points).

Reading comprehension (1 point).

- Oral activities: (5 points)

Of oral expression and interaction (3 points).

Oral comprehension (2 points).

The final test will be considered passed when at least half of the points assigned to the written and oral activities are obtained (a minimum of 2.5 out of 10 points in the written and oral tests). If not achieved, the final grade cannot be higher than 4 out of 10.

Oral (50%) and written (50%) skills will be assessed according to the following criteria:

- The level of preparation of the tasks.

- The use of vocabulary and register appropriate to the communication situation.

- Comprehension of different types of written documents and oral situations.

- Syntactic and morphological correction.

- Fluency, correctness and pronunciation.

The detection of plagiarism or copying in an activity will result in a grade of 0 points for that activity.

## 6. Sustainable Development Goals

4 - Quality Education