

UNIVERSITY OF ECONOMICS - VARNA
FACULTY OF LANGUAGES
DEPARTMENT OF WESTERN EUROPEAN LANGUAGES

Adopted by the FLC (record №/ date):

Adopted by the DC (record №/ date):

ACCEPTED BY:

Director:

(Assoc. Prof. Vl. Dosev, PhD)

SYLLABUS

SUBJECT: FOREIGN LANGUAGE FRENCH;

DEGREE PROGRAMME: “International Business”, “Business and Management” and “Accounting”; BACHELOR’S DEGREE

YEAR OF STUDY: 2; SEMESTER: 4;

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

CREDITS: 3

DISTRIBUTION OF WORKLOAD ACCORDING TO THE CURRICULUM

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

Prepared by:

1.
(Senior Lecturer Sv. Todorova)

2.
(Senior Lecturer S. Yohanova)

Head of Department of :
Western European Languages (Senior lecturer Sonya Shtereva)

I. ANNOTATION

This module is a continuation of the Business French course, started in previous semesters. The course objectives are to build up students' confidence in using French for business purposes and improve their overall linguistic fluency. During the course students develop their reading, writing, listening and speaking 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 or 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 and interpret a variety of business data, and present it accordingly; express opinions on different business issues; write business letters; use French in social situations for telephoning, networking, negotiating, etc. Students master a whole repertoire of different skills which are necessary to participate in increasingly international work environment..

II. THEMATIC CONTENT

No. no peд	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	S	L.E.
1. Creation de l' entreprise			5	
1.1	Statut juridique des sociétés commerciales		2	
1.2	Présentation d'une lettre commerciale		1	
1.3	Types de lettres commerciales		2	
2. L'offre et la demande			8	
2.1	La demande		2	
2.2	Types de lettres de demande		2	
2.3	Le mécanisme de l'offre		2	
2.4	Types de lettres d'offre		2	
3. La commande			6	
3.1	Le mécanisme de la commande		2	
3.2	Modifier une commande		2	
3.3	Types de lettres de commande		2	
4. La réclamation			9	
4.1	La réclamation au fournisseur		2	
4.2	La réclamation lors du règlement		3	
4.3	Types de lettres de réclamation		2	
4.4	Répondre à des lettres de réclamation		2	
4.5	Test		2	
Total:			30	

III. FORMS OF CONTROL:

No. by row	TYPE AND FORM OF CONTROL	№	extra-curricular, h.
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.			
1.4.			
Total midterm control:		2	30
2.	Final term control		
2.1.	Examination (test)	1	30
Total final term control:		1	
Total for all types of control:		3	60

IV. LITERATURE

REQUIRED (BASIC) LITERATURE:

1. Girardeau, B., Misticelli, M., Travailler en français en entreprise, éd. Didier, 2009
2. Delphine J., Rapsillo M.-P. Quartier d'affaires, 2 B1. Paris : CLE International, 2014
3. Dimitrova, T., Ilarionova, S., Le français de l'économie, Maison d'édition « Science et économie », 2003

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