



- a general vocabulary selected according to its professional relevance;
- a basic business vocabulary;

They offer each the same structure:

- an introduction based on a) one or several texts; b) vocabulary exercises based on vocabulary lists;
- a communication act and/or a writing exercise (e.g. e-mail, description of a company, etc.);
- interference problems between French and Dutch;
- synthesis

A grammatical chapter treats the major grammatical structures, accompanied by exercises and schemes. Moreover the course offers an overview of the verbal conjugation and of the pronunciation rules.

### Initial competences

A good secondary school knowledge of French is considered as basic corresponding to the final objectives of French in secondary schools in Flanders. Final objectives for French in general secondary education (third grade) are to be situated at level B1 within the European Framework for languages.

### Final competences

- 1 Know the basic rules of French grammar and be able to apply them in business settings.
- 2 Actively use taught basic economic vocabulary.
- 3 Be able to write short business texts.
- 4 Be able to convey short oral messages.
- 5 Be able to understand short business messages.
- 6 Be able to understand current articles and audio fragments about broad socio-economic topics.

### Conditions for credit contract

Access to this course unit via a credit contract is determined after successful competences assessment

### Conditions for exam contract

This course unit cannot be taken via an exam contract

### Teaching methods

Seminar, Practical

### Extra information on the teaching methods

Classes contain groups of appr. 40 students, in which differentiation is present. There is no formal separation between theory and exercises. Texts and (vocabulary and listening comprehension) exercises, together with an online learning environment, constitute the basis of the learning process. The same method is applied to check and develop the grammatical skills of the students. Students are required to actively participate: they are asked to prepare all classes thoroughly. The written and/or online preparation is also obligatory for the grammar- and/or conversation-classes.

### Study material

Type: Handbook

Name: Affaire conclue

Indicative price: € 45

Optional: no

Language : Other

Author : S.Kindt, E. Ledoux-Beaugrand, K. Merckx, S. Rymenams, G. Valentijn, L. Vandenbulcke

ISBN : 978-9-03340-524-2

Number of Pages : 375

Oldest Usable Edition : 2024-2025

Online Available : Yes

Available through Student Association : Yes

Usability and Lifetime within the Course Unit : intensive

Usability and Lifetime within the Study Programme : one-time

Additional information: Available online via Acco website

Type: Slides

Name: online handouts, lexical and grammatical exercises

Indicative price: Free or paid by faculty

Optional: no

Number of Slides : 220

Online Available : Yes

Additional information: Via Sofia

## References

Optional: manual of Grammar, supporting the manual and the handouts on SOFIA (e.g. *Grammaire 2000*, *Grammaire Trajet*, *Grammaire progressive du français de affaires- Niveau intermédiaire*, ...)  
Bescherelle *Conjugaison pour tous*

## Course content-related study coaching

Students are individually coached by assistants.

Intermediate feedback-session

(revision)exercise-sessions

## Assessment moments

end-of-term and continuous assessment

## Examination methods in case of periodic assessment during the first examination period

Oral assessment, Written assessment

## Examination methods in case of periodic assessment during the second examination period

Oral assessment, Written assessment

## Examination methods in case of permanent assessment

Written assessment

## Possibilities of retake in case of permanent assessment

examination during the second examination period is possible in modified form

## Extra information on the examination methods

1. NPE

Written test: grammar, lexicon

Portfolio

2. PE

Written exam: grammar, lexicon, listening, writin

Oral exam: oral skills, use of economic vocabulary

## Calculation of the examination mark

Permanent 15% (10%: 1 written test in the first semester (5%) and 1 written test in the second semester (5%) and 5%: portfolio), end-of-term evaluation 85%.

Please note that every student has to participate in both parts of the end-of-term evaluation. If not, the maximum score will not exceed 7/20.

## Facilities for Working Students

In consultation with the teacher.