

UNIVERSITY OF ECONOMICS - VARNA
DEPARTMENT OF LANGUAGE TEACHING
DEPARTMENT OF WESTERN EUROPEAN LANGUAGES

ACCEPTED BY:

Rector:

(Prof. Dr. Plamen Iliev)

SYLLABUS

SUBJECT: “FOREIGN LANGUAGE FRENCH”;

DEGREE PROGRAMME: „Accounting“; BACHELOR`S DEGREE

YEAR OF STUDY: 1st; SEMESTER: 1st;

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

CREDITS: 3

DISTRIBUTION OF WORKLOAD ACCORDING TO THE CURRICULUM

| <i>TYPE OF STUDY HOURSE</i> | WORKLOAD, h. | TEACHING HOURS PER WEEK, h |
|-----------------------------|---------------------|-----------------------------------|
| CURRICULAR: | | |
| incl. | | |
| • LECTURES | 0 | 0 |
| • SEMINARS (lab. exercises) | 30 | 2 |
| EXTRACURRICULAR | 60 | - |

Prepared by:

1.
(senior lecturer Sv. Todorova)

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I. ANNOTATION

This Accounting French module is designed to respond to the students' needs to progress in their Accounting studies or related degree programs. The course objectives are to introduce students to the main areas of financial terms in French and improve their overall linguistic fluency. During the course students build up confidence and develop their skills by a variety of practical tasks which include: reading and discussing authentic articles on a wide range of business topics; learning essential business and financial vocabulary; listening to authentic interviews and 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, interpret a variety of financial and accounting data, and present it accordingly; express opinions on different business and financial issues; write business letters; use French in different social situations such as telephoning, networking, negotiating, etc. Students master a whole repertoire of different skills which are necessary to participate in an increasingly international work environment.

II. THEMATIC CONTENT

| No. | TITLE OF UNITS AND SUBTOPICS | NUMBER OF HOURS | | |
|----------------------------------|---|-----------------|-----------|----|
| | | L | S | LS |
| 1. Recrutement | | | 10 | |
| 1.1 | Analyser un phénomène | | 4 | |
| 1.2 | Motiver ses salariés | | 3 | |
| 1.3 | Décrire l'organisation d'une entreprise | | 3 | |
| 2. Voyage professionnel | | | 4 | |
| 2.1 | Se préparer à partir | | 2 | |
| 2.2 | Faire le compte-rendu | | 2 | |
| 3. Entretien d'évaluation | | | 6 | |
| 3.1 | Comprendre un entretien oral | | 2 | |
| 3.2 | Préparer un entretien d'évaluation | | 2 | |
| 3.3 | Répondre à une proposition de rendez-vous | | 2 | |
| 4. Expatriation | | | 4 | |
| 4.1 | Tester sa capacité à s'expatrier | | 2 | |
| 4.2 | Reconnaître les documents administratifs | | 2 | |
| 5. Création d'entreprise | | | 4 | |
| 5.1 | Statut juridique des sociétés- types de sociétés | | 2 | |
| 5.2 | La lettre commerciale- types de lettres en fonction de la situation de la communication | | 2 | |
| 5.3 | 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 |
| Total midterm control: | | 2 | 30 |
| 2. | Final term control | | |
| 2.1. | Test | 1 | 30 |
| Total final term control: | | 1 | 30 |
| Total for all types of control: | | 3 | 60 |

IV. LITERATURE

REQUIRED (BASIC) LITERATURE:

1. Girardeau, B., Mistichelli, M., Travailler en français en entreprise, éd. Didier, 2009
2. Barlet, O., INTERCOM (Communication et correspondance commerciales), 1992
3. Danilo, M., Le français de la communication professionnelle, 1993
4. Penformis J.L., Affaires.com, éd. CLE INTERNATIONAL, 2005

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