

UNIVERSITY OF ECONOMICS - VARNA
FACULTY OF INFORMATION TECHNOLOGIES
DEPARTMENT OF LANGUAGES AND SPORTS

Adopted by the FC (record № 9/ 24.04.2024 г.)
Adopted by the DC (record № 10/ 08.04.2024 г.)

ACCEPTED BY:
Dean:
(Prof. Vladimir Sulov, PhD)

SYLLABUS

SUBJECT: FRENCH LANGUAGE

DEGREE PROGRAMME: All degree programmes; BACHELOR'S DEGREE

YEAR OF STUDY: 1; SEMESTER: 1

TOTAL STUDENT WORKLOAD: 90 hours; incl. curricular 30 hours

CREDITS: 3

DISTRIBUTION OF STUDENT WORKLOAD ACCORDING TO THE CURRICULUM

<i>TYPE OF STUDY HOURS</i>	WORKLOAD, hours	TEACHING HOURS PER WEEK, hours
CURRICULAR: incl. <ul style="list-style-type: none">● LECTURES● SEMINARS / LAB. EXERCISES	0 30	0 2
EXTRACURRICULAR	60	-

Prepared by:

1.
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I. ANNOTATION

This Business French module is designed to respond to the students' needs to progress in their Business studies or related degree programs. The course objectives are to introduce students to the main areas of Business French and improve their overall linguistic fluency. During the course students build up confidence and develop their skills by a variety of practical tasks which include: reading and discussing authentic articles on a wide range of business topics; learning essential business vocabulary; listening to authentic interviews and lectures and developing note-taking skills; they take part in meetings, role-plays, prepare presentations, have the opportunity to understand how business works in different cultures, etc. By course completion students must be able to understand, summarize, interpret a variety of business data, and present it accordingly; express opinions on different business issues; write business letters; use French in different social situations such as telephoning, networking, negotiating, etc. Students master a whole repertoire of different skills which are necessary to participate in an increasingly international work environment.

II. THEMATIC CONTENT

N ^o	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	S	L.E.
Theme 1. RECRUTEMENT			6	
1.1.	Rechercher un emploi		2	
1.2.	Parler de ses aptitudes et de ses compétences		2	
1.3.	Connaître des techniques de recrutement innovantes		2	
Theme 2. VOYAGE PROFESSIONNEL			8	
2.1.	Se préparer à partir		2	
2.2.	Faire le compte-rendu de son voyage		3	
2.3.	Organiser un petit-déjeuner professionnel		3	
Theme 3. ENTRETIEN D'ÉVALUATION			8	
3.1.	Comprendre un entretien oral		3	
3.2.	Préparer un entretien d'évaluation		3	
3.3.	Répondra à une proposition de rendez-vous		2	
Theme 4. EXPATRIATION			8	
4.1.	Tester sa capacité à s'expatrier		2	
4.2.	Reconnaître des documents administratifs		2	
4.3.	Identifier des organismes français		2	
4.4.	Test		2	
		Total:	30	

III. FORMS OF CONTROL:

№	TYPE AND FORM OF CONTROL	Number	extracurricular, hours
1.	Midterm control		
1.1.	Project work – on a predefined theme	1	20
1.2.	Written assignments on a given topic	1	10
1.3.	Test	1	30
Total midterm control:		3	60
2.	Final term control		
2.1.	Examination (test)		
Total final term control:			
Total for all types of control:		3	60

IV. LITERATURE

REQUIRED (BASIC) LITERATURE:

1. Girardeau, B., Mistichelli, M., Travailler en français en entreprise, éd. Didier, 2009.
2. Delphine J., Rapsillo M.-P. Quartier d'affaires, 2 B1. Paris : CLE International, 2014.

RECOMMENDED (ADDITIONAL) LITERATURE:

1. Penformis J.L., Vocabulaire progressif du français des affaires, éd. CLE INTERNATIONAL, 2004.
2. Dimitrova, T., Todorova, S. Exercices de lexique et de grammaire éd. « Science et économie », 2010.