



UNIUNEA EUROPEANĂ



GUVERNUL ROMÂNIEI

Fondul Social European  
POSDRU 2007-2013Instrumente Structurale  
2007-2013MINISTERUL  
EDUCAȚIEI  
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OPSDRU

UNIVERSITATEA DE VEST  
DIN TIMIȘOARA

Investește în oameni!

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Proiect cofinanțat din Fondul Social European prin Programul Operațional Sectorial Dezvoltarea Resurselor Umane 2007- 2013

## COURSE SYLLABUS

### 1. Information about the programme:

1.1 Institution of higher education	WEST UNIVERSITY OF TIMISOARA
1.2 Faculty/ Department	FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION
1.3 Department of	MARKETING AND INTERNATIONAL BUSINESS RELATIONS
1.4 Area of study	FOREIGN LANGUAGE
1.5 Level of studies	BACHELOR STUDIES
1.6 Training/qualification	FINANCE AND BANKING

### 2. Discipline data:

2.1 Course title	FRENCH FOR BUSSINES AND COMMERCIAL CORRESPONDENCE FB1TC2106 – 1 <sup>st</sup> Semester						
2.2 Course titular							
2.3 Workshop activities titular	Associate Professor ȘTEFAN Liana, PhD						
2.4 Year of study	II	2.5 Semester	1	2.6 Type of assessment	C	2.7 Type of subject matter	Ob

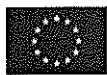
### 3. Total estimated time (hours of teaching per semester):

3.1 Number of hours per week	2	3.2 course		3.3 workshops	2
3.4 Total hours in the curriculum	28	3.5 course		3.6 workshops	28
<b>Distribution of time:</b>					<b>hours</b>
Study based on Instructions, course materials, bibliography and notes					12
Additional documentation library, specialized electronic platforms / field					3
Training seminars/laboratories, homework, essays, portfolios and essays					5
Tutoring					
Examinations					2
Other activities.....					
3.7 Total hours of private study	22				
3.8 Total hours per semester	50				
3.9 Number of credits	2				



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#### 4. Prerequisites(wherapplicable)

4.1 of curriculum	•
4.2 of skills	• B1 level (Independent user, CEFR)

#### 5. Conditions(wherapplicable)

5.1 of the course	• Students' attendance for the seminar activities –50%.
5.2 to leadseminar/ laboratory	• Students' attendance for the seminar activities –70%.

#### 6. Specificskillsacquired

Transversal skills	<p><b>CT3 Identification of opportunities for continuous learning and efficient use of resources and techniques needed to learn for self-development</b></p> <p><b>Digital competence(IST):</b> the ability to draft typedtext</p> <p><b>Social and civic competences:</b> the ability tocommunicatein Frenchin the field of business</p>
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#### 7. Course objectives(based on the gridof the skillsacquired)

7.1 The overall objective ofdiscipline	• To help develop the necessary skills in order to use French in a variety of everyday situations.
7.2 The specific objectives	<ul style="list-style-type: none"> <li>• To provide a wide range of vocabulary that ensures linguistic autonomy in various circumstances.</li> <li>• To provide the grammar structures needed in order to achieve the proper command of French language.</li> <li>• To ensure a linguistic autonomy sufficient enough for the student to live and operate in a Francophone context.</li> <li>• To provide the basis for future individual study of French language.</li> </ul>

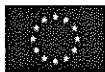
#### 8. Contents

8.1 Course	Teaching methods	Comments



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<b>Bibliography</b>		
<b>8.2. Seminar / lab</b>	<b>Teaching methods</b>	<b>Comments</b>
<b>1. Introduction</b>	Reading Description & Explanation Class discussions Brainstorming Audio / Video Aids	<b>Week 1: 2hours</b>
<b>2. What is communication?</b>	Reading Description & Explanation Class discussions Brainstorming Audio / Video Aids	<b>Week 2: 2hours</b>
<b>3. Business letter – structure and presentation</b>	Reading Description & Explanation Class discussions Brainstorming Audio / Video Aids	<b>Week 3: 2hours</b>
<b>4. Enquiry</b>	Reading Description & Explanation Class discussions Brainstorming Audio / Video Aids	<b>Week 4: 2hours</b>
<b>5. Replay to enquiry, offer</b>	Reading Description & Explanation Class discussions Brainstorming Audio / Video Aids	<b>Week 5: 2hours</b>
<b>6. Order and execution of order</b>	Reading Description & Explanation Class discussions Brainstorming Audio / Video Aids	<b>Week 6: 2hours</b>
<b>7. Complaint and adjustment</b>	Reading Description & Explanation Class discussions Brainstorming Audio / Video Aids	<b>Week 7: 2hours</b>
<b>8. Methods of payment</b>	Reading Description & Explanation Class discussions Brainstorming Audio / Video Aids	<b>Week 8: 2hours</b>
<b>9. Letters requesting payment</b>	Reading Description & Explanation Class discussions Brainstorming Audio / Video Aids	<b>Week 9: 2hours</b>



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<b>10. Special letters : memos, circulars and reports</b>	Reading Description & Explanation Class discussions Brainstorming Audio / Video Aids	<b>Week 10: 2hours</b>
<b>11. Special letters : goodwill letters, appointments and meetings</b>	Reading Description & Explanation Class discussions Brainstorming Audio / Video Aids	<b>Week 11: 2hours</b>
<b>12. CV and letter of application</b>	Reading Description & Explanation Class discussions Brainstorming Audio / Video Aids	<b>Week 12: 2hours</b>
<b>13. Job interviews</b>	Reading Description & Explanation Class discussions Brainstorming Audio / Video Aids	<b>Week 13: 2hours</b>
<b>14. Final evaluation</b>	Test	<b>Week 14: 2hours</b>

**Bibliography**BOSTICO, Mary (1998) *Courrier d'affaires efficace*, Editions De Vecchi, Paris.DULĂU, Alexandra Viorica (2012) *Notions de communication en français des affaires*, Casa Cărții de Știință, Cluj-Napoca.FRANCE, Laure (1997) *Bien savoir écrire une lettre*, Editions Jean-Paul Gisserot, Luçon.GIRAUDY, Marie-Agnès, SOULEZ, Bettina (1997) *Ecrire vite et bien en affaires*, Top Editions, Paris.GULEA, Michaela, LUPCHIAN, Gabriela, CIOCIANU, Alina (1999) *Scrisoareacomercială*, Oscar Print, București.PASAT, Mihaela (2004) *Du courrier ... .. au courriel*, Ed. Mirton, Timișoara.SARTOUT, Colette (1990) *De l'écrit universitaire à l'écrit professionnel*, Les Editions d'Organisation, Paris.VERLUYTEN, S. Paul (1994) *Lexique economique et commercial*, Acco, Leuven.VERLUYTEN, S. Paul, DUMONT, Pascale, BERNAD, Leïla (1996) *Le Français des affaires - S'exprimer par écrit- s'exprimer oralement*, Acco, Leuven.**EDU4LIFE** - Curriculă modernă, educație continuă și dialog permanent pentru creșterea competitivității și integrării pe piața muncii

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**9. Corroboration of the course contents with the epistemic expectations of the community representative, professional associations and representative employers of the programme itself.**

- The variety of units discussed during the first semester is aimed at providing students with a vocabulary varied enough and with essential grammar structures allowing them to cope with most verbal interaction situations.
- The large number of French companies operating in Timiș county, as well as the rich offer of scholarships for academic programs in universities from European French-speaking countries are as many opportunities justifying the need for French as a second language.

**10. Evaluation:**

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of the final mark
10.4 Course	Final assessment		
10.5 Workshop	Linguistic autonomy during a debate based on a given or chosen topic	Dialogue	40%
	Proper use of vocabulary and learned structures	Test Paper	30%
	Active involvement during classes	Observation	30%
10.6 Minimum performance standards			
<ul style="list-style-type: none"> <li>• Grade 5 (five)</li> </ul>			

**Date of submission:** September 2014

**Titular of the course:**

**Seminary titular:**

  
Assoc. Prof. ȘTEFAN Liana, PhD

**Date of approval in department** September 2014

**Head of the Department:**

  
Prof. DOBRE Costinel PhD



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