

Course Outline

Course number	RBE345					
Course title	French Beginner (focusing on business, law and diplomatic language)					
Credit points	6 ECTS					
Total hours	160					
Contact hours	64					
Independent studies	96					
Course level	Bachelor					
Prerequisites	None					
Category	Mandatory		Restricted elective		Free elective	X

COURSE RESPONSIBLE

<i>Name</i>	<i>Academic degree</i>	<i>Academic position</i>
Jeļena Vladimirska	Dr.philol.	Visiting professor

COURSE TEACHERS

<i>Name</i>	<i>Academic degree</i>	<i>Academic position</i>
Jeļena Vladimirska	Dr.philol.	Visiting professor

COURSE ABSTRACT

This course is designed for beginners with a focus on building foundational French language skills for business, diplomatic and law contexts. The course will progress from A1 to A2 level, covering essential vocabulary, grammar, and practical language skills. Course Objectives:

- Develop strong foundational language skills in French.
- Build a specialized vocabulary for business, diplomatic and law contexts.
- Improve listening, speaking, reading, and writing skills.
- Gain cultural insights into French-speaking business and legal environments.
- Develop cross-cultural competence for successful international business interaction.

GRADING CRITERIA

Grading criteria	Weighting
Regular homework and work at seminars	15%
Weekly quizzes to assess vocabulary and grammar	20%
Role-play exercises for practical application	15%
Final project presentations related to business, diplomatic and law topics.	25%
Final exam (written)	25%

COURSE REQUIREMENTS

This course is designed to help you develop your proficiency in the French language, with a focus on practical communication in business, diplomatic, and legal contexts. In addition to active participation and commitment to the learning process, your performance will be assessed through the following components, each with its respective weighting:

1. **Regular Homework and Work at Seminars (15%):** Consistent engagement with course materials and active participation in seminars is essential. You are expected to complete assignments and participate in discussions to reinforce your understanding of the course content.
2. **Weekly Quizzes to Assess Vocabulary and Grammar (20%):** Weekly quizzes will evaluate your grasp of vocabulary and grammar. These assessments will help you gauge your progress and provide opportunities for improvement.
3. **Role-Play Exercises for Practical Application (15%):** Role-play exercises will challenge you to apply your language skills in realistic business, diplomatic, and legal scenarios. Active participation in these exercises is crucial for practical skill development.
4. **Final Project Presentations Related to Business, Diplomatic, and Law Topics (25%):** Your ability to synthesize and apply your knowledge will be demonstrated through a final project. You will choose a topic within the realms of business, diplomacy, or law, and present your findings and insights to the class. This project will test your research, communication, and presentation skills.
5. **Final Exam (Written) (25%):** The final written exam will assess your overall understanding of the course content. It will cover topics from the entire course, including basic French language skills, business communication and diplomacy.

It is important to note that **attendance, class participation, and a strong work ethic** are integral to your success in this course. Regular attendance and active involvement in class activities and discussions will contribute to your overall performance.

COURSE PLAN – MAIN SUBJECTS

No.	Main subjects	Planned hours
1	Introduction. Basic French (A1 Level) Greetings and Introductions. Business Meetings and Etiquette Numbers and Dates. Asking Questions.	12
2	Basic French (A1 Level). Everyday Communication: Expressing Likes and Dislikes. Ordering Food and Drinks; Shopping; Describing Daily Activities; Talking About Family and Relationships	20
3	Business French (A1-A2 Level). Business Meetings and Etiquette: Email and Telephone Communication Writing professional emails and phone conversations. Business Travel and Accommodations. Travel arrangements and hotel reservations. Writing Professional Correspondence Crafting business letters and reports	14
4	Diplomacy and International Relations (A2 Level). Diplomatic Language and Etiquette. Diplomatic Missions and Responsibilities. Roles and responsibilities of diplomatic missions. International Law and Treaties International law, treaties, and agreements. Complex terminology in international law	14
5	Working on the final project Final projects presentation	2
6	Final Exam	2