

French 3205B - ONLINE
Business Communication in French
January – April 2022

GENERAL INFORMATION

Course:	3205B (530)
Term:	Half year (0.5 course)
Year:	2022 (January – April 2022)
Delivery:	online synchronous
Course Day and Time:	Tuesdays: 2:30 - 3:30 Thursdays 2:30 - 4:30
Course prerequisite:	French 2900 or permission of the Department
Course antirequisites:	French 3200 or 3201E

INSTRUCTOR INFORMATION

Name:	Mme Valérie Prat
E-mail:	vprat@uwo.ca
Office hours:	Office hours are held virtually on Zoom and by appointment (please contact me at least 24h ahead of time) - Fridays 9am-6pm by appointment - Mondays + Wednesdays by appointment

CURRENT CALENDAR COURSE DESCRIPTION

After learning the general terminology of business correspondence, students will enhance their written and oral expression through the study of business practices, advertising, economic and business topics and professional terminology with authentic materials such as newspapers, Internet and magazines' articles and radio shows.

REQUIRED COURSE MATERIALS

Required Texts:

All the material is available from OWL for downloading and printing.

Recommended: Bilingual dictionaries (online translation dictionary)

<https://www.collinsdictionary.com/dictionary/english-french>

<http://www.linguee.com/>

A reliable internet connection as well as easy access to a printer is required for this online course.

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Apply for job positions in the francophone world, including:
 - Be able to decipher job postings from various francophone regions
 - Write a satisfactory résumé + cover letter in French (layout, vocabulary)
 - Conduct a real-life job interview in French: the do's and don'ts, cultural differences
 - Build on the confidence they have acquired along the way
 - Create basic charts and accurately interpret their content with precise terminology.
 - Understand fast-paced authentic audio/video documents related to job-seeking, presentation of data, and professional issues and settings.
 - Understand and analyze written articles related to the evolution of the job market.
 - Improve their command of French as it applies to the business world, by broadening their lexicon, set phrases, collocations and grammar structures.
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BRESCIA COMPETENCIES

Upon successful completion of this course, students will be able to:

1. Demonstrate the communication competency by being able to:

- Consistently articulate relationships between points of development; distinguish one's ideas from those of others; distinguish facts from opinions.
- Use straightforward, grammatically correct and accurate language that conveys meaning.
- Deliver a clear central message with an appropriate and relevant content.
- Articulate ideas judiciously in paragraphs making ideas easy to follow and appreciate.
- Consistently support ideas through appropriate examples, evidence and argumentation following argumentation rules presented and studied in class.
- Apply appropriate conventions corresponding to the various types of writing tasks (research paper, writing a summary, cover letter, etc.).

2. Demonstrate the Inquiry and Analysis and Information Literacy competencies by being able to:

- Evaluate evidence to identify patterns, differences, similarities, limitations, implications, etc. and relate a particular case to writing conventions.
- Analyze one's own limitations and weaknesses, find the appropriate available information (in dictionary, grammar books, internet, etc.) to complement and develop knowledge and skills.
- Apply specific methods and writing rules; use appropriately accurate and formal vocabulary which was studied in class.
- Seek help when needed (ask questions to the professor, go to the writing center, etc.).
- Compare different writing styles and identify strategies to learn from observation for personally managing and mastering new writing skills.

3. Demonstrate the Critical Thinking competencies by being able to:

- Evaluate the acceptability of premises and the logical strength of arguments by analyzing various types of writing and peer writing.
- Reflect on different ways of presenting arguments and examples.
- Demonstrate critical thinking by evaluating the professor's feedback, to change ways of approaching a task, change habits and put in practice appropriately the new concepts.
- Apply all the above to their own writing.

4. Demonstrate the Self-Awareness and Development competency by being able to:

- Accurately assess own emotional strengths and weaknesses and reflect on the experience of emotion when self-monitoring during a writing task.
- Evaluate and respond appropriately to criticism and feedback; perceive adversity as an opportunity for growth, while being provided with constructive feedback for written assignments from peers and professor.
- Analyze own performance and use that information to improve both during and after given tasks.
- Evaluate progress toward goals, changing strategies as necessary; demonstrate broadened understanding about the use and importance of writing, and use what was learned in other classes.

MARKS DISTRIBUTION

➤ Attendance and participation	10%
➤ Quizzes on OWL	10%
➤ CV + Cover letter	20%
➤ Job interview	20%
➤ Chart (creation + commentary)	20%
➤ Final exam	20%

DETAILED DESCRIPTION OF EVALUATION

ATTENDANCE AND PARTICIPATION (10%)

Attendance and participation are essential to your success in learning.

During class we practice the vocabulary, discuss the course concepts and articles, and students receive feedback on their assignments rough drafts before final submission.

There are 36 hours of class : **you can expect to receive 10 out of 10 if you attend fully and participate regularly to at least 30 hours.** You will lose 0.5 pt (out of 10 pts) for each hour missed after that. Repeated early departures from class or repeated late arrivals will be considered absences. Turning your camera off for long periods of time will be counted as absences. If you find yourself in exceptional circumstances regarding the use of the camera, please let me know in the Zoom chat.

Participation on the Zoom chat during lessons also counts as participation.

Because attendance is so important in language courses, a student who has missed more than 25% of the classes may not be allowed to write the final exam.

Please **do not** email me if you miss a class: I take regular attendance, therefore if you're not here, I already know. I will not answer emails sent for the sole purpose of giving me such notice, even if it's an advance notice.

QUIZZES on OWL (10%)

Students are supposed to participate in the weekly Zoom class sessions in order to make progress in the lessons. Quizzes on OWL are meant to help them further practice the new vocabulary and concepts discussed in Zoom, and test what has been learned. Quizzes have to be completed on your own, is an individual work. These quizzes will equip you for your other assignments and the final exam.

CV + COVER LETTER (20%)

Each one of you will apply for a job posting of your choice (Québec, French Ontario, France etc.). Directions are posted on OWL.

JOB INTERVIEW (20%)

- **With a partner or by yourself**, and following up on the original job posting of one of the students - As real-life as possible
- Duration : 5-7 minutes
- Key information on Powerpoint, then record your voice(s) in VoiceThread or directly in Powerpoint.
- No full transcript on the screen, only point form presentation to allow me to tell the speakers apart (especially if you are doing it on your own) and so that I have key content at hand. The recording of your voice, however, will be a full, natural and grammatically-correct dialogue. Example on screen :
- Recruteur/Recruteuse : formation universitaire ?
- Marie : diplôme de 1er cycle en français / biologie
- Recruteur : expérience passée ?
- Marie : 2 ans, temps plein/partiel, poste de (réceptionniste/assistant.e), nom de l'entreprise / service municipal de...

Grading scheme will be posted on OWL. Students working with a partner will receive the same mark, except for the oral criteria (clarity, pronunciation, fluency).

CHART CREATION + COMMENTARY (20%)

You will create a chart of your choice (line graph, pie chart, histogram, bar graph, pictograph) based on real or fictional data (Excel/Word), and present your interpretation of results. You have the **option to do this assignment with a partner only if you did the job interview by yourself**. Directions and topic ideas will be posted on OWL.

FINAL EXAM (20%)

The final exam is open book and cumulative. It is three (3) hours long.

First, it will test your grasp of the vocabulary and concepts covered in the course through fill-in-the-blanks, true/false, short-answer questions, and small paragraphs meant to illustrate your understanding of a notion.

You will then have to interpret a series of documents that are new to you, but whose formats will be familiar: answer comprehension questions on a job posting, correct a faulty cover letter (French language, do's & don'ts), and interpret two different types of charts.

The exam will also include 1 our 2 short oral comprehension sections of an authentic video or podcast.

Assignments are submitted on Owl, in *Assignments* within time frame and submitted to Turnitin.

COPYRIGHT AND INTELLECTUAL PROPERTY

Power Point lecture slides and notes, videos, lists of readings, in-class activities, assignment guidelines, and other components of the course materials are typically the intellectual property of the course creator and/or the instructor. Unauthorized reproduction through audio-recording, video-recording, photographing, sharing on social media, or posting on course-sharing websites is an infringement of copyright and is prohibited. Such action may be considered a Code of Conduct violation and lead to sanctions.

MISSED OR LATE WORK POLICY

1. A student who misses a test or an assignment should contact the instructor by e-mail as soon as possible: vprat@uwo.ca
2. For any assignment or test worth 10% or more of the final grade, students must submit documentation and contact an academic advisor in order to obtain an official accommodation recommendation from an academic advisor.
3. Without an official accommodation recommendation, and in the event you've used up your SRAs, late assignments will be assessed a penalty of 5% per day within a week of when it was scheduled. Failure to write it within this time will result in 0% for the assignment in question. Students must consult with the professor and a prior permission must be obtained before the due date.

WEEKLY SCHEDULE – FR3205B

This is the “general” course outline. The details of each assignment are on Owl. Some other details will be explained in class.

Semaine	Contenu du cours	Devoirs et Quiz
10 janvier	Introduction au cours, présentation prof, étudiantes À la recherche d’un emploi : étapes, notions, anglicismes, acronymes	
17 janvier	À la recherche d’un emploi : décoder les offres de postes, méthodes Article : <i>Womenomics</i>	Quiz 1 : la recherche d’emploi (OWL)
24 janvier	La lettre de motivation : structures anglais/français, et Canada/France, réponse à une offre, candidature spontanée, lettre de recommandation, attestation, acceptation d’un poste	Quiz 2 : <i>Womenomics</i>
1er février	La lettre de motivation : mots charnières, soin du style et précision du vocabulaire + qualités personnelles recherchées	Quiz 3 : CV + lettre
7 février	Le CV chronologique, par domaines de compétences, mixte Article : L’écart salarial entre les sexes	Lettre + CV : partagez vos brouillons en classe
14 février	Le CV qui se démarque, éviter les CVs truqués, CV vidéo et portfolio professionnel	Remettre Lettre + CV (vendredi 18 février)
Semaine de lecture		
1er mars	L’entretien d’embauche : étapes, déroulement, lettre de suivi	Quiz 4 : L’écart salarial entre les sexes
7 mars	L’entretien d’embauche, pièges et conseils : parler de soi, ses compétences ou incompétences, son expérience et ses objectifs	Quiz 5 : L’entretien d’embauche
14 mars	Les graphiques : expression des nombres, types de graphiques	Afficher Entretien d’embauche (vendredi 18 mars)
21 mars	Les graphiques : savoir les interpréter et les choisir	Quiz 6 : Les graphiques
28 mars	Les graphiques : savoir les créer	Graphique : Partagez votre brouillon
4 avril	Articles : Covid et télétravail vs. travail en présentiel Révisions pour l’examen final	Remettre graphique + commentaire (vendredi 8 avril)

2021-22 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be found at https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12.

Students who have long-term or chronic medical conditions which may impede their ability to complete academic responsibilities should seek Academic Accommodation through Student Accessibility Services

(https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10).

Personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are **not** grounds for academic accommodation.

Students who experience an illness or extenuating circumstance sufficiently severe to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

1. Submitting a **Self-Reported Absence** form provided that the conditions for submission are met;
2. For medical absences, submitting a **Student Medical Certificate (SMC)** signed by a licensed medical or mental health practitioner;
3. For non-medical absences, submitting **appropriate documentation** (e.g., obituary, police report, accident report, court order, etc.) to their Academic Advisor. Students are encouraged to contact their Academic Advisor to clarify what documentation is acceptable.

Requests for Academic Consideration Using the Self-Reported Absence Portal

Students who experience an unexpected illness or injury or an extenuating circumstance of 48 hours or less that is sufficiently severe to render them unable to meet academic requirements should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours. Note that the excused absence includes all courses and academic requirements within the up to 48 hours, it is not intended to provide an excused absence from a single course while students fulfill their academic responsibilities in other courses during that time.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

1. Students will be allowed a **maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
2. The duration of the absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
3. The excused absence will terminate prior to the end of the 48 hour period if the student undertakes significant academic responsibilities (writes a test, submits a paper) during that time;
4. Self-reported absences will **not** be allowed for scheduled final examinations; midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;
5. Self-report absences may **not** be used for assessments worth more than 30% of any course;
6. Any absences in excess of 48 hours will require students to present a Student Medical Certificate (SMC), or appropriate documentation;
7. Students **must** communicate with their instructors **no later than 24** hours after the end of the period covered by the Self-Reported Absence form to clarify how they will fulfil the academic expectations they may have missed during the absence.

Request for Academic Consideration for a Medical Absence

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such

requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation.

Academic accommodation for illness will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

The following conditions apply for students seeking academic accommodation on medical grounds:

1. Students must submit their Student Medical Certificate (SMC) along with a request for relief specifying the nature of the accommodation being requested no later than two business days after the date specified for resuming responsibilities. An SMC can be downloaded from http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf ;
2. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their Academic Advisor for advice during their recovery period;
3. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, scheduled tests or examinations, and other academic requirements;
4. Students **must** communicate with their instructors **no later than 24 hours** after the end of the period covered by the SMC to clarify how they will fulfil the academic expectations they may have missed during the absence;
5. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the course instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements, arranging Special Exams (make-ups), re-weighting course requirements, or granting late withdrawal without academic penalty.

The [full policy on requesting accommodation due to illness](#) can be viewed at:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

2. ACADEMIC CONCERNS

If you feel that you have a medical or personal challenge that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds are not normally considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor

(https://www.brescia.uwo.ca/enrolment_services/academic_advising/index.php). If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please refer to <http://brescia.uwo.ca/academics/registrar-services/> or the list of official sessional dates in the Academic Calendar

(<http://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID=>).

You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

3. ABSENCES

Short Absences: If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

Please note that for asynchronous online courses, attendance or participation requirements maybe different than for synchronous or in-person courses.

Extended Absences: If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work, and arrange academic accommodations if appropriate and warranted.

It is important to note that the Academic Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory

(http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_68).

4. SCHOLASTIC OFFENCES

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence at:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Scholastic Discipline for Undergraduate Students in the Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

Plagiarism:

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

Computer-marked Tests/exams:

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, they may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, they may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal and if the matter falls within the jurisdiction of the SRBA. For information on academic appeals consult your Academic Advisor or see the Student Academic Appeals – Undergraduate in the Academic Calendar

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14.

Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices.

6. PREREQUISITES

Unless you have either the prerequisites for a course or written Special Permission from the Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisite(s).

7. SUPPORT

Support Services

The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/>. Students can access supports through Brescia's Student Life Centre (<http://brescia.uwo.ca/life/student-life/>) and Learning Skills Services at Western (<https://www.uwo.ca/sdc/learning/>)

Mental Health and Wellness

Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can obtain information about how to obtain help for yourself or others through **Health & Wellness at Brescia** (https://brescia.uwo.ca/student_life/health_and_wellness/index.php) and **Health and Wellness at Western**, http://uwo.ca/health/mental_wellbeing/index.html.

Sexual Violence

All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence.

If you or someone you know has experienced any form of Sexual Violence, you may access resources at https://brescia.uwo.ca/safe_campus/sexual_violence/index.php.

Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy, and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.
