Title: Business French
Abbreviation and Number: FREN252
School: Communication and Creative Arts
Department: Foreign Languages
Credits: 3
Course Sequence: (X) Fall ( ) Spring ( ) Fall and Spring
Hours Per Week: (3) Lecture ( ) Seminar ( ) Laboratory ( ) Studio ( ) Kitchen ( ) Other (Specify)
Pre-requisite(s): FREN200/FRE 200 and FREN203/FRE 203 or permission of Chair/Instructor
Co-requisite(s): None

### COURSE DESCRIPTION
This course provides students with the vocabulary and skills needed to conduct business transactions in French and to translate into English basic business documents written in French.

### SPECIFIC OBJECTIVES
Upon successful completion of this course students will be able to
1. converse in French about matters related to business;
2. participate in business discussions and meetings;
3. translate basic business letters and documents, English to French, French to English; and
4. create business related documents in French.

### COURSE CONTENT
I. Correspondence
   A. Letters
   B. Memoranda
   C. Minutes
   D. Statements
   E. Reports
   F. Other

II. Forms
   A. Applications
   B. Curriculum Vitae
   C. Order
   D. Other

III. Banking Transactions
   A. Types of accounts
   B. Opening and closing accounts
   C. Deposits and withdrawals
   D. Transferring funds
   E. Remitting payments

IV. Promotions
   A. Logos and letterheads
   B. Pamphlets and flyers
Course Outline

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C. Marketing
D. Advertising
E. Other

V. Facts and Figures
A. Statistical information
B. Graphs, charts and tables
C. Balance sheets
D. Profit and loss accounts

VI. Transactions
A. Arranging meetings
B. Responding to enquiries
C. Handling requests, orders and complaints
D. Interviews

ASSESSMENT
Assignments……………………30%
Presentations……………………20%
Group project……………………20%
Final project……………………30%
TOTAL…………………………100%

REQUIRED TEXT

SUPPLEMENTARY READINGS/MATERIALS

WEBSITES
www.entreprendre.ca
www.lemonde.fr
www.lepoint.fr
www.lapresseaffaires.cyberpresse.ca