

COURSE OF STUDY: BA Business administration

ACADEMIC YEAR: 2023-2024

ACADEMIC SUBJECT: FRANÇAIS DES AFFAIRES

General information	
Year of the course	2nd year
Academic calendar (starting and ending date)	1 st semester 19-10-23 - 13-12-23
Credits (CFU/ETCS):	6
SSD	L-LIN/04
Language	Business French
Mode of attendance	In presence

Professor/ Lecturer	
Name and Surname	Celeste Boccuzzi
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Telephone	
Department and address	Department of Economics, Management and Business Law (DEMDI) Largo Abbazia Santa Scolastica, 53. On the 4th floor.
Virtual room	Microsoft Team code: qx6d3lo.
Office Hours (and modalities: e.g., by appointment, online, etc.)	Tuesday from 09.00 to 11.00

Work schedule			
Hours			
Total	Lectures	Hands-on (laboratory, workshops, working groups, seminars, field trips)	Out-of-class study hours/ Self-study hours
150	30	18	102
CFU/ETCS			
6			

Learning Objectives	The main objective of the Business Français course is to achieve an upper intermediate level of business French proficiency. The three-year Business Administration student should be able to communicate in business French, both in written and oral form, using specific terminology to distinguish himself/herself in the labor market and in a professional career. Special emphasis will be placed on exercising the ability to comprehend written texts and oral production on topics related to the degree program. The proposed documents (multimedia files, case studies, articles, authentic documents, etc.) will enable the student to acquire a broad terminology and a high degree of autonomy on topics related to economic and financial issues in France and Francophone countries.
Course prerequisites	The starting level of linguistic competence is level B1 of the Common European Framework of Reference for Knowledge of Languages (CEFR).

Teaching strategie	
Expected learning outcomes in terms of	- Lectures with in-depth thematic study with using the Internet. - Multimedia laboratory for listening to and viewing authentic documents for the consolidation of the four basic linguistic skills: oral comprehension/production

	and written comprehension/production in the speciality language.
Knowledge and understanding on:	<ul style="list-style-type: none"> o Competence related to understanding business terminology. o Competence related to understanding business terminology.
Applying knowledge and understanding on:	<ul style="list-style-type: none"> o Know how to use business terminology. o Know how to independently explain topics related to business issues. o Know how to synthesize the main information and ideas of all written documents related to business topics.
Soft skills	<ul style="list-style-type: none"> o Know how to find correct solutions to communicate in professional situations. o Know how to work in a group on a given project by applying their language skills and learned topics.
Syllabus	
Content knowledge	The " Français des affaires " course for the three-year Business Economics degree will focus on " Les acteurs économiques, les entreprises et les capitaux, la création, la croissance et la disparition de l'entreprise, la formation, le travail et le chômage, la production et les indicateurs économiques. La promotion et la distribution du produit, la commande et le payement, l'e-commerce, la finance et l'assurance'. During the lessons, the lecturer will promote the use of monolingual and bilingual paper, online and specialised dictionaries to instruct the student on their correct use for the written test.
Texts and readings	<p>READING MATERIALS</p> <p>Textbook</p> <ul style="list-style-type: none"> - PENFORNIS Jean-Luc, <i>Affaire.com</i>, (3e édition) Paris, CLE INTERNATIONAL, 2017, 144 p. (materiale disponibile nella cartella "materiale del corso" TEAM: Français des Affaires EA - Lauree triennale). - PRÉVOST Michèle, <i>Le français des affaires</i>, Venezia, Libreria Editrice Cafoscarina, 2015. <p>OTHER REFERENCES</p> <p>Contrastive grammar:</p> <ul style="list-style-type: none"> - PARODI Lidia – _VALLACCO MARINA, <i>Grammathèque. Grammatica contrastiva per italiani</i> (3ème édition), Genova, Black Cat – _CIDEB, 320 p. <p>BIBLIOGRAPHY</p> <p>Bilingual recommended dictionaries:</p> <ul style="list-style-type: none"> - <i>Il Larousse francese Français-Italien / Italiano-Francese Dizionario</i>, Milano, Rizzoli - Larousse, 2006. - <i>Il Boch. Dizionario francese-italiano / italiano- francese</i>, Bologna, Zanichelli Editore, 2020. - <i>Grande Dizionario di francese</i>, Milano, Garzanti Linguistica, 2014. <p>Monolingual recommended dictionaries:</p> <ul style="list-style-type: none"> - <i>Le Petit Robert 2024</i>, Paris, Le Robert, 2024. <p>Specialized dictionaries:</p> <ul style="list-style-type: none"> - LE BRIS A., <i>L'économie et les affaires</i>, Bologna, Zanichelli, 2005. - BINON J., VERLINDE S., VAN DYCK J., BERTELS A., <i>Dictionnaire d'apprentissage du français des affaires (DAFA)</i>, Paris, Éditions Didier, 2000, http://www.projetdafa.net/.

	<p>Online dictionaries:</p> <ul style="list-style-type: none"> - https://dictionnaire.lerobert.com - https://www.grandidizionari.it/dizionario_francese-italiano.aspx - https://www.larousse.fr/dictionnaires/francais-monolingue/ - https://dizionari.corriere.it/dizionario_francese/ - https://crisco2.unicaen.fr/des/ Dictionnaire Electronique des Synonymes (DES)
Notes, additional materials	Students may also use a grammar text in their possession.
Repository	<p>Part of the material useful for preparing for the written and oral test will be available on the Microsoft TEAMS platform (material available in the TEAMS "course material" folder : Français des Affaires EA - Bachelor's degrees).</p> <p>Some written test models are available on the teacher's teaching page: https://www.uniba.it/docenti/bocuzzi-celeste/attivita-didattica</p>

Assessment	
Assessment methods	<p>The French Language (aptitude) examination is structured as follows:</p> <p>Written test (50%):</p> <ul style="list-style-type: none"> o The duration of the test is (2 hours); o The structure of the written test will consist of a questionnaire inherent to the monographic course and a translation (version) inherent to the language of business specialisation. o Written examination (50%) will take place in itinere, will last (2 hours) and will consist of a questionnaire inherent to the monographic course and a translation on the specialised language of business. <p>Oral examination (50%):</p> <ul style="list-style-type: none"> - Re-elaboration and exposition of the topics covered during the course. <p>It is highly recommended to ask about test preparation during reception hours. The written test and the written exemption include the use of the bilingual dictionary.</p> <p>Non-attending students should refer to the syllabus available on the lecturer's teaching page: https://www.uniba.it/docenti/bocuzzi-celeste/attivita-didattica</p> <p>The results of the written test or exoneration will be published on the ESSE3 portal (subject to booking at the call for the partial test by the student).</p>
Assessment criteria	<ul style="list-style-type: none"> o Applied knowledge and comprehension skills: Adequate understanding of written texts and oral production of written and authentic documents on topics related to business French, economics and finance and corresponding to upper intermediate level. o Communication skills: The three-year Business Administration student should be able to communicate in French using business terminology. o Learning skills: The student is required to achieve an upper intermediate level of French language proficiency equal to B2 of the Common European Framework of Reference for Languages (CEFR). o Autonomy of judgement:

	To be able to reflect and expound in complete autonomy on topics concerning, business, companies, economics and finance in France and French-speaking countries.
Final exam and grading criteria	<i>Students will be assessed in relation to the objectives achieved. The partial test (written test) is deemed to have been passed if the mark awarded is greater than or equal to 18. The final grade considers the marks awarded for the two competences.</i>
Further information	Students can send an e-mail to the native language teacher, Mrs. Diane Guerrier (diane.guerrier@uniba.it), in case they need support on the topics covered during the course.



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ECONOMIA, MANAGEMENT
E DIRITTO DELL'IMPRESA